

Admissions FAQs

Our full Admissions Policy is available on our website.

1. I am moving to the area and want my children to come to Princecroft Primary School. How do I apply?

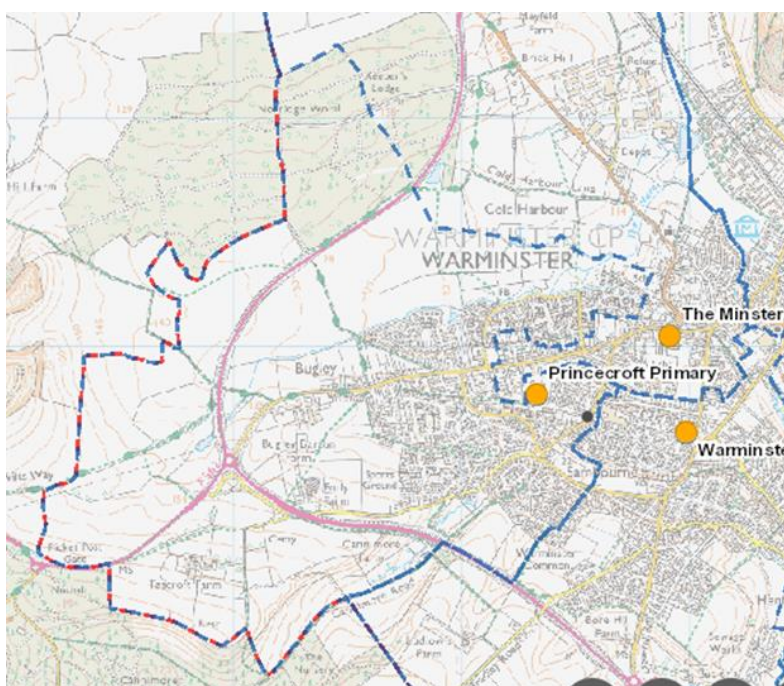
All our admissions go through Wiltshire Council. For entry to Reception and Year 7, you need to apply through the Wiltshire Council Parent Portal:

[Portal Home \(wiltshire.gov.uk\)](https://www.wiltshire.gov.uk)

For admission to other year groups, including mid-year transfers, you cannot apply online. Instead, application forms for mid-year transfers are available through www.wiltshire.gov.uk

2. What is your catchment area?

Princecroft Primary school is located to the South-West of Warminster town centre, within a residential area. The map below shows the Designated (catchment) Area for our school.



You can check if your home address is within our catchment area using the Wiltshire Council Admissions Explorer tool:

<https://wiltscouncil.maps.arcgis.com/apps/webappviewer/index.html?id=78160d89e1004ccda210923b82ee9959#schoolmap>

However if there is space in the year group your child needs then we can offer a place even if you don't live in the catchment area. If the year group is full (oversubscribed), then please refer to our Admissions Policy for guidance.

3. How can I find out if you have places?

Please contact the school office by telephone on 01985 212704 or by e-mail to admin@princecroft.wilts.sch.uk

4. If the year group is full, can I put my child on your waiting list?

If you wish your child to be on the waiting list then you must make an application/in-year transfer request through Wiltshire Council's Parent Portal stating this school as your first preference. We do not operate a separate waiting list; however you are welcome to contact the school to check the most up-to-date status of the waiting list.

5. What if I have more than one child needing a place?

You will need to apply for an In-Year Transfer for each individual child, through the Wiltshire Council Parent Portal. Please be aware that we may not be able to offer places to all of your children. In such circumstances any offer of a school place will be for the child named and would not give the other children any priority for immediate admission as a sibling link. If you need places for more than one child then please contact the school for further advice.

6. How long will it take for my application to go through?

Decision letters should be posted within 15 school days of receipt of your form although at busy periods there may be delays. For full details please see the information provided on the Wiltshire Council Parent Portal.

7. How do you choose who gets a place?

Where the school is over-subscribed places are allocated in the following priority order:

1. 'Looked after' children/Previously 'Looked after' children
2. Vulnerable children
3. Designated (catchment) area siblings (siblings must be living at the same address)
4. Other children in the Designated (catchment) area. Where more than one child meets this criteria they are prioritised by straight-line distance from the school.
5. Other siblings, where siblings are living at the same address but out of the Designated (catchment) area
6. Children of staff
7. Any other children

8. What happens after I am offered a place at the school?

You will have 28 days in which to accept the offer of a place and, if necessary, provide documentation to prove residency such as a valid Tenancy Agreement or evidence of exchanged contracts. You must inform Wiltshire Council if you wish to accept the place offered. They will then inform the school. Once we have confirmation of your acceptance we will contact you directly to arrange a tour if you haven't had one and to organise start dates, class allocations etc.

9. What happens if I am not offered a place?

Wiltshire Council will make an offer of a place at whichever other of your preferred schools has availability. If you have only chosen one school or none of your preferred schools have a place then Wiltshire Council will offer you a place at your nearest available school. You will remain on our waiting list for the remainder of the academic year unless we make you an offer of a place and you decline it.

10. What if there is still no place available at the end of the academic year?

Waiting lists close at the end of the academic year (July). If you wish your child to remain on the waiting list to be considered for a place in the next academic year then you need to make a fresh application.

11. Can I appeal if I don't get a place?

You have a right to appeal to an independent panel. If you have not been offered a place and you wish to appeal the decision then you must contact the Wiltshire Council Customer Services Team on 01225 713010. The school must accept and cannot override the final decision of the appeal panel. You are welcome to reapply in the next academic year and have the right to appeal again if you are not offered a place.