

MODEL ADMISSIONS POLICY for VA schools and Academies

SCHOOL/ACADEMY NAME

SCHOOL/ACADEMY ADDRESS

ACADEMIC YEAR FOR WHICH POLICY APPLIES:

Our admissions process for September admissions is part of the Local Authority co-ordinated scheme. Applicants must apply to their home Local Authority by the closing date.

The *school/Academy's published* admission number for year **XX (intake year)** is **XX**. Where the number of applications is lower than the *school/Academy's* admission number, all applicants will be admitted.

Oversubscription criteria

If the number of applications for a particular year group exceeds the number of places available, each application will be given a priority and places will be allocated in the following order:

Priority 1: Children looked after by a Local Authority (in accordance with section 22 of the Children Act 1989) at the time of making an application to the school and children who were previously looked after but ceased to be so because they were adopted or became subject to a Child Arrangements Order or Special Guardianship Order immediately following having been looked after. This includes those children who appear to the admission authority to have been in state care outside of England and ceased to be in state care as a result of being adopted.

Priority 2 etc: *Your criteria as determined by the Governing Board*

If you have oversubscription criteria which require more information than parents provide on the LA Common Application Form, you must ask parents to complete a Supplementary Information Form (SIF) which requires only the additional information which is relevant to those oversubscription criteria.

Clearly state any supporting evidence which needs to be supplied in order to prove that one of the oversubscription criteria is met.

eg where **attendance at church** is a criterion, the policy **must** specify how many attendances over a fixed period is required, with a clear start and finish date. It must also specify how this will be measured and evidenced

(eg by completion of the SIF with relevant section signed by the incumbent and enclosing any other required evidence (eg signed register of attendance extract)

or

SIF plus completion of a separate Faith Leaders' form indicating number of attendances and enclosing any other required evidence.)

Notes:

1. Children with an Education and Health Care Plan that names *[name of your school/Academy]* will be offered a place first. This may reduce the number of places available.
2. *If relevant to your admissions criteria:*
Under priority **X**, a brother or sister must live at the same address and could be:
 - A brother or sister sharing the same parents;
 - A half-brother or sister, where two children share one parent; a stepbrother or stepsister, where two children are related by a parent's marriage or civil partnership (a formal arrangement that gives same-sex couples the same legal status as married couples);
 - The separate children of a couple who live together; or
 - An adopted or fostered brother or sister.
3. For the purposes of education law, the Department for Education considers a 'parent' to include:
 - all biological parents, whether they are married or not;
 - any person who, although not a biological parent, has parental responsibility for a child or young person - this could be an adoptive parent, a step-parent, guardian or other relative;
 - any person who, although not a biological parent and not having parental responsibility, has care of a child or young person. A person typically has care of a child or young person if they are the person with whom the child lives, either full or part time and who looks after the child, irrespective of what their biological or legal relationship is with the child.
4. A child's home address is the place where the child is permanently resident with his or her Parent(s). When a child lives between two addresses, the address used for offering a school place will be where the child lives for most of the school week (Monday to Friday). If care is split equally, the parents can choose which address will be used.
[In the event of a dispute between parents who each have parental responsibility, the matter may ultimately need to be resolved by the courts.]
5. **Birmingham schools**, check the point at your school to which the LA measures using this website link (download the document, click on your school's name and check the distance information at the end of your school's entry):
https://www.birmingham.gov.uk/downloads/file/17352/primary_admissions_arrangements_2021

and add to the below at **xxxx**:

If offering places within any one of the criteria would cause the school's admission number to be exceeded, then children living nearest will be offered first. Distances are measured by the Local Authority using a computerised system based on Ordnance Survey coordinates. The calculation of distance is on the basis of a straight-line measurement between the applicant's home address and **xxxx**. If two or more applicants share the same distance to a school and only one place is available, the applicant to whom the place will be offered will be determined by the Local Authority by random selection (unless this involves multiple births, in which case, all the siblings will be admitted).

Warwickshire Schools, use the clause below:

If offering places within any one of the criteria would cause the school's admission number to be exceeded, then children living nearest will be offered first. The distance will be calculated by the Local Authority using a straight-line measurement from the address point location coordinate of the applicant's home address (as set by Ordnance Survey) to the centre point ('centroid') of the

school in question. (The centroid is a predetermined point set by Warwickshire County Council and all distances are subject to changes which may occur with updates of mapping data). If two or more applicants share the same distance to a school and only one place is available, the applicant to whom the place will be offered will be determined by the Local Authority by random selection (unless this involves multiple births, in which case, all the siblings will be admitted).

Solihull Schools, use the clause below:

If offering places within any one of the criteria would cause the school's admission number to be exceeded, then children living nearest will be offered first. Distances are calculated by the Local Authority in a straight line from the child's normal home address to the main pedestrian gate of the school using the Local Land and Property Gazetteer (LLPG). This is the only measure used and distances provided by other websites, such as Google Maps, will not be considered. If two or more applicants share the same distance to a school and only one place is available, the applicant to whom the place will be offered will be determined by the Local Authority by random selection (unless this involves multiple births, in which case, all the siblings will be admitted).

Sandwell Schools, use the clause below:

If offering places within any one of the criteria would cause the school's admission number to be exceeded, then children living nearest will be offered first. Distances are calculated by the Local Authority and are measured in a straight line from the child's home using the Local Land and Property Gazetteer address base for the property to the centre point of the school site. If two or more applicants share the same distance to a school and only one place is available, the applicant to whom the place will be offered will be determined by the Local Authority by random selection (unless this involves multiple births, in which case, all the siblings will be admitted).

Worcestershire Schools, use the clause below:

If offering places within any one of the criteria would cause the school's admission number to be exceeded, then children living nearest will be offered first. Distances are calculated using the Local Authority software package called Arcview GIS and are measured in a straight line using the GeoCode Point for each property and the GeoCode point for the School. Ordnance Survey supplies the co-ordinates that are used to plot an address within this system. If two or more applicants share the same distance to a school and only one place is available, the applicant to whom the place will be offered will be determined by the Local Authority by random selection (unless this involves multiple births, in which case, all the siblings will be admitted).

6. Applications received after the Local Authority's designated closing date for receipt of applications will be deemed to have been made late and will be considered after applications with the same priority that were received on time.
7. **Waiting lists** are produced in strict order of priority, against the over-subscription criteria. Waiting lists are kept until the end of the autumn term in the year of admission.
8. **In-Year applications:** Applications made outside the normal admissions round should be made:
If the school is using the Local Authority protocol to administer all in-year applications, add in:
 - directly to the Local Authority *and give contact details/link for how to apply.*

If the school will manage its own in-year admissions, add in:

- directly to the *school/Academy. Give clear details of the application process, contact and time limits; and append the application form and, if relevant, the SIF.*

The *school/Academy* will notify parents of the decision in writing within 15 school days and will notify the local authority of both the application and its outcome to allow the Local Authority to keep up to date with figures on the availability of school places in their area.

9. **Appeals:** Parents who wish to appeal against a decision of the Governors to refuse their child a place in the *school/Academy* may apply in writing to the Chair of the Governing Board, via the school office. Appeals will be heard by an independent Panel.
10. **Fair Access Protocol:** The Governing Board recognises its duty to participate in the Local Authority Fair Access Protocol.
11. **Admission of children below compulsory school age and deferred entry:**
- 11.1 A child is entitled to a full-time place at school in the September following their fourth birthday. The child's parents can defer the date their child is admitted to the *school/Academy* until later in the school year, but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which application was made.
- 11.2 Where parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.
- 11.3 Compulsory school age is the prescribed day on or following the child's fifth birthday. The prescribed days are **31 December, 31 March and 31 August:** ie: A child born between 01 September and 31 December must be in compulsory education by the 31 December. A child born between 01 January and 31 March must be in compulsory education by 31 March. A child born between 01 April and 31 August must be in compulsory education by the beginning of the final term of the school year (unless the provisions relating to summer-born children below are applied).
12. **Admission of children outside their normal age group**
- 12.1 Parents may seek a place for a child outside of their normal age group in special circumstances, for instance if the child is gifted and talented or has experienced problems such as ill health. Such applications should be made in writing to the Chair of the Governing Board of the *school/Academy*, via the school office, setting out the reasons for the request. A decision will be made on the basis of the circumstances of each case and in the best interests of the child concerned.
- 12.2 Summer-born Children (those born between 01 April and 31 August)
- 12.2.1 Parents of a summer born child may choose not to send their child to school until the September following the child's fifth birthday, when they will apply for the child to enter Year 1. There is no guarantee that a place will be available at the *school/Academy* at this stage, as the year group may well already be full.
- 12.2.2
- (a) Parents of a summer born child may, *at the same time as making an application to the Local Authority for a Reception place in the child's normal age group*, make a request of the school's Governing Board that the child may **apply** the next year to be admitted to the Reception Class in the September following the child's 5th birthday instead. The request should be made in writing to the Chair of the Governing Board of the *school/Academy*, via the school office, setting out the reasons for the request. The Governing Board will make its decision on the basis of the individual circumstances of each case and in the best interests of the child concerned and will set out clearly the reasons for the decision.
- (b) If the Governing Board agrees to the parent's request, the existing application for a Reception place may be withdrawn and the parent must then make a **new** application for a place in Reception **as part of the main admissions round the following year**, which will be considered against the normal oversubscription criteria (and there is no guarantee of a place being offered at this *school/Academy* at that stage).

(c) If the Governing Board does not agree to the parent's request, the parent must decide whether to accept any offer of a place for the normal age group, or to refuse it and make an in-year application for admission to Year 1 for the September following the child's fifth birthday (when, again, there is no guarantee of a place being available at this *school/Academy*).

12.3 A decision made by one admission authority in respect of admission of a child out of their normal age group is not binding on any other admission authority. Therefore, a child educated out of their normal age group at this *school/Academy* may not be accepted out of their normal age group when moving to a different *school/Academy* or from primary to secondary school.

12.4 Parents' statutory right of appeal against a decision to refuse admission does not apply if the child is offered a place at the school but it is not in the parent's preferred age group.

If parents are considering submitting an application for their child to be admitted into a class outside of their normal age group, it is strongly recommended that they read the DFE guidance to be found at:

<https://www.gov.uk/government/publications/summer-born-children-school/Academy-admission>