Community Academies Trust

Birchwood Primary School Policy

Admissions Policy 2022/23

This policy was drafted by N Coleman. It was presented in draft version to the full staff compliment for discussion and revision. The final version was presented to Governors for consideration, approval and adoption.

Date adopted by Governors:	**September 2020**
Date for policy review:	**September 2022**
Person responsible for review:	**Headteacher**
Signed by Chair of Governors	**September 2020**

Proposed Admission Arrangements 2022/23

1 Introduction

The Community Academies Trust being the admissions authority propose the following arrangements for entry to the school.

The schools arrangements are part of the Warwickshire County Council co-ordinated scheme.

The Published Admissions Number for Birchwood Primary School is 60. This is the number of pupils who will be admitted to reception.

Details of the school's priority area can be found on the Council website: http://www.warwickshire.gov.uk/applyforschool

2 Admissions Criteria

In the event that there are more applications than places available the following oversubscription criteria will be used:

Please note that children with a statement of Special Educational Needs that names a school must be admitted and this may reduce the number of places available:

1. Children in the care of, or provided with accommodation by, a local authority and children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order);

2. Children living inside the priority area (see definitions below) who will have a brother or sister at the school at the time of admission.

3. Other children living inside the priority area.

4. Children living outside the priority area who will have a brother or sister at the school at the time of admission.

5. Children of staff employed by the Community Academies Trust.

6. Other children living outside the priority area.

Within each criterion priority is given in order of distance between the child's home and school. (shortest distance = highest priority)

Distance will be calculated by straight line measurement from the address point location coordinate of the of the applicant's home address (as set by Ordnance Survey) to the centre point (centroid) of the school in question. (All distances are subject to changes which may occur with updates of mapping data).

3 Appeals

Parents/carers will be informed by their home authority of their statutory right of appeal when they receive the outcome of their applications. Parents can appeal for any preference expressed, but not allocated, even if it was a lower preference than the one offered.

Appeal forms are available from the Local Authority.

4 Waiting Lists

Waiting lists will be held by the Local Authority.

Waiting lists are compiled in strict priority order against the published oversubscription criteria. Offers will be made from the waiting lists as vacancies arise. A child's position can move both up and down the waiting list as other pupils are added to the list.

Late applicants are not penalised when added to waiting lists, and the amount of time a child has been on the waiting list is irrelevant.

Waiting lists will be held until the end of the term. The parents / carers of all children on the list will then be contacted and asked if they wish their child to remain on the list. Parents / carers must respond within the relevant timescale. If they do not register their continued interest their child will be removed from the relevant list.

5 In-Year Admissions

In-Year admissions for Years R-6 are applications to enter a year group that has already started at the school. Warwickshire County Council will be responsible for co-ordinating in-year applications for all of the Academy's children. Therefore, parents seeking a place should complete the Council's In-Year Common Application Form and return this form directly to the Council. The Council will then liaise directly with the school.

6 In-Year Fair Access Protocol

Within Warwickshire, schools operate an in-year fair access protocol to ensure that outside the normal admissions round, unplaced children, especially the most vulnerable, are offered a place at a suitable school as soon as possible.

Warwickshire County Council will be responsible for implementing the school's in-year fair access protocol. If your application for a school place falls under the IYFAP then you will be notified of this when we receive your application. Further information is available in the Warwickshire primary admissions booklet.

7 Part-time, Delayed and Deferred entry to school, including summer-born children

As is required by the School Admissions Code, Warwickshire County Council will provide a school place for the admission of a child in the September following their fourth birthday. Where a child is offered a place at a school, that child is entitled to a full-time place. In Warwickshire, children will start their education at this point in the Reception year group.

However, in some cases it may more appropriate that a child starts school later in the school year – for example, in the Spring term, after the Easter holidays. This is referred to as 'Delayed Entry'.

There are many reasons that it may be appropriate to delay the point at which a child starts school. These could concern medical issues which a child has, special educational needs which are either confirmed or being assessed, or the child may

not be emotionally, socially or psychologically 'ready' to start school during the term after their fourth birthday.

For some children, for example, in the case of some 'summer-born children' (those born between 1st April and 31st August), it may be appropriate to request that the child starts school a year later so that the child is educated in the chronological year group below where they should be. This is referred to as 'Deferred Entry'.

The Law states that children have to be in full-time education by the start of the term following their fifth birthday. This is referred to as 'compulsory school age'.

For delayed entry or part-time admission, an application for a school place must be made in line with the coordinated process, and all relevant deadlines adhered to, so that a school offer can be made prior to the request for delayed entry being made by the parent/carer.

This request must be made in writing directly to the head teacher of the school at which an offer has been made and accepted. If delayed entry is agreed than the school place will be held until the date it is agreed that the child will start school. A formal request for deferred entry should be made to the Admissions Service in the autumn term of the year *before* the child is chronologically due to start school. For example, for a child who is due to start in school in September 2023, the request for deferred entry should be made by no later than 1st December 2022.

An application for the child to start school must also be completed and sent with the request. This ensures that the child can still be considered for a school place which is relevant to their chronological age group, if the request for deferred entry is denied. If the request is approved then the application will be withdrawn and a new application must be made for the following year of entry, in line with the co-ordinated admission arrangements for that particular year of entry.

The application form, and the form which must be completed in order to request deferred entry, can be found on the website: **www.warwickshire.gov.uk/admissions** It is also advised that the following document is read in full prior to making a request for part-time admission, delayed or deferred entry: 'Guidance and Policy relating to the education of children outside of their chronological year group'

8 Applications for other children to be taught out of year group

As required by the School Admissions Code, Warwickshire County Council operates an application process for the transfer of pupils to the next key stage, as appropriate.

In some cases, children will not follow the chronological process for their age group. This may be due to a medical issue which has caused the child to miss a significant amount of time in school, or a special educational need, in which case the parent may request that they be educated in the year group below. Other children may already be educated outside of their chronological year group and it may be appropriate for this arrangement to continue.

Parents who wish to request that their child is admitted to a school, and educated outside of their chronological age group, should read the 'Guidance and Policy

relating to the education of children outside of their chronological year group' and complete the relevant request form, which can be found on the website: **www.warwickshire.gov.uk/admissions**

9 Definitions

Looked After Children

Children in the care of, or provided with accommodation by a local authority (under Section 22(1) of the Children Act 1989) and children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).

Siblings

Sibling is defined in these arrangements as; a brother or sister, a half brother or sister, an adopted brother or sister, a step-brother or sister or the child of the parent's partner where the child for whom the school place is sought is living in the same family and at the same address as that sibling.

Home Address

Where the child normally resides / sleeps when they attend school. Addresses involved in child minding arrangements, whether with professional childminders, friends or relatives, are excluded.

Where a school place is allocated on the basis of an address which is subsequently found to be different form the child's home address that place can be withdrawn. This includes situations where the address used to allocate a place changes prior to the place being taken up.

Priority Area

The Priority Area is that which is stipulated by the Local Authority.

Postal Address File (PAF)

The address point location co-ordinate of the applicant's home address as set by Ordnance Survey.

Applications made from the same multiple dwelling sharing a single Postal Address File (PAF) / Other applications where the distance from home to school is identical

Where required, individual priority for such applicants within a particular criterion will be set by random allocation (lottery). The draw will be carried out by two officers of the Admissions Service in the presence of a Local Authority Solicitor from Law & Governance Division. The order of draw will be recorded and countersigned at the time.

Separated Parents

Where a child lives with each of their parents at separate addresses, the qualifying address will be the one where the child spends (i.e. sleeps) the majority of the school week. If the child spends exactly equal amounts of time in the two addresses the parents

themselves will be asked to nominate which address they wish to be the child's main address for school admission purposes.

Should they fail to do so by the published closing date the Council, in consultation with the admissions authority has the right to nominate the address that it considers appropriate. In the case of disputes between parents, there is an expectation that parents will resolve these amongst themselves and make a single application which both are in agreement with.

Twins, Triplets or other multiple-births

Where the final place in a year group is offered to one of twins, triplets or another multiple-birth child, the admissions authority will normally offer a place to the other multiple-birth Child(ren) even if this means going above the school's Published Admission Number.

Admissions above PAN

Children with a Statement of Special Educational Needs that names the school will be admitted. In this event the number of places that remain for allocation will be reduced or result in the school exceeding its PAN.

If a school has a waiting list then it will not normally be possible to offer additional places as other applicants will have been refused places in the same year group. However, if the Local Authority and the school's admission authority (Community Academies Trust) agree, then all applicants on the waiting list, or groups of children falling under a particularly high criterion (such as out of area with siblings) may be offered a place.

Admission above PAN for Looked After Children

Except where a child is placed in an emergency, no care placement should be made without the education element being satisfactorily arranged. Where the placement has had to be made in an emergency, and education has not been secured, or where educational provision breaks down, then local authorities must secure an educational placement within 20 school days. Moves of care placement can occur outside the normal admissions round when many schools are full. To avoid delays resulting from the local appeals procedure, Community schools will be asked to admit, without appeal, looked after children resident within their priority area even though their admission limit has already been reached or exceeded.

Under Age and Over Age applications

Warwickshire County Council's policy (which is adopted by the Community Academies Trust) is that all children should be educated within their appropriate age group. In rare cases where it might not be appropriate for the child to be educated in the normal year group, there is a detailed process to consider the child's physical, emotional and social maturity before any decisions are made.

Children of UK service personnel (UK Armed Forces)

For families of service personnel with a confirmed posting to their area, a place will be allocated in advance if accompanied by an official government letter which declares a relocation date and a Unit postal address or quartering area address which can be used for the application against the relevant oversubscription criteria.

Late applications (Entry or Transfer Year Groups)

Late applications will only be considered after the applications received by the closing dates (on-time applications).

Late applications because of an impending move

Offers of places will take account of a future move involving the child's address only if it can be confirmed i.e. if the parent can provide independent proof of the move, such as a tenancy agreement that terminates after the start of the autumn term or proof that there has been an exchange of contracts in the purchase of a house.

Policy Review Sheet

Please note any comments or suggested amendments on this sheet. You may also choose to complete your comments in confidence on a separate piece of paper. Please add your initial to any comments.
