



*The Ruskington  
Chestnut Street CofE Primary School*

**ADMISSIONS POLICY**

Policy Co-ordinator: Governors  
Review Date: 17 October 2016  
Next review: October 2017

## **ADMISSIONS POLICY**

### **1. INTRODUCTION**

1.1 The governing body of the Ruskington Chestnut Street Church of England Primary School applies the regulations on admissions fairly and equally to all those who wish to attend this school. The Education Act 2002 introduced a new framework for school admissions. This policy conforms to the regulations that are set out in that Act and also further explained in the statutory School Admissions Code of Practice and the statutory Appeals Code of Practice.

Our planned admission number is 60 and this is the maximum number of children that we are able to accept.

1.2 We are an inclusive school that welcomes children from all backgrounds and abilities.

1.3 All applications will be treated on merit and in a sensitive manner.

### **2. ADMISSION OF STATUTORY AGED CHILDREN**

2.1 Pupils starting their primary education are admitted at the beginning of the September after the child's fourth birthday.

2.2 Parents can request that their child attends part-time until the child reaches compulsory school age. It has always been the case that parents can defer entry until the child is of compulsory school age, but they cannot defer beyond the academic year of the original application. This means that if the child is of compulsory school age the following September then they can defer but they will have to make another application for year 1. If a child defers until later in the academic year then that place must not be filled.

2.3 Governors aim not to normally exceed a total of 60 pupils in any age group.

2.4 Parents wishing to apply for a Reception place for their child in the foundation stage of the school must complete the Lincolnshire Common Application Form and return it to the School Admissions Team by no later than the specified date.

2.5 If the child is already of statutory school age the governors will accept admissions into other year groups if there are places. If there are more applications than places then the oversubscription criteria will be used to decide who should be offered the place. If there are no places then parents will be advised of the independent appeals system.

2.6 The procedures for appeals relating to admissions will be in accordance with all relevant legislation. They are independent and organised by the County Council Legal Services Section and are entirely separate from the admissions system. The decision of the appeal panel is binding on all parties.

2.7 Admissions are processed by the local authority in accordance with the agreed co-ordinated scheme. Guidance on dates and timelines is provided

to parents in the "Going to School in Lincolnshire" booklet and the relevant "Guide for Parents and Carers".

2.8 "Interviews" are not used as part of the admissions procedure

### **3. ADMISSION CRITERIA**

- 3.1 As our school is an Academy school, the school determines the admission arrangements. The School is therefore the 'Admissions Authority'.
- 3.2 In accordance with legislation the allocation of places for children with the following will take place first; Statement of Special Educational Needs (Education Act 1996) or Education, Health and Care Plan (Children and Families Act 2014). Remaining places will be allocated in accordance with this policy.
- 3.3 The government has stated that all local authorities must have a Fair Access agreement that allows hard to place children, for example those that have been permanently excluded, to be given a place before any oversubscription criteria are applied and before anyone is considered from the reserve list. Such children are shared out to make sure no one school has to take too many of these children.
- 3.4 In the event of applications exceeding the admission number, the following criteria are applied in rank order determining which children are to be offered a place:
  - a) The child is in the public care of the Local Authority. This includes the local authority providing accommodation in accordance with Section 22 of the Children Act 1989.

A child in public care, sometimes referred to as 'looked after' is a child who is in the care of a local authority or provided with accommodation by them in accordance with section 22 of the children act 1989, at the time of application. This definition includes include previously looked after 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.

- b) The child already has a sibling\* attending the school. This child will still be attending the school by the time the child applying for a place commences.
  - c) Access to the school. The following will be taken into consideration in order below:-
    - (i) Whether this is the school closest to the home address as measured by shortest driving distance – this is the address where the child lives for the majority of the school term with a parent who has parental responsibility as defined in the Children Act 1989. Or any child in the household where an adult in the household is defined as parent for the purposes of Section 576 of the Education Act 1996. This could include a person who is not a parent but who has responsibility for her/him. It could include a child's guardians but will not usually include other relatives such as grandparents, aunts, uncles etc. unless they have all the rights, duties, powers and responsibilities and authority, which by law a parent of a child has in relation to the child and their property.

Where the child lives normally during the school week with more than one parent at different addresses, the home address for the purposes of school admissions will be that of the parent who lives closest, as measured by driving distance.

If the parent has more than one home, we will take as the home address the address where the child normally lives for the majority of the school term.

(ii) Driving distance from home to school – the distance is measured electronically, shortest driving distance as calculated by Lincolnshire County Council school admissions team

(iii) If any of the oversubscription criteria have too many applicants then the tie-break will be driving distance as described above. The child living closer to the school will be offered the place. If two or more children are tied for the last place a lottery will be drawn by an independent person, not employed by the school or working in Children's Service Directorate at the local authority.

A full brother or sister whether resident or not in the same

*\*A sibling is:*

- 1. A full brother or sister whether resident or not in the same household.*
- 2. Another child normally resident for the majority of term time in the same household, for whom an adult in the household has parental responsibility as defined in the Children Act 1989.*
- 3. In the case of twins (or two children in the same age cohort) and where there is only one place available in the school, both will be considered together as one application. The school will be authorised to exceed its Admission Number by one, except if this breaches infant class size regulations. In this case, parents will be given the choice either to accept the one place available and a place in a different school for the other twin (or sibling) or to accept places in the nearest school with two places. In the latter instance, the County Council will provide free transport for both children, provided the distance from home to school qualifies.*

3.5 For entry into Reception a reserve list is kept. This list will be used if the number of children falls below the published admission number. If a parent lists the school on the common application form the child's name will automatically be placed on the school's reserve list. This list will be kept until 31 August of each following year by the School Admission Team. The list will then be kept by the school until the end of the autumn term. The School do to hold a reserve list after this time or for any other year groups. Please contact the school for information.

If a family move into the area they may be placed higher on the reserve list because the LA take account of where the child is in relation to the oversubscription criteria and not the length of time the child has been on the list.

- 3.6 For families of service personnel with a confirmed posting to the area, or crown servants returning to live in the area from overseas, the Governors will:
- Allocate a place in advance of the family arriving in the area provided the application is accompanied by an official letter that declares a relocation date and a Unit postal address or quartering area address to use when considering the application against the school's oversubscription criteria.
  - Accept a Unit postal address or quartering area address for admissions purposes for a service child.

The Governors will not refuse a service child a place because the family does not currently live in the area.

- 3.7 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.

Parents wishing to make these requests must contact their home local authority for guidance on the procedure to follow.

It is important for parents to note that they will have the opportunity and responsibility to provide whatever evidence they wish to support their request.

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;
- any available 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;
- any evidence that the child may naturally have fallen into a lower age group if it were not for being born prematurely
- the views of the head teacher

#### **4. REVIEW OF POLICY**

- 4.1 The school's admissions policy and procedures are reviewed annually in the light of any changed circumstances in our school or the local area.