



## **STAUNTON-ON-WYE ENDOWED** **PRIMARY SCHOOL**

### **ADMISSIONS POLICY: Revised APRIL 2015**

#### **INTRODUCTION**

This policy complies with the legal framework set out in Section 84 of the School Standards and Framework Act 1998 and the subsequent Codes of Practice for Admissions and Appeals.

#### **AIMS AND OBJECTIVES**

This policy aims to:

- contribute to a simple clear, fair and objective admissions policy;
- enable parents to make informed preferences in the choice of school for their child. The LA produces literature related to admissions in community languages;
- inform parents as to their rights with respect to admissions and appeals including those children with special educational needs or disabilities;
- support the LA's inclusion policy by rapidly integrating excluded children back into full time mainstream education;
- comply with all relevant legislation and guidance - including infant class sizes and equal opportunities;
- comply with the timetables, deadlines and common dates set for the admissions process by the local admissions authority;
- clearly describe our over-subscription criteria and how they are applied;
- explain what is expected from parents, and what the parent can expect from the School and the LA, at each stage of the admissions process.

#### **1. Number of children admitted**

Staunton on Wye Endowed Primary School is a voluntary aided school and its governing body is the admissions authority for the school. The school has a planned admission number ("PAN") of 14 pupils for entry into reception year. The school will therefore (subject to the remainder of this policy)

admit at least 14 children into reception if sufficient applications are received. All applicants will be admitted if 14 or fewer children apply. If more than 14 children apply for entry into reception the procedures set out in paragraphs 4-8 below will come into operation.

### **1A. Regulation of PAN by governors**

In common with other schools of a similar size, the number of children applying each year varies considerably. It is therefore the governors' policy to regulate admissions to ensure that the total number of children in the school (the "overall PAN") remains reasonably consistent, provided always that this can be achieved without prejudicing the education of children at the school.

### **2. Admission into Reception.**

Children reach compulsory school age at the beginning of the term following their 5<sup>th</sup> birthday. Children who have their 5<sup>th</sup> birthday between 1<sup>st</sup> September and 1<sup>st</sup> March, are admitted full-time at the beginning of the autumn term. Those children who reach the age of 5 after 1<sup>st</sup> March can also be admitted full time or may if their families so wish attend for mornings only during the autumn term, and are then admitted full-time at the start of the spring term.

All children are given the opportunity to attend school on Thursday mornings for the term before they start full-time.

All applications for places in reception (regardless of whether the child is likely to start full time or part time) must be made by the local authority's deadline for applications, which is usually in January of the preceding academic year.

### **3. Admissions of children outside their normal age group**

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to reception rather than year 1.

3A. In the case of an application for admission outside a child's normal age group, the school 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 views; information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. They will also take into account the views of the head teacher of the school concerned. When informing a parent of their decision on the year group the child should be admitted to, the school will set out clearly the reasons for their decision.

3B. Where the school agrees to a parent's request for their child to be admitted out of their normal age group, the school will process the application as part of the main admissions round, unless the parental request is made too late for this to be possible. Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school but it is not in their preferred age group.

#### **4. Statement children**

A child with a statement of special educational needs and/or an EHC plan naming Staunton on Wye primary school will always be admitted in accordance with the school's duty to do so.

#### **5. Admissions criteria**

Admissions criteria are used in the case of over-subscription, when more parents have expressed a preference for a particular school in a particular year than it has available places and also (subject to paragraph 9 below) in the case of in-year applications and applications to years other than reception year.

In this policy the expression "catchment area" includes the area for which this school is the closest primary school, as determined by the local authority or (in the absence of any such determination) in accordance with this paragraph.

Children are admitted according to the following order of priority.

(1). Looked after Children - who are or have been in the Looked After system and children who are adopted, where the approved agencies, in consultation with the Governors, agree that the school is the most appropriate to meet the child's needs.

(2) Child of member of staff – (a) where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or  
(b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

(3). Catchment with Sibling - A child residing in the catchment area who has a sibling who will still be at the school in the term of admission (Siblings include half and step siblings and adopted or fostered children in the same family.).

(4). Catchment without sibling - A child residing in the catchment area without a sibling who will still be at the school in the term of admission (see above for definition of sibling).

(5). Non-catchment with Sibling - A child residing outside the catchment area who has a sibling who will still be at the school in the term of admission (see above for definition of sibling).

(6). Open place – exceptional grounds: A child with exceptional social and/or medical and/or compassionate grounds for admission with written evidence to show that this school is particularly placed to meet the child's needs.

(7). Open place – closest to school: A child who lives closest to the school by the shortest appropriate route.

When applications are considered in each category, if numbers of children seeking admission exceeds the places available, allocation will be made with preference being given to a child who lives the shortest distance from the front door of the school by the most appropriate route. The most appropriate route is the shortest available route by the means most likely to be used; in the absence of any other evidence a distance less than 1 mile will be assumed to be walked and over 1 mile will be assumed to be travelled by bicycle or car.

If there is more than one child who lives precisely the same distance from school and insufficient places for all those children, then (subject to paragraphs 6 and 9 below), the allocation of places to those children will be determined by a lottery to be drawn by an independent person.

## **6 Definition of Place of Residence**

The home of a child is defined as the place where they live for the majority of the year (or where they will be living for the majority of the year at the proposed date of admission, if different), and does not include where they are minded or where members of their extended family reside.

## **7. Waiting list**

(a) The school maintains a waiting list for places in reception year until at least 31<sup>st</sup> December of each year. Applicants are ranked on the waiting list in accordance with the oversubscription criteria set out in this policy. Late applicants, or applicants for in year transfer to reception year, will be ranked according to the oversubscription criteria and not by reference to the date of application; in some cases they may therefore be ranked higher than earlier applicants. If a place in reception year becomes available at any time up to 31<sup>st</sup> December in each year, it will be offered to the highest ranked child on the waiting list at the date the place becomes available.

Nothing in this paragraph will affect any child who has already been offered and accepted a place at the school.

(b) When year groups are oversubscribed the school also maintains a waiting list for places in other year groups. An applicant will only be placed on the waiting list if a request in writing is made for that applicant to be placed on the waiting list after a place at the school has been refused.

(c) All waiting lists will be reviewed once a term. Everyone on the waiting list will be contacted to ascertain whether they wish to remain on the waiting list. They will only stay on the waiting list if a reply is received within a reasonable time saying they wish to do so.

## **8. In year admissions and transfers into years other than reception year.**

Requests for transfers to the school during the school year, September transfers into years other than reception year, and applications for places in reception received after places have already been allocated for that year, will be determined as follows.

- (1) A request for a place will be determined by reference to whether or not there is an available place in the year in question (ie if there are fewer than 14 children in that year).
- (2) If more than one request is received at the same time or sufficiently closely to be considered by the admissions committee at the same meeting, those applications will be determined by reference to the oversubscription criteria set out in paragraphs 4-6 above.
- (3) All requests for places (other than usual applications for admission to reception made before the local authority deadline) must be made on the school's application form which is available from the school or can be downloaded from the school website.

### **9. Pupils with special educational needs but without statements**

Staunton on Wye primary school welcomes children with special needs. If the School is named in a statement of special educational needs, the admission authority has a duty to admit the child to the School. For non-statement children with special educational needs or disabilities, admissions criteria are applied as to other applicants.

Admission authorities may not refuse to admit a pupil because they consider themselves unable to cater for his or her special educational needs.

### **10. Decisions on admissions**

Decisions on admissions are made by an admissions subcommittee of the governing body, normally consisting of the chair of governors and 4 other governors. Meetings of the admissions subcommittee are attended by the head teacher as a non-voting member of the subcommittee.

### **11. RIGHTS OF APPEAL**

The admissions authority for this school is the governing body of the school. All parents have a right to appeal against the admission decision made. Any applicant who is refused a place at the school will be informed promptly of the reasons for the refusal and of the procedure and timetable for making an appeal against that decision.

Compiled by: Staunton-on-Wye Endowed School	March 2015
Approved by: Governing Body	Revision Date: