

MODEL ADMISSIONS POLICY for VA schools and Academies

SCHOOL/ACADEMY NAME

SCHOOL/ACADEMY ADDRESS

Our admissions process is part of the Local Authority co-ordinated scheme. Applicants must apply to their home Local Authority by the closing date.

The *school/Academy's* admission number is **XX**. Where the number of applications is lower than the *school/Academy'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, each application will be given a priority and places will be allocated in the following order:

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 Board*

Clearly state what supporting evidence needs to be supplied, where relevant, in order to prove that one of the oversubscription criteria is met. For example, 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 completion of the Supplementary Information Form, with relevant section signed by the incumbent or completion of a separate Faith Leaders' form indicating number of attendances and enclosing any other required evidence eg signed register of attendance extract).

Notes:

1. Children with an EHC Plan that names *[name of your school/Academy]* will be offered a place first. This may reduce the number of places available.
2. *If relevant to your admissions criteria:*
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.

3. For the purposes of education law, the Department for Education considers a 'parent' to include:
 - all biological parents, whether they are married or not;
 - any person who, although not a biological parent, has parental responsibility for a child or young person - this could be an adoptive parent, a step-parent, guardian or other relative;
 - any person who, although not a biological parent and not having parental responsibility, has care of a child or young person. A person typically has care of a child or young person if they are the person with whom the child lives, either full or part time and who looks after the child, irrespective of what their biological or legal relationship is with the child.
4. The home address is the place where the child is permanently resident with his or her parent(s). If care is shared between two parents, parents will need to provide a copy of the court order defining the arrangement. In the absence of a court order, we will use the address of the parent who is in receipt of the child benefit. Parents will need to send a copy of your child benefit award for the last two years.
5. If offering places within any one of the criteria would cause the *school/Academy'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/Academy* 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 this involves multiple births, in which 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:** Parents can apply for a place for their child at any time and for any *school/Academy*. Applications made outside the normal admissions round (in-year admissions) should be made: *If the school has an agreement with the Local Authority to administer all in-year applications, please add in:*
 - directly to the Local Authority.*If the school does not have such an agreement with the Local Authority, please add in:*
 - directly to the *school/Academy*. On receipt of an in-year application, the *school/Academy* 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/Academy* may apply in writing to the Chair of the Governing Board. Appeals will be heard by an independent Panel.
10. **Fair Access Protocol:** The Governing Board recognises its duty to participate in the Local Authority Fair Access Protocol.
11. **Admission of children below compulsory school age and deferred entry:**
 - 11.1 A child is entitled to a full-time place at school in the September following their fourth birthday. The child's parents can defer the date their child is admitted to the *school/Academy* 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 for which application was made.

11.2 Where parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

11.3 Compulsory school age is the prescribed day on or following the child's fifth birthday. The prescribed days are **31 December, 31 March and 31 August**; e.g. For a child born between 01 September and 31 December, their prescribed day will be 31st December and therefore the child must be in compulsory education by the 31st December. For a child born between 01 January and 31 March, the child must be in compulsory education by 31 March. For a child born between 01 April and 31 August, the child must be in compulsory education by the beginning of the final term of the school year (unless the provisions relating to summer-born children below are applied).

12. Admission of children outside their normal age group

12.1 Parents may seek a place for a child outside of their normal age group in special circumstances, for instance if the child is gifted and talented or has experienced problems such as ill health. Such applications should be made in writing to the Chair of the Governing Board of the *school/Academy* setting out the reasons for the request. A decision will be made on the basis of the circumstances of each case and in the best interests of the child concerned.

12.2 Summer-born Children (those born between 01 April and 31 August)

12.2.1 Parents of a summer born child may choose not to send their child to school until the September following the child's fifth birthday, when they will apply for the child to enter Year 1. There is no guarantee that a place will be available at the *school/Academy* at this stage, as the year group may well already be full.

12.2.2 Parents of a summer born child may, *at the same time as making an application to the LA for Reception in the child's normal age group*, make a request of the school's Governing Board that the child may **reapply** to be admitted instead to the Reception Class in the September following the child's 5th birthday. The request should be made in writing to the Chair of the Governing Board of the *school/Academy*, setting out the reasons for the request. The Governing Board will make its decision on the basis of the individual circumstances of each case and in the best interests of the child concerned and will set out clearly the reasons for the decision.

If the Governing Board agrees to the parent's request, the existing application for the Reception place may be withdrawn and the parent must then make a **new** application for a place in Reception which will be considered against the normal oversubscription criteria **as part of the main admissions round the following year**, (and there is no guarantee of a place being offered at this *school/Academy* at that stage). If the Governing Board does not agree to the parent's request, the parent must decide whether to accept any 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 this *school/Academy*).

12.3 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. Therefore, a child educated out of their normal age group at this *school/Academy* may not be accepted out of their normal age group when moving to a different *school/Academy* or from primary to secondary school.

12.4 Parents' statutory right of appeal against a decision to refuse admission does not apply if the child is offered a place at the school but it is not in the parent's preferred age group.

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 to be found at: <https://www.gov.uk/government/publications/summer-born-children-school/Academy-admission>