



## **ADMISSIONS POLICY 2018-2019**

### **Foreword**

This document sets out the Admission Policy and Admission Numbers for Redmarley CE Primary Academy for the academic year 2018-2019

### **Admission**

This policy should be read in conjunction with the **Admissions Guidance Booklet** issued by Gloucestershire County Council for schools and academies.

For further information on admissions please contact the **Admissions and Transport Team** at Shire Hall, Gloucester. GL1 2TP (01452 425407) or go to **[www.gloucestershire.gov.uk/schooladmissions](http://www.gloucestershire.gov.uk/schooladmissions)**

Our policy will be published on the Gloucestershire County Council's website and on the school's website: [www.redmarley.gloucs.sch.uk](http://www.redmarley.gloucs.sch.uk)

The Governing Body is the Admissions Authority for Redmarley C.E .Primary Academy as part of the coordinated scheme with the local authority. Parents must apply for a place at the school using the common preference form which must be returned as specified on the form. Alternatively, parents may apply directly to the local authority online.

There will be **12** reception places available in September 2018.

### **The Policy**

Redmarley CE Primary Academy has a set Published Admission Number (PAN). This is the number it is obliged to admit into each year group. This number is based upon a capacity assessment, which takes into account the area of teaching and non-teaching space available, ensuring that health and safety is not compromised, nor the quality of teaching and learning in the school adversely affected.

At Redmarley CE Primary Academy the planned admissions number for the Reception intake 2018-2019 is **12** and should not be exceeded, as stated in Section One of the School Standards & Framework Act 1998 (as amended by the Education Act 2002) and the Education (Infant class Sizes) (England) regulations 1998.

### **Points of Admission**

There is a legal requirement that all children receive full time education by the beginning of the term following their fifth birthday. Redmarley CE Primary Academy operates a single offer point for Reception children.

### **Admission of Summer Born Children for Reception Entry for Redmarley Academy.**

The Governing Body of Redmarley Academy school acknowledges the updated advice from the Department of Education that, parents/carers of "summer born" children (born between 1 April and 31 August) may request to start the Reception Class of a school a whole academic year later. The Governing Body will make a decision on behalf of Redmarley Academy. We follow the Local Authority process which states that parents can only apply for a Reception place at a school once and must apply for a place during the standard

application process timeline for their chronological year group, stating their reasons for requesting deferred entry to the following year. The Governing Body will decide whether the deferred entry can be approved for the school.

### **Normal Admission Round**

The term "normal admission round" refers to all applications for admission to the main year of entry of the school i.e. Reception for Infant and Primary Schools. Applications made during the normal admissions round will be made in advance of the academic year in which the child is due to start at the new school. Children are entitled to a full-time place, however, may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

### **Admission Policy for pupils entering Redmarley CE Primary Academy at the beginning of the Reception Year.**

For admission to Reception, parents must submit their Common Application Form stating their preferred schools to the Admissions and Transfer Team at ([www.gloucestershire.gov.uk/schooladmissions](http://www.gloucestershire.gov.uk/schooladmissions)). No places will be awarded at the school on an automatic basis – an application has to be submitted in all cases.

Where applications for admission exceed the number of places available (both in the normal round of admissions and for in-year admissions), the criteria below will be applied, in the order set out below:

#### **1. Looked after (LA) children or those previously LA but immediately after being LA became subject to an adoption, residence, or special guardianship order.**

- (1) 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. In Gloucestershire, such children are referred to as Children in Care.
- (2) This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see section 46 adoption orders).
- (3) Under the provisions of Section 12 of the Children and Families Act 2014, which amend section 8 of the Children Act 1989, residence orders have now been replaced by child arrangements orders.
- (4) 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).

#### **2. Children who have a sibling who will be attending Redmarley C. E Primary Academy at the time of reception admission (i.e. a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of a parent/carer's partner, as well as children who are brought together as a family by a same sex civil partnership.)**

Note: The older child must be continuing to attend the school when the younger child is admitted and in every case the child must be living in the same family unit at the same address.

### **3. Children with an authenticated medical reason for attending the school.**

Note: Children for whom only this particular school is appropriate due to an exceptional medical condition. Applications will only be considered if supported by a written statement from the applicant's doctor which must demonstrate that there is a very specific connection between the medical need and the facilities or resources of the school. The final decision to accept a child under this category will be made by the Governing Body through consultation with relevant professionals where necessary.

### **4. Children with the strongest geographical claim in the year in which the child is to start school on the closing date for applications.**

Note: Children with the strongest geographical claim, measured in a straight line from the ordnance survey point of the child's home address (including flats) to a central point of the school, using the local authority's computerised measuring system, with those living close to the school receiving the higher priority

### **5. Twins and Children from Multiple Births**

Applications for twins and children from multiple births will be considered as individual applications. However, the Academy acknowledges the difficulties for families if children cannot attend the same school, for example if one child can be offered a place but not the other and therefore will aim to accommodate both/all children at one school where there is capacity to do so. This may include overriding the Key Stage 1 restrictions which limit Reception, Year One and Year Two classes to a maximum of 30 children per teacher, if the one child from twins/multiple births can be offered a place when the other(s) cannot.

#### **Special notes:**

Where any particular category at points 1-3 above is oversubscribed, criterion 4 (strongest geographical claim based on straight line distance) will be used to determine which child is offered a place.

In the event of a tie between two or more children, when applying criterion 4, the strongest geographical claim will be measured in a straight line from the ordnance survey point from the child's home address (including flats) to the ordnance survey address point of the school using the Local Authority's computerised measuring system with those living closer to the school receiving the higher priority.

Where there are not enough places available to offer all children a place at the school, a process of random allocation will be followed by the Governing Body.

#### **Appeals:**

Parents/carers have a right to appeal against refusal, by the Governing Body, to admit their child(ren) to our school. Any appeal must be in writing and addressed to the head teacher as soon as possible after reconsideration. Appeals will be arranged in accordance with the *Code of Practice on Admission Appeals*. Further details about the appeal process are available from the Clerk to the Governors via the school office (01531 650277).

## **Waiting List**

If the school is oversubscribed, a waiting list will be held for the first two school terms (i.e. until the end of December). The waiting list will be prioritized according to the school's oversubscription criteria.

The school has signed up to the In-Year Fair Access Protocols held by the Local Authority. Should a vulnerable child within these protocols require a place at the school, they will take precedent over any child on the waiting list.

## **In Year Admission**

In the school year 2018-2019 and beyond, applications for a school place made outside the normal round of admissions for children of compulsory school age (i.e. Reception to Year 11) must be made directly to the school. However the Local Authority maintains a statutory duty of being aware of all pupils and vacancies within schools and academies.

## **Transport**

School transport is not available at this school

**Date of Policy:** September 2016

**Date of Review:** September 2016

**Responsibility of:** The Governing Body of Redmarley CE Primary Academy

This policy was written by the Governing Body of Redmarley CE Primary Academy in conjunction with the Headteacher, staff and taking into account Local Authority advice.

The policy was approved by the Governing Body on