

MODEL ADMISSIONS POLICY

SCHOOL NAME

SCHOOL ADDRESS

Our admissions process is part of the Local Authority co-ordinated scheme.

Application forms are available from the Local Authority in the autumn before the year of admission.

The school's admission number is **XX**. Where the number of applications is lower than the school's admission number, all applicants will be admitted. If there are more applications than places available, then all applications received by the Local Authority's designated closing date for receipt of applications will be considered, together and at one time, by a committee of the Governing Board's Admissions Committee.

Oversubscription criteria

If the number of applications for a particular year group exceeds the number of places available, the following criteria will be used:

Priority 1: Children looked after by a Local Authority (in accordance with section 22 of the Children Act 1989) and children who were previously looked after but ceased to be so because they were adopted or became subject to a residence order or special guardianship order).

Priority 2 etc: *Your criteria as determined by the Governing Body*

Notes:

1. Children with a Statement of Special Educational Needs or an EHC Plan that names *[name of your school]* will be offered a place first. This will reduce the number of places available.
2. Clearly state what supporting evidence needs to be supplied, where relevant, in order to prove that one of the oversubscription criteria is met eg where attendance at church is a criterion, the policy must specify how many times over a fixed period of time is required and how this will be measured and evidenced (eg by the signing of a register and provision of a letter from the incumbent).
3. Under priority **X**, a brother or sister must live at the same address and could be:
 - A brother or sister sharing the same parents;
 - A half-brother or sister, where two children share one parent; a stepbrother or stepsister, where two children are related by a parent's marriage or civil partnership (a formal arrangement that gives same-sex couples the same legal status as married couples);
 - The separate children of a couple who live together; or
 - An adopted or fostered brother or sister.
4. A child's home address is the place where the child is permanently resident with his or her parents. When a child lives between two addresses, the address used for offering a school places will be where the child lives for most of the school week (Monday to Friday). If care is split equally, parents can choose which address will be used.

5. If offering places within any one of the criteria would cause the school's admission number to be exceeded, then children living nearest will be offered first. Distances are measured by the Local Authority. If two or more applicants share the same distance to a school and only one place is available, the applicant to whom the place will be offered will be determined by the Local Authority by random selection (unless there are multiple births – in this case, all the siblings will be admitted).
6. Applications received after the Local Authority's designated closing date for receipt of applications will be deemed to have been made late and will be considered after applications with the same priority that were received on time.
7. Waiting lists are produced in strict order of priority, against the over-subscription criteria. Waiting lists are kept until the end of the autumn term in the year of admission.
8. **In-Year applications:** Applications made outside the normal admissions round (in-year admissions) should be made directly to the school. Parents/carers can apply for a place for their child at any time and to any school. On receipt of an in-year application, the school will notify the local authority of both the application and its outcome to allow the Local Authority to keep up to date with figures on the availability of school places in their area.
9. **Appeals:** Parents who wish to appeal against a decision of the Governors to refuse their child a place in the school may apply in writing to the Chair of Governors. Appeals will be heard by an independent Panel.
10. **Fair Access Protocol:** We confirm that the Governing Body recognises its duty to comply with the Local Authority Fair Access Protocol to provide fair access to school for pupils who need a school place because they have missed, or are at risk of missing, education.
11. **Admission of children below compulsory school age and deferred entry:**
 - 11.1 By law, parents must ensure that their children are receiving suitable full-time education at the beginning of the term after their 5th birthday (the time when the child reaches compulsory school age). The Local Authority, however, offers places for children to be admitted to Reception Class in the September at the start of the academic year in which they reach five years of age.
 - 11.2 Parents may **defer** their child's admission to primary or infant school until later in the school year, but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year of which the offer was made.
 - 11.3 A parent has the right for their child to be admitted on a **part-time basis** during the Reception year but not beyond the point that they reach compulsory school age.

In both cases above, a full-time school place is held for the child until they take it up.

Please note: A child who reaches the age of five during the 2020/21 summer term would reach compulsory school age in September 2021. It is not possible to accept a place in the Reception Class for September 2020 but defer the child's admission until the beginning of the 2021/2022 academic year, and if a child did not take up their place in a Reception Class in 2020/2021, a separate in-year application would need to be made for the child to enter the school in Year 1 and parents should note that as the overwhelming majority of children start school at the start of the academic year in which they reach the age of five, it is likely that some or all of the parents' preferred schools will have no vacancies in their child's year group if they apply for a place in Year 1 (these places having been allocated to children who started school the previous year).

12. Admission of children outside their normal age group

12.1 For some children in particular circumstances, for example summer born children (those born between 01 April – 31 August) or those with exceptional circumstances (eg: medical conditions which have delayed development), the School Admissions Code paragraph 2.17 states that parents may seek, but cannot insist on, a place for their child outside of their normal age group and can request that their child is admitted to Reception a year later – therefore starting school in the September following their fifth birthday.

12.2 Where a parent wishes to request admission out of the normal age group for their child, they should still make an application for their child's normal age group at the usual time to the Local Authority. At the same time, the parent should submit the request to the Chair of the Board of the Admission Authority by letter for their child to be admitted out of their normal age group, together with supporting evidence.

12.3 In accordance with the School Admissions Code 2014, admission authorities will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking into account the parent's views; information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. Admission authorities must also take into account the views of the head teacher of the school concerned. When informing a parent of their decision on the year group the child should be admitted to, the admission authority will set out clearly the reasons for their decision. The admission authority will ensure that the parent receives the response to their request before primary national offer day.

12.4 If the request is agreed, the application for the normal age group may be withdrawn and the parent must make a new application for a place in Reception Class as part of the main admissions round the following year, *(but there is no guarantee of a place being offered at the parent's preferred school(s) at this stage)*. If the request is refused, the parent must decide whether to accept the offer of a place for the normal age group, or to refuse it and make an in-year application for admission to Year 1 for the September following the child's fifth birthday *(when, again, there is no guarantee of a place being available at the parent's preferred school(s))*.

12.5 Requests for education out of normal year group **for other years**, (eg for gifted and talented children or children affected by ill-health) should be made to the admission authority of the school. As outlined above, a decision will be made on the basis of the circumstances of each case and in the best interests of the child concerned.

12.6 There is no right of appeal if a child is offered a place at a school but it is not in the age group preferred by the parents.

12.7 The admission authority for a Voluntary Controlled school will be the relevant Local Authority. For Voluntary Aided schools the admission authority is the Board of Governors and application can be made by letter to the Chair of Governors. For an Academy, the admission authority is the Board of Directors and application can be made by letter to the Chair of the Board.

12.8 A decision made by one admission authority in respect of admission of a child out of their normal age group is not binding on any other admission authority. (Please note, therefore, that a child educated out of normal age group in primary school may not be accepted out of normal age group when moving to secondary school).

If parents are considering submitting an application for their child to be admitted into a class outside of their normal age group, it is strongly recommended that they read the DFE guidance be found at:

<https://www.gov.uk/government/publications/summer-born-children-school-admission>