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*Document type: Policy*

**Admission  
Arrangements  
for  
West Meadows  
Primary Academy  
  
2016-2017**

April 2015

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## Introduction

The Governing Body is the admissions authority for West Meadows Primary Academy and these admission arrangements only apply to this school.

Admission to this school is into the Relevant Year Group which is Reception Year group.

Schools are required to admit children up to their admission number in the Relevant year group.

Attendance at a nursery unit attached to an Academy does not guarantee a place at that school.

The Academy does not operate a defined community (catchment area).

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## **A Date of admission to primary schools**

Although the law does not require children to be admitted to school until the beginning of the term following their fifth birthday, (compulsory school age), the School Admissions Code makes provision for all children to be admitted to school in the September following their 4<sup>th</sup> birthday.

Parents will be able to access this entitlement through one of the following options.

### Option 1

Full-time in the Reception Year from 1 September following the child's 4th birthday.

### Option 2

Part-time in the Reception Year from 1 September following the child's fourth birthday.

### Option 3

Part-time in an early years setting.

## **B Deferred entry to primary school**

- 1 Where a place is offered at a school, a parent who accepts that school place can defer entry to that school until the term after the child's fifth birthday.
- 2 There may be Spring and Summer Term admissions as a result of parents who have deferred their child's entry.
- 3 The deferred place at that school will be held for that child and will not be available to be offered to another child.
- 4 The deferred place must be taken up during the same school year for which the offer of the place was made and accepted.
- 5 Entry to a school cannot be deferred to:
  - a) the next academic year; or
  - b) beyond the beginning of the term following the child's fifth birthday.

## **C Admission of children outside their normal age group**

- 1 Parents of gifted and talented children, or those who have experienced problems or missed part of a year, for example due to ill health, can seek places outside their normal age group.
- 2 A determination on the exceptional circumstances will be made by the relevant Governing Body based on the information provided by the parent.
- 3 The right of appeal does not apply if the child is offered a place in another year group at the school.

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## D Oversubscription criteria

- 1 Where the number of applications received for the Academy during the normal admissions round exceeds the admission number, or an admission limit set higher than the admission number, then admission will be determined in accordance with the following priority of admission criteria:

Children who have a Statement of Special Educational Need which names the school are required to be admitted.

First, Looked After Children and previously Looked After children;

Second, to children with brothers and/or sisters attending the school on the proposed date of admission;

Third, to children living nearest the school; the distance to be measured by a straight line between the centre point of the child's ordinary place of residence and the main entrance to the school building.

- 2 The child's ordinary place of residence will be deemed to be a residential property at which the person or persons with parental responsibility for the child resides at the closing date for receiving applications for admission to school.

Where parental responsibility is held by more than one person and those persons reside in separate properties, the child's ordinary place of residence will be deemed to be that property at which the child resides for the greater part of the week including weekends.

Where responsibility for a child is shared evenly, the person receiving Child Benefit is deemed to be the person responsible for completing application forms, and whose address will be used for admissions purposes.

- 3 **For the sibling criterion to be applicable one of the following conditions must exist:**

- a) brother and/or sister to be permanently resident at the same address;
- b) stepbrother and/or stepsister to be permanently resident at the same address (to include half brothers/sisters).

- 4 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 care functions at the time of making an application to the 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 residence order or special guardianship order).

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## **E Expressing a preference for admission to the Relevant Year Group**

- 1 For admission to the Reception Year Group parents will be invited to express three preferences for those schools at which they wish their child to receive education, in accordance with the co-ordinated scheme.
- 2 The single offer of a place will be communicated to parents on the offer day of 18 April 2016 by the Local Authority.

## **F Late applications**

- 1 Late applications received 15 January 2016 will be considered after the determination of the single offer of a school place for those common application forms received by 15 January.

## **G Waiting lists**

- 1 The Authority will establish a waiting list for all schools in the Trust where the number of applications for those schools has exceeded the places available in the relevant year group.
- 2 Names of children will automatically be placed on the waiting list for a school in the Trust where they have not been offered a place where that school is ranked above that at which a place has been offered to the parent.
- 3 The waiting list will be established on the offer day and be maintained up to the end of the Autumn Term in the admission year.
- 4 The waiting list is determined according to the Governing Body's priority of admission oversubscription criteria.
- 5 Following the offer day should an application be received for a school where the pupil has a higher priority, as determined by the admissions criteria for a place at the school, they will be placed on the waiting list above those with a lower priority.

## **H False information**

- 1 Where the Authority has made a single offer of a place at a school on the basis of a fraudulent or intentionally misleading application from a parent, which has effectively denied a place to a child with a stronger claim to a place at the school, the Governing Body will request that the Local Authority withdraw the offer of a place.
- 2 Where a child starts attending the school on the basis of fraudulent or intentionally misleading information the place may be withdrawn depending on the length of time that the child has been at the school. Where a place or an

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offer has been withdrawn the application will be re-considered and an independent appeal offered where the child is not re-admitted to the school.

- 3 Where it is established that the place was obtained on the basis of fraudulent or intentionally misleading application and the child continues to attend the school, the sibling criterion will cease to apply in the event of the parent making an application to the same school on behalf of a younger child in the family.

## **I Appeals against the Governing Body's decision not to offer a school place**

- 1 Any parent whose child is not offered a place at a school in the Trust for which they have expressed a preference has the right to an independent appeal.
- 2 The right of an independent appeal applies to all preferences expressed for schools in the Trust.
- 3 Parents who intend to make an appeal must submit a Notice of Appeal to the Local Authority within 20 school days of receiving the offer letter.
- 4 Normally appeal hearings will be held within 40 school days of the closing date for receiving the notice of appeal.
- 5 For twice excluded pupils see section M.

## **J Applications for admission schools outside of the normal admissions round**

- 1 Where applications are received for admission to school following the offer day they will be dealt with as follows:
  - a) admission where the year group is below the admission number (or higher admission limit where one has been set).

*The parent will be offered a place*
  - b) admission where the year group is above the admission number (or higher admission limit where one has been set).
    - (i) *where the Governing Body determines that there would not be prejudice to the provision of efficient education or the efficient use of resources by the admission the parent will be offered a place.*
    - (ii) *where the Governing Body determines that there would be prejudice to the provision of efficient education or the efficient use of resources by the admission the parent will not be offered a place.*



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The prejudice referred to under b(ii) may arise by reason of measures required to be taken in order to ensure compliance with the duty imposed on the Local Authority to comply with the statutory limit on infant class sizes.

- 3 Where a parent is not offered a place at a school outside of the normal admission round they have the right to an independent appeal.

## **K Distance Criterion : Tie-Break**

- 1 Where the offer of the remaining place in the relevant year group could be made to the parent of eligible multiple siblings, resident at the same address, it will be for the parent to determine for which sibling the single offer of the school place will be made.
- 2(a) Where the offer of the remaining place in the relevant year group could be made for a number of eligible children resident equi-distant from the school the determination of the single offer will be by Random Allocation.
- (b) The Random Allocation will:
- (i) be independently supervised
  - (ii) take place on a date and at a time notified in advance to the participating parents so that they can attend as witnesses.

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## ANNEX 1

### Admission Number

Name	Admission Number
West Meadows Primary Academy	30

## ANNEX 2

### Time table for admission to school

Closing date for receiving applications	15 January 2016
Offer day	18 April 2016
Appeals completed	End of Summer Term 2016