

YARDLEY GOBION CE
PRIMARY SCHOOL

Admissions
Policy

"Using the talents God gave use to achieve and shine"

God's voice thunders in marvellous ways;

He does great things beyond our understanding.

Job 37: 5



YARDLEY GOBION CE PRIMARY SCHOOL ADMISSIONS POLICY

POLICY TITLE:	Admissions Policy
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POLICY OWNERSHIP:	
School	Head Teacher
Governors	Chair of Governors

POLICY IMPLEMENTATION DATE:	September 2018
POLICY REVIEW DATE:	September 2020

POLICY REVIEW DOCUMENT HISTORY

This policy is monitored by the Policy Owner(s) and will be reviewed every year, or as dictated by school requirements or legislation.

Version	Date	Author	Amendment	Approval / Adoption
1	10/05/19	V. Griffiths	<ul style="list-style-type: none">Reviewed May 2019	No changes

IMPLEMENTATION / UPDATING

Following approval, it is the responsibility of the Policy Owner(s) to ensure that the policy is:-

- circulated to all relevant stakeholders
- uploaded onto the school website

RESOURCE IMPLICATIONS

Training time to staff and cost of update training.

REFERENCES/LINKS/CONSULTATION

LEGAL COMPLIANCE & EQUALITY STATEMENT

At the time of ratifying this policy, the policy owner was satisfied that, to the best of their knowledge, this document complies with all relevant legislation.

The school is committed to the principles of Equality and under this policy no person will be treated less favourably on grounds of race, colour, nationality, ethnic or national origin, disability, gender, marital or parental status, age, religion or belief, sexual orientation, proposed or actual gender re-assignment, economic group, employment status, or any other condition or legally protected characteristic which cannot be shown to be wholly justified in relation to the effective operation of the school.

Yardley Gobion CE Primary School

Admission Policy

Policy Statement

Pupils are admitted into school in the September following their fourth birthday. However, there is no legal obligation for parents to send their child before the statutory school age (the term following their fifth birthday).

We are able to admit up to a total of 20 pupils into the Reception Year. Should the requests for a place in the Reception class exceed this number the following Oversubscription Criteria apply.

Criteria

Places will be allocated to pupils who have a statement of SEN or EHC plan that names the school as appropriate provision. Arrangements prior to admission can be discussed with the Special Educational needs (SEN) Curriculum Leader, Head Teacher and SEN Governor if necessary.

When there are more applications for places than are places available, priority will be given in the following order;

- I. Children in public care (LAC) or previously in public care (PLAC) but immediately after being looked after became subject to an adoption, residence/child arrangements order or special guardianship order.
- II. Pupils who live in the linked area
- III. Pupils with a sibling continuing at the school at the time of admission of the pupil
- IV. All other pupils

Tiebreaker

If the admission number is exceeded within any criterion, priority will be given to those whose home address is closest to the School. (As to how this distance is measured - see "Distance Measurements" below).

The Local Education Authority co-ordinates and deals with any appeals.

Notes & Definitions

Children in Care i.e. Children looked After (CLA) and Previously Looked After Children (PLAC)

Children Looked After are children who are (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) at the time of application to a school.

Previously looked after children are 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).

Distance Measurements

Distance calculations are provided by the Admissions Authority, Northamptonshire County Council.

Distances are measured on a straight line basis from the address point of the child's home to the address point of the School, using a geographical information system. Each address has a unique address point established by the most valuable elements from the National Land and Property Gazetteer (NPLG), Ordnance Survey Master Map, Royal Mail Postal Address File and The Valuation Office Agency. The address point for a property does not change.

In the case where there are multiple applications from the same shared dwelling (e.g. Flats) or where there are two homes where the distance from the address point of the home to the address point of the school (using the system referred to above) is identical, random allocation, supervised by a suitable independent person, will be used to decide the priority in which applicants are selected in the event of a tiebreaker.

Definition of child's home address/residence

The child's home address means the permanent residence of the child at the time of application. Parents/carers may be asked to provide proof of a claim of residence at any time during the admission process.

The address must be the child's only or main residence that is either:

- ❖ Owned by the child's parent(s) or carer(s);
- ❖ Leased to or rented by the child's parent(s) or carer(s) under a lease or written rental agreement of not less than 6 months duration. The property leased must be where the family lives.

Please note - if false or misleading information is used to try and gain a place, this may lead the Governing Board to reject the application or to withdraw the offer of a place.

Definition of Sibling

A brother or sister living at the same address as the applicant (i.e. within a family unit) including:

- ❖ a brother or sister sharing the same parents;
- ❖ a half brother or half sister where two children share one common parent;
- ❖ a step brother or step sister, where two children are related by a parents' marriage/civil partnership;
- ❖ A child who has been adopted or is fostered by parents/carers who have other children.
- ❖ If siblings live between two addresses proof must be provided that the main address is the same for both children.

Separated parents

If a child lives with separated parents, the home address will be treated as the place where the child sleeps for most of the school week (i.e. Sunday night - Thursday night inclusive). If the child spends an equal amount of time at 2 addresses, the parents must decide which address they wish to use as the child's main address for the application. **Please note** - if false or misleading information is used to try and gain a school place, this may lead the Admissions Authority to reject the application or to withdraw the offer of a place.

Linked Areas

In rural areas of the country, defined areas are "linked" to designated schools. This means that some priority is given in the designated schools admission criteria to children who live in the linked areas. For Yardley Gobion CE Primary School this is defined as;

- Yardley Gobion
- Grafton Regis

Late applications

Late applications are any application forms (*known as Common Application Forms (CAFs)/Preference Forms*) received by the local authority after its deadline of 5pm on 15 January 2020. Late applicants will not receive an offer of a school place by the local authority on offer day (16 April) but their application will be processed in the next round of allocations (*for details of when these are - refer to the local authority's composite prospectus*).

Waiting lists

All parents/carers who are unsuccessful at gaining a place for their child at the School may wish to place their child's name on the waiting list. To do so, parents/carers must contact the Admissions Authority and request that their child's name is placed on the waiting list.

Please note - placing a child's name on the waiting list does not affect parents'/carers' right to appeal.

Admission of children below compulsory school age and deferred entry to school

Children are required to start their compulsory education from the beginning of the term following their 5th birthday (based on a 3 term year with terms starting in September, January and April). At Yardley Gobion CE Primary School, children are entitled to a full year in Reception i.e. the school place is available from the beginning of the school year in which the child has their 5th birthday.

Deferred entry:

Parents/carers can request that *entry to the School* is deferred until later in the same school year (i.e. a child born in the Autumn term could defer starting school until January and a child born in the Spring or Summer term could defer their start until after Easter). If such a request is made the School is required to *hold the place* for

the child; the place cannot be offered to another child but it cannot be kept open beyond the beginning of the Summer term.

Any parents/carers considering deferring their child's admission to school are recommended to discuss this with the Head teacher.

Admission of children out of their normal age group

Parents/carers may seek a place for their child out of their normal age group e.g. if the child is gifted and talented or has experienced problems such as ill health.

Additionally;

Parents/carers of a summer born child (i.e. a child born in the period from 1 April to 31 August) may not want to send their child to school until the September following their 5th birthday and may request that they are admitted out of their normal age group - e.g. to Reception rather than to Year 1 - *please refer to the section on Summer Born children below.*

Process for requesting a place out of normal age group (not Summer Born)

Parents/carers may seek a place for their child out of their normal age group as stated above. If parents/carers wish to do so, they must contact the Admissions Authority. The Admissions Authority will seek the Head Teacher's views before a decision is reached.

Please note - if the Admissions Committee does not agree to this request to be admitted out of cohort, there is **no right of appeal** against that decision.

Requests for admission out of normal age group (Summer Born children)

- Parents/carers who wish to apply for a place in Reception out of the normal age group should make a request to the Admissions Authority. The request needs to be accompanied by reasons for such a request and should be made by **1 December** of the year prior to the year the child should enter Reception if they

had not requested to defer applying.

- The Admissions Authority will convene a meeting to consider the request and 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 account of:
 - ❖ the parent's/carer's views;
 - ❖ information about the child's academic, social and emotional development;
 - ❖ where relevant, the child's medical history and the views of a medical professional;
 - ❖ whether the child has previously been educated out of their normal age group;
 - ❖ whether the child may naturally have fallen into a lower age group if it were not for being born prematurely;
 - ❖ the Head Teacher's views.

What happens next?

- The Admissions Authority will inform the parents/carers of its decision on the Year group the child should be admitted to when they have to start school (i.e. Reception or Year 1) and will set out clearly the reasons for their decision. (*For details of when a child has to start school - see above - "Admission of children below compulsory school age and deferred entry to school"*);
- If the Admissions Authority **agrees** to the parent's/carer's request to defer the application for a Reception place, they will inform the parents/carers who will then need to make an application for a place in Reception in the normal round of admissions in the following academic year.

Please note - in this following normal admissions round, if the School is oversubscribed, all applications (including deferred applications) for the School will be ranked in accordance with the School's oversubscription criteria. If the application is not successful, parents/carers will have the right to appeal but, as the purpose of the appeals process is to consider whether a child should be admitted to a particular school, parents/carers do not have a right of appeal if they have been offered a place and it is not in the year group they would like;
- If the Admissions Authority does **not agree** to the application being deferred, there is **no right of appeal** against that decision and the parents/carers will need to make an application to the local authority for a place in Reception by 15 January 2019, 5pm or make an in-year application for a Year 1 place at the appropriate time.

