

# Community Academies Trust

## Birchwood Primary School Policy

### Admissions Policy 2017/18

This policy was drafted by EPS May. 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.

<b>Date adopted by Governors:</b>	January 2016
<b>Date for policy review:</b>	n/a
<b>Person responsible for review:</b>	Executive Headteacher
<b>Signed by Chair of Governors</b>	January 2016

## **Proposed Admission Arrangements 2017/18**

### **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 59. 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 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 residence 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 Autumn 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 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 from 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.

This image shows a full page of white paper with horizontal dashed lines, typical of primary-ruled notebook paper. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.