



**Whittingham**  
C of E PRIMARY SCHOOL

## **Whittingham C of E Primary School Policy for Admissions for Nursery – Year 6**

**2022-3**

*This Policy was reviewed Autumn Term  
2022 and will be ratified by Governors  
Spring Term 2023*

### **About us:**

Whittingham is a small traditional Northumbrian village close to the larger towns of Rothbury and Alnwick. The village lies just off the A697 and is situated within an easy distance of about 35 miles travel southwards to Newcastle upon Tyne. The village enjoys a beautiful rural setting with magnificent views of the Cheviot Hills. Our school serves a wide rural community and catchment area. We pride ourselves that we are warm and welcoming to all. School sits at the heart of its community with active links the local village hall, church and wider community. We have a longstanding local history and our school population includes children of former pupils and grandchildren of staff.

The school classes are organised into a Nursery/Reception- Early Years Class, Year 1 and Year 2 Class, Year 3 and Year 4 Class and a Year 5 and Year 6 Class. Due to the variation in size of individual cohorts of children we usually review our class organisation every year.

Current staffing includes four teachers (plus the Head teacher) and five teaching assistants.

Like many small schools in Northumberland, we pride ourselves on the effective links maintained with other schools and we are part of the Alnwick Partnership of schools.

This comprises of Primary Schools and our feeder Secondary School.

### **A message from the Headteacher:**

Thank you for taking the time to take a look at our Admissions Policy. At the time of writing this policy (Autumn 2022) we have 97 pupils on roll. After a significant rise in pupil numbers five years ago, our numbers have now stabilised to around 100 pupils on roll.

A proportion of children choose to come to our school live outside our catchment area.

We are extremely ambitious for our children, always striving for them to have the best opportunities we can provide and for them to reach their full potential. The

dedication of our inspirational staff, the resources available and our broad and balanced curriculum have all been contributing factors in enabling us to have an excellent

reputation in the local and wider community. We strive to make sure that the time the children spend as part of our school family, is happy and successful. We also ensure that the children and their families who join our school; whether that be as a Nursery pupil at the very start of their learning journey or a child who joins us at any other point in our school journey feel welcomed, listened to, valued and soon become part of our school family.

If you would like your child to attend our school, or would like further information please see our school website <https://whittingham.eschools.co.uk>

You may then wish contact school directly:

Office Manager, Mrs C Kennedy email: [admin@whittingham.northumberland.sch.uk](mailto:admin@whittingham.northumberland.sch.uk)

or telephone the school office and speak to Belinda Athey, Headteacher – 01665574222.

We will be happy to answer any questions you may have, give you an up to date indication whether there is a place available and then direct you to complete an admission form online

with Northumberland County Council.

### **Our Rationale:**

To provide a high standard of education in a supportive, secure and stimulating environment where all children can learn and develop to their full potential. We also seek to build a trusting and well-informed relationship with families.

### **Our School Vision and Values**

The children know these as the 3R's:

'Hand in hand together we will become *resilient, respectful* and *responsible* citizens of our community and the wider world.'

### **School Aims:**

- To provide an open, secure and welcoming Christian environment for each pupil. This is expressed through daily worship which acknowledges the presence of God in our lives.
- To further develop and value the partnership that exists between school and the local churches, in particular, through sharing weekly worship and to encourage an appreciation of the Christian faith and a familiarity with the local Christian heritage.
- To care for each pupils' safety, happiness and well-being.
- To value our pupils as individuals, developing their ability to take responsibility for themselves and their actions, promoting confidence and self-esteem, and respect for others and their environment.
- To equip our pupils with the knowledge to make informed choices about having a safe and healthy lifestyle.
- To offer opportunities for our pupils to become involved in the daily life of the school and to prepare them to play an active role as citizens locally and in the wider world.
- To provide a learning environment, which is challenging and stimulating yet ordered and disciplined.
- To provide a broad and balanced curriculum, setting realistic targets for each pupil.
- To extend and reinforce our pupils learning, making expectations clear, and raising achievement levels.

As we are a Northumberland County Council School, we follow their guidelines and procedures.

## **Admissions Policy for Community and Voluntary Controlled Schools**

Our Published Admission Number (PAN) which is currently set at 15 pupils per year group.

**Nursery** – Admission is on a termly basis in the term after their 3<sup>rd</sup> Birthday.

Admissions for an Autumn Term place is for children who have turned 3 before 31<sup>st</sup> September.

Admissions for a Spring Term place is for children who have turned 3 before 31<sup>st</sup> December.

Admissions for a Summer Term place is for children who have turned 3 before 31<sup>st</sup> March.

In 2015 we consulted to change the age range of our school and we are able (if spaces allow) to offer Rising Threes places where a place is made available to a child the term in which they turn 3 years old. At the time of writing this policy for the school year 2020-21 we do not have any spaces available for Rising Three Year Olds.

We offer 15-hour Nursery Provision to all eligible pupils. This may be offered on a 5

morning (9.00 -12.00) or 5 afternoons (12.15- 3.15) basis.

We offer a 5-morning place in the first instance. Where morning places are full and spaces allow, we may offer afternoon sessions.

In addition to that, we can offer 30 hours Nursery Provision which can be spent using the 30 hours entitlement (if eligible and in receipt of a voucher code) or taking up paid session using our Community Powers provision (if places allow). Please contact the office for further details.

Admission forms for Nursery can be found on our school website. Please ensure that school receives an application form as soon as possible so that we are able to secure a place for your child and also plan for staffing. We will contact you during the half term before your child is due to start nursery and offer you a range of induction activities so that both your child and their family feel fully prepared for this exciting stage in life.

**Where the demand for places exceeds the number available, places will be offered by applying the following criteria in decreasing order of merit:**

1. Pupils who are age three by 31st August prior to the academic year in question and
  - (a) live within the catchment area of the school;
  - (b) live in the catchment area of a neighbouring school which does not have a nursery class;
  - (c) live anywhere else in Northumberland;

Should it prove necessary to distinguish between pupils in any given category, priority will be given by applying the following sub-criteria in decreasing order of merit:

- (i) children on whose behalf evidence of exceptional medical, social or educational need is presented (this will normally have to be supported by a professionally involved third party)
- (ii) children who have an older brother/sister who is expected to be on the roll of that school or nursery class at the time of admission.

***Children who have applied for a nursery place are put on a waiting list in date order of receipt.***

## **Full time School**

Admission will be once a year on a full-time basis in September if the child is four by 31 August 2022. The County Council is obliged to admit all applicants to a particular school provided these do not exceed the school's Published Admission Number (PAN) which is currently set at 15 pupils per year group. (The Published Admission Number of each school for entry in September 2022 / 23 is published in the Northumberland County Council Admissions Handbook.)

Full admission arrangements can be found:

<https://www.northumberland.gov.uk/Education/Schools/School-admissions-places-appeals-1.aspx>

<https://www.northumberland.gov.uk/Education/Schools/School-admissions-places-appeals-1/Admission-arrangements.aspx>

<https://www.northumberland.gov.uk/NorthumberlandCountyCouncil/media/Document-store/School%20admissions/Admissions-Policy-primary-2020-21-1.pdf>

At Whittingham C of E Primary School, we are pleased and proud to be part of a school with rising numbers. However, we are currently very near capacity, with some year groups at capacity or close to approaching this so we follow the procedures outlined below which is following Northumberland County Councils Admissions Procedures.

When a school is **oversubscribed**, after the admission of pupils with Statements of Special Educational Needs where the school is named in the statement, priority for admissions will also be given to those children who are deemed to be 'looked after' or who have previously been 'looked after'.

**The priority order for considering the remaining applications is as follows:**

1. Pupils living within the catchment area of the school and those on whose behalf firm evidence is presented that they will be living in the catchment area by the appropriate admission date.
2. Pupils with special circumstances, on whose behalf evidence of exceptional medical or exceptional social need is presented. For example, where one or both parents or the child have a disability that may make travel to a school that is further away difficult. Evidence must be supported in a written statement by a professionally involved third party, such as a doctor or a social worker.
3. Pupils with siblings already in the school and who are expected to be on roll at the school at the time of admission who live within the greater catchment area of the school partnership.
4. Pupils living within the greater catchment area of the school partnership and those on whose behalf firm evidence is presented that they will be living in the partnership catchment area by the appropriate admission date.
5. Pupils who have a sibling who already attends the school.
6. Pupils on whose behalf preferences are expressed on grounds other than those outlined above.

If you have been advised that the year group your child is in is oversubscribed, you will be supported by the School Admissions team at NCC through any subsequent processes which may be followed.

This document was developed during the Autumn Term 2022

It was approved by the governing body in the Spring Term 2023

This policy will be reviewed in the Autumn Term 2023 for ratification Spring Term 2024

A schedule for the review of this, and all other policy documents is set out in the school's cycle of policy reviews.

Belinda Athey – Headteacher on behalf of the Policy Committee of Governors.