

Yorkley Primary School

ADMISSIONS POLICY 2018 - 2019

Policy status

Statutory

Admission number:

Each school has a set Published Admission Number. This is the number it is obliged to admit into each year group. This number is based upon a capacity assessment, which takes into account the area of teaching and non-teaching space available, ensuring that health and safety is not compromised, nor the quality of teaching and learning in the school adversely affected.

The current standard admission at Yorkley is 25. This indicates the maximum number of children per year group who may be admitted.

Children with Special Educational Needs:

Children who have a Statement of Special Educational Needs or an Educational Health Care Plan are placed in schools through the arrangements set out in the SEN Code of Practice and not through any admission criteria. Governing bodies are required by Section 324 of the Education Act 1996 to admit a child with a Statement/EHCP that names that particular school. Parents of children with Statements/EHCP's of SEN should contact their child's casework officer for any further information. Children who meet this criteria will be allocated a place even if that school is full.

Sibling Definition:

The admission criteria for Community and Voluntary Controlled Schools offers a higher priority for children with siblings who will be attending the school when the applicant child is admitted. For this purpose, sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner as well as children who are brought together as a family by a same sex civil partnership. In every case, the child must be living in the same family unit at the same address, at the time of application.

Normal Admission Rounds:

The term "normal admissions round" refers to all applications for admission to the main year of entry of the school i.e. Reception for Yorkley Primary School. Applications made during the normal admissions round will be made in advance of the academic year in which the child is due to start at the new school.

In-Year Admissions:

The Local Authority is no longer responsible for offering places to children on behalf of all schools, but the Local Authority does maintain the statutory duty of being responsible and aware of all pupils and vacancies within schools/academies within Gloucestershire. To apply for a place at a Community or Voluntary Controlled School, parents should therefore contact the school in the first instance. The School will consider the application within 5 school days and will send the parent an offer or refusal letter, detailing the parent's right of appeal. The school will also advise the Local Authority of all pupils who have been refused a place at their school to ensure waiting lists are maintained centrally.

Oversubscription Criteria:

Where a Community or Voluntary Controlled School is oversubscribed (i.e. there are more applications than places available) initial offers will be made in accordance with their admission criteria. The admission criteria for Yorkley Primary is described below:

Late Applications (Normal Admissions Round only)

Where an application for a school place has been received late, i.e. after the relevant closing date for that round of allocations, the application will only be considered once children from all on-time applications have been allocated a school place, unless there are exceptional circumstances as agreed by the Senior Admissions and Transport Manager.

Children's home address

Only one home address can be used for admission purposes. This is where the pupil resides, and we may ask for additional proof of this address. Where a child lives with both parents on a 50/50 (equal) basis, both parents must agree which of their addresses to use and confirm this before any closing dates. This must be either parental home. Additional proof of address may be requested before we can confirm that we are able to use an address for allocation purposes. The method in which the distance is measured from home to school can be found in the admission criteria.

Fair Access Protocols

Gloucestershire County Council has protocols in place to ensure that access to education is secured quickly for children who do not have a school place and that schools have an equitable spread of vulnerable children or those who are hard to place. All schools in Gloucestershire, including the Community and Voluntary Controlled Schools encompassed by these admission arrangements, have signed up to the fair access protocols and should a vulnerable child within these Protocols require a place at the school, they will take precedence over any child on the waiting list. All Fair Access Protocols are highlighted within the Gloucestershire Coordinated Schemes for Reception/Junior/Secondary and In Year Admissions. Full details of all of these protocols can be found at www.gloucestershire.gov.uk/schooladmissions following the link - School admission policies, protocols and schemes.

Waiting Lists

Where any school is oversubscribed during the normal admission round for entry to the school (i.e. where all children requesting a place at a particular school have not been allocated one) the waiting list will be held until the end of the academic year.

All waiting lists will be prioritised according to the school's oversubscription criteria, regardless of the date the application was made, and should any places become available at the school they will be offered to the child at the top of the waiting list.

Appeals

Where an application for a place in a Community or Voluntary Controlled School is unsuccessful, parents will have the legal right to appeal. Notification of the appeal process will be included within the parent's refusal letter.

The School Admissions Appeals Code requires normal admission round appeals to be heard within the following timescales:

For applications made in the normal admissions round, appeals must be heard within 40 school days of the deadline for lodging appeals

For late applications, appeals should be heard within 40 school days from the deadline for lodging appeals, or within 30 school days of the appeal being lodged.

For in year applications, appeals must be heard within 30 school days of the appeal being lodged.

Transport

Some children will be entitled to transport to their school provided by the Local Authority and parents should refer to "School and college Transport" which can be found at www.gloucestershire.gov.uk/schooltransport

Links with other policies:

This policy should be read in conjunction with the following policies:

Children in Care

Equal Opportunities

Special Educational Needs and Disability

Disability and Equality Policy

Safeguarding

Policy Review

Compiled by; **Mrs K Burke**

Agreed by Governors **September 2017**

Date for review; **September 2018**

Useful contacts:

Admissions and Transfer Team: T: 01452425407

In-Year Admissions Team T: 01452426015

Transport and Benefits Team T: 01452 425390

Development, Appeals and Policies Team T: 01452425173

Proposed Admissions Criteria:

GLOUCESTERSHIRE SEPTEMBER 2018 Community & Voluntary Controlled Infant and Primary Schools

More information including key dates, case studies and information on summer born deferred entry can be found through the below line:

<http://www.gloucestershire.gov.uk/startingprimary>

Community and Voluntary Controlled Primary Schools within Gloucestershire are maintained by Gloucestershire County Council, and the Local Authority is responsible for admissions.

For admission to reception, parents must submit their Common Application Form stating their preferred schools to the Admissions and Transfer Team no later than 15 January 2016.

Where applications for admission exceed the number of places available (both in the normal round of admissions and for in-year admissions), the following criteria will be applied, in the order set out below, to decide which children to admit:

1. A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order
2. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22(1) of the Children Act 1989).

Children who will have siblings attending the school at the time the applicant child is admitted.

3. Children with the strongest geographical claim, measured in a straight line from the ordnance survey address point of the child's home address (including flats) to the ordnance survey address point of the school, using the Local Authority's computerised measuring system, with those living closer to the school receiving the higher priority.

Where any particular category at points 1-2 above is oversubscribed, criterion 3 (strongest geographical claim based on straight line distance) will be used to determine which child is offered a place.

In the event of a tie between two or more children when applying criterion 3 (strongest geographical claim based on straight line distance) where there are not enough places available to offer all children a place at the school, a process of random allocation will be followed by the Local Authority. This will be in the form of a manual process which is overseen by an independent person from the Council's Legal Services. Where twins or children from multiple births are part of a random allocation process they will be considered as one applicant.