

Otterham Primary School

Admissions Policy



Admissions Policy 2015/2016

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This policy is based upon the relevant government legislation and regulations and advice given by the Local Authority (www.cornwall.gov.uk/admissions). The governors of school are the admissions authority for the school.

The school operates an equal preference scheme.

Definitions

Parents/Family Members

A parent is any person who has parental responsibility for or is the legal guardian of the child. 'Family members' include only parents, as defined above, and siblings.

Looked after children

The highest priority **must** be given, to **looked after children and previously looked after children**.

Previously looked after children are children who were looked after, but ceased to be so because they were adopted (1) (or became subject to a residence order (2) or special guardianship order (3). Further references to previously looked after children means such children who were adopted (or subject to residence orders or special guardianship orders) immediately following having been looked after. 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) at the time of making an application to a school.

1 Under the terms of the Adoption and Children Act 2002. See Section 46 (adoption orders).

2 Under the terms of the Children Act 1989. See Section 8 which defines "residence order" as an order settling the arrangements to be made as to the person with whom the child is to live.

3 See Section 14A of the Children Act 1989 which defines a "special guardianship order" as an order appointing one or more individuals to be a child's special guardian (or special guardians).

Published Admissions Number

The PAN is the maximum number of pupils the school will admit at the relevant admission age in any given year. The PAN for each year group is 12.

Compulsory School Age

Children are not of compulsory school age until the beginning of the term after they have their fifth birthday. This means that:

- i) Children born between 1 September and the 31 December are of compulsory school age from January.
- ii) Children born between 1 January and the 31 March are of compulsory school age from April.
- iii) Children born between 1 April and the 31 August are of compulsory school age from September.

Places in Reception will be allocated as full time from September. If you wish to ask for part-time admission, you must do so as soon as possible after receiving your notification of a place. You can request that your child attends part-time until they are of compulsory school age.

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The school will apply the PAN of 12 places each year and will conform to the timetable for admissions published by the Local Authority for community schools. (Appendix A)

There will be a standard application form known as the (Cornwall Admission) Common Application Form (CACAF). This form will be available to parents electronically and as a paper copy.

The LA will make appropriate arrangements to ensure:

- 1 That the CACAF is available on the Cornwall website and on the request from the LA and from the school.
- 2 That the CACAF is accompanied by a written explanation of the co-ordinated admissions scheme. Some children will attend part-time (five mornings per week) during their first term at school. (Appendix B)

Over Subscription Criteria

If the school is oversubscribed, after the admission of pupils with a Statement of Special Educational Needs where the school is named in the statement, priority for admission will be given to those children who meet the criteria set out below, in order:

Admissions Criteria in order

- 1 Children in Care or previously in Care but immediately after being in care became subject to an adoption, residence or special guardianship order.
- 2 Home address ** within the designated area of the school.
- 3 Medical, psychological or social worker recommendation. This must be supported by a written report from the relevant professional; a doctor (for medical), a social worker (for social) or an educational psychologist (for psychological) stating why non-admission would be harmful to the child.
- 4 Sibling* at the school at the time of admission.
- 5 All other children

Definitions:

* ('Siblings' means brothers or sisters). They are defined as children with at least one natural or adoptive parent in common, living at the same or a different address. Children living in the same household at the same address would also be counted as siblings, regardless of their actual relationship to each other).

** (Home address: Each child may have one registered address only for the purpose of determining priority for admission and transport entitlement. This address should be the place where the child is normally resident. If there is shared custody of the child or a query is raised regarding the validity of an address, it may be necessary to use the address of the person receiving child benefit for the child in order to make a decision).

** Footnote: Definitions of two tier stratification:

Tie - Breaker:

In the event of two or more children meeting the admission criteria equally, then the distance, measured as a straight-line, will be used to determine priority. The LA's computer program (Geographical Information System - GIS) will be used to determine this distance from the centre of the building of the home address to the main school gate. The child living nearer to the school will have the most priority.

If the governors have to refuse a place due to over subscription, parents have the right of appeal and will be informed of this right. Appeals are organised by Cornwall LA on behalf of the Governors.

Late Applications (Appendix B)

Late applications will be processed in line with the Local Authority's Co-ordinated Admissions Scheme.

Deferred entry

Entry to the school may be deferred in the following circumstances only:

- 1 Until statutory school age if a parent so wishes (children born between 1st September and 31st March only)
- 2 If a child is seriously ill at the time of application
- 3 If a child is in an assessment unit or has special educational needs which require a deferred entry

In all these cases consideration will be given to a gradual entry to school if this is deemed to be in the best interests of the child.

Casual Admissions

From September 2015 the school will manage all in year applications.

The governors of the school will operate waiting lists for all in year applications.

The school will operate oversubscription criteria for admissions to year groups 1 to 6 as per reception admission.

Under the "Fair Access" policy, it is possible that a school will be directed to admit a child even if this would take the year group above (or further above) PAN.

Full or Part-Time

The school operates the same process as the LA in respect of parents wishing for their children to start full-time in September.

Waiting Lists

The governing body will maintain a waiting list for reception throughout the school year. During the Autumn term 2015 the governing body will ask parents with children on the waiting list whether they wish to remain there.

Children will be listed in priority order according to the school's oversubscription criteria, although children who are the subject of a direction by the Local Authority or who are allocated to the school in accordance with the Fair Access Protocol, will take precedence over any child already on the waiting list.

The waiting list will be maintained until the end of the reception year. At the beginning of September 2015 the parents will be informed that the waiting list will have ceased and that they will have to make a new application for Year 1.

Appendix A

Timetable of co-ordinated scheme for admission to reception. Booklet available from the school or the Local Authority.

15 January 2015 (23:59)	Closing date for online applications or for the paper Common Application Forms to be returned to the LA
13 February 2015	Final date for exceptional late applications
16 April 2015	Parents will be sent a letter or email, by the LA notifying them that they are being offered a place at the school
01 May 2015	Deadline for "round 2" late applications Parents to submit appeals or requests for their children to remain on the waiting list. (This is 10 school days after the notification date, as required by the School Admission Appeals Code)
01 June 2015	Notification date for "round 2" late applications (or as soon as possible thereafter)
31 August 2015	Scheme closes

Appendix B Late Applications

"Round One"

The closing date for applications in the normal admissions round is 23:59 on **15 January 2015**.

Late applications or changes of mind submitted by **13 February 2015** will be processed with those received by the closing date **ONLY** in exceptional circumstances. Such circumstances would include medical reasons, a recent move into the area, a return from abroad or other circumstances decided by LA to be exceptional. Late applications not deemed exceptional will be dealt with in "Round Two".

"Round Two"

Late applications received between 15 January 2015 and **01 May 2015** but not considered to be exceptional will be dealt with together and parents will be notified by **01 June 2015**.

Applications received after the "Round Two" letters have been sent will be dealt with on a daily basis.

All applications for places in reception for the 2015/16 school year should be referred to the LA, under this scheme, until the end of August 2015.

Waiting lists (based on oversubscription criteria)

The LA and the governing bodies of academies, VA, foundation and trust schools will maintain waiting lists for reception throughout the school year. The waiting list will be based on the school's or academy's oversubscription criteria and children's places on a waiting list are subject to change according to additional information received about applications or children being added to the list. **No priority is given to the length of time that a child has been on the list.**

During the Autumn term 2015 the LA or the governing bodies of academies, VA, foundation and trust schools will ask parents with children still on waiting lists whether they wish them to remain there. The LA's waiting lists will be maintained until the end of reception only. Parents with children still on waiting lists at this time will be reminded during the summer holidays 2016 that the waiting lists have now ceased and that they will be during the summer holidays 2016 that the waiting lists have now ceased and that they will have to submit a further application for Year 1 if they wish their request for a place to be ongoing.

Policy written by:

Headteacher:

On behalf of Governors:

Dated: