



Tadpole Farm

CE Primary Academy

Tadpole Farm C of E Primary Academy Admission Arrangements 2020/21 FINAL DRAFT

The Diocese of Bristol Academies Trust (DBAT) are the admitting authority for Tadpole Farm C of E Primary Academy and are responsible for their own admission policy and arrangements. Swindon Local Authority administers all admissions for Tadpole Farm C of E Primary Academy, on behalf of the Local Board (Governing Body).

The school opened in September 2014 and in September 2020, the school will operate with Reception - Year 6 year groups

This policy applies to admissions in the 2020-21 academic year.

Admissions Procedure

Applications must be made through the Local Authority's Co-ordinated Scheme and all instructions and deadlines in the scheme should be adhered to by applicants. Late applications are dealt with in accordance to the scheme procedures.

Full details of the scheme can be found on their website at www.swindon.gov.uk. In brief the scheme is outlined below:

- Parents / carers are able to make an online application or apply using a hard copy application form. All applications must be submitted to your home Local Authority and the Admissions Team. If you make an online application you do not need to also make a hard copy application. Parents can express an equal preference for up to 3 schools.
- The closing date for all applications is the 15th January 2020. All applications must be submitted by this date.
- Offers will be made to parents by your home Local Authority on the 16th April 2020.
- Any child refused a place at a school will be put on a waiting list for that school and informed of their right to appeal against this decision.
- Parents / carers must accept or refuse the offer of a school place by the 30th April 2020

Published Admission Number

The published admission number for the reception intake is 60. The school will accordingly admit up to 60 pupils in the relevant age group each year if sufficient applications are received. All applicants will be admitted if 60 or fewer apply.

Oversubscription Criteria

If there are more applications than there are places at the school, then the oversubscription criteria will be applied in the following order.

A child who has a statement of special educational needs or Education, Health and Care Plan (EHCP) is required to be admitted to the school named on the child's statement.

- A A 'Child Looked After' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements¹ or special guardianship order.
- B Any child who has a sibling attending the Tadpole Farm C of E Primary Academy at the same time as he or she is due to be admitted (not nursery class);
- C Any other child by distance from the school, with priority for admission given to children who live nearest to the school

Tie- Breaker

In all cases where schools are oversubscribed, distance measured as a straight-line using Swindon Borough Council's distance software home address to the centre point of the rooftop of the school will be used to prioritise applications within individual oversubscription criteria. If the direct distance measurement does not separate applicants, places will be offered by random allocation.

Definitions and Details

Children with statements of special educational needs or Education, Health and Care Plan

Pupils with a statement of special educational needs or Education, Health and Care Plan at the time of allocation are required to be admitted to the school named on their statement or plan. Once a statement reaches the formal proposed stage the administration of the admission of the young person becomes the responsibility of Special Educational Needs Assessment Team (SENAT) at which point this policy no longer applies.

Child Looked After

A 'Child Looked After' 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. This also applies to a 'Child Looked After' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements or special guardianship order. If children have ever been Looked After or Adopted or subject to a residency or special guardianship order evidence would need to be provided and the LA reserve the right to ask the parent to provide this. A 'previously looked after child' is a child who: (a) ceased to be looked after because they 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). (b) became subject to a child arrangements order (defined in s.8 of the Children Act 1989, as amended by s.12 of the Children and Families Act 2014) or (c) became subject to a special guardianship order (see Section 14A of the Children Act 1989 - an order appointing one or more individuals to be a child's special guardian (or special guardians)).

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Sibling

A sibling is defined as a child attending the preferred school at the same time as he or she is due to be admitted, who is a;

- brother or sister;
- half brother or sister;
- adopted brother or sister;
- step brother or sister,
- or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.

Where the sibling of the child making the application is under assessment for a Statement of Special Educational Needs or Education Health and Care Plan, then they will be counted as a sibling from the time that the school is named on the final plan.

Catchment area

The school does not have a defined catchment area. Priority within each oversubscription criteria is determined according to distance from the school.

Distance

In all cases where schools are oversubscribed, distance is as a straight line between the Local Land and Property Gazetteer (LLPG) address point of the applicant's home address and of the school within each oversubscription criteria. If the direct distance measurement does not separate applicants, places will be offered by random allocation.

Other definitions

- **Home address:** The home address given on the application form must be the address where the child resides for most of the week with his or her parent or carer. The LA will not accept more than one address as the child's home address. The terms of a residency order may clarify the home address. Where necessary to determine which address to recognise and in the absence of a residency order, the LA will consider the home address to be with the parent with primary day to day care and control of the child. In reaching this decision, evidence may be requested to show the address to which any Child Benefit is paid and from which the child is registered with a medical GP. If the Child Benefit letter is not available, a copy of the most recent bank statement where the Child Benefit is credited may be taken as residency, or the address stated on the NHS Medical Card of the child. Any other evidence provided by parents will also be considered by the Admissions Manager in reaching a decision on the home address for admissions purposes. This may be necessary for instance where parents do not agree on the child's home address. Parents are urged to reach agreement but where they do not, the LA will determine the home address.
- **Applications:** An application for a place at a primary or secondary school for September 2020 must be made online using the Local Authority's online common application form. This is made via the Council's online admission system.

- **Children of UK Service Personnel:** Applications for children of service personnel with a confirmed posting to the area will be considered in advance of the family arriving in the area provided the application is accompanied by an official letter from the commanding officer that declares a relocation date and a Unit postal address or quartering area address. Until a fixed address is provided, the LA will accept the Unit Postal Address or Quartering address as the Home Address for allocation purposes. All applications must be included in the normal admissions round if possible. The LA will not refuse a service child a place because the family does not currently live in the area, and will not reserve blocks of places for these children. An in-year application will be considered in the normal way and if a reasonable alternative cannot be offered, the child may be admitted as an 'excepted pupil' under the School Admissions (Infant Class Sizes) (England) Regulations 2012. In circumstances where placing a child at a school that is deemed a reasonable alternative would mean admitting above the PAN, the LA will take into account the organisational structure of the school to determine whether it is the best interests of the child and children already attending the school. A reasonable alternative is defined as a school which is within the statutory maximum walking distance of 2 miles for a child who is under 8 years old and 3 miles for a child who is over 8 years old.

Co-ordinated scheme

Any application for a place within the normal round of admissions is made through your home Local Authority. Tadpole C of E Primary Academy operates within the LA's co-ordinated scheme.

The Local Authority are responsible for determining key dates for the admissions round.

Late applications

Applications received after the closing date will be considered as late applications. This means that they will be considered after all on-time applications have been considered. This applies to primary applications received after 15th January 2020.

Availability of place

All children are entitled to a full time place in the September following their 4th birthday.

Parents can defer the date their child is admitted to school until later in the school year but not beyond the point at which they reach compulsory school age or, for children born between 1 April and 31 August, not beyond the beginning of the final term of the school year for which the offer was made;

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. Where a parent wishes for their child to attend part time, this should be discussed with the School Principal.

Summer born children

A parent of a child born between 1st April and 31st August defined as “summer born” may request for the child to be admitted to a year group later than that of their natural cohort. The admission authority will take into consideration the individual circumstances of the case to determine whether the request can be granted. This may include but not be limited to include whether they were born prematurely, whether delayed social, emotional or physical development is adversely affecting their readiness for school, the possible impact of attending a year group which is not their natural cohort. Where the request is granted, a place will not be allocated prior to the normal admissions round for the year of entry and the parent will be required to reapply during the admissions round in order to ensure that they are fairly considered against the admission criteria for the schools they wish to apply for. Where a parent of a summer born child wishes to admit their child into a year group lower than that of their natural cohort, they should contact the Local Authority and schools concerned as soon as possible. Where a Swindon resident wishes to apply for a school outside of Swindon, they must gain agreement from that school / Local Authority that they would accept a deferred application. No guarantee of a place in the following year can be guaranteed.

Multiple births

Multiple births The LA will endeavour to place siblings born at the same time (e.g. twins, triplets etc.) at the same school, if necessary the school will admit over its PAN to accommodate such children. In the case of Infant Class Sizes (Reception, Year 1 and Year 2) class sizes must not contain more than 30 pupils with a single school teacher, however, additional children may only be admitted in limited exceptional circumstances, and in accordance with the School Admissions Code, twins and children from multiple births are classed as ‘excepted pupils’ to this legislation. Therefore, if one child of a multiple birth is offered the last available space at the school (according to the PAN), then offers will be made to all the children of that particular multiple birth. Those children would remain an exception to infant class size for the entire time they are in an infant class or until the class numbers fall back to the current infant class size limit.

Parent/carer

This is defined as a person with parental responsibility (PR) or legal residency of the child. This could include a person who is not a parent but who has a Court Order giving parental responsibility to them.

Shared responsibility

Where two adults have shared responsibility for a child they should agree before submitting an application form which school(s) to name as their preference(s). In cases of dispute, or where two applications from the adult with whom the child is living are received, the LA will ask parents to agree on the school applied for, or if that is not possible the LA will ask the parent to seek a Specific Issues Order through the Courts to gain the authority to make an application. In the absence of a parental agreement or either of the parents obtaining a Court order determining the issue, the LA will be required to decide which preference(s) to be recorded and this will be done by using the application made by the person who lives at the property where the child is resident at their home address as defined below (In reaching a decision on the address to use as the ‘home address’, evidence may be requested to show the address to which any Child Benefit is paid and from which the child is registered with a

medical GP. Any other evidence provided by parents will also be considered by the Admissions Manager in reaching a decision on the home address for admissions purposes.)

In-year admissions

- If parents/carers decide to transfer their children during the academic year after the normal admissions round, this is referred to as an In Year Transfer.
- The LA has a coordinated In Year Admissions Scheme and all Community and Voluntary Controlled Schools are part of this scheme for September 2020-21.
- Please refer to you local LA In Year Coordinated Admissions Scheme for more information on this.
- The Published Admission Number (PAN) for Y1 & Y2 is 60, and the PAN for Y3-Y6 is 70

Waiting lists

Waiting lists will be maintained from the initial point of entry until the end of that academic year. For the September 2020 intake this will be from the national offer date until 31st August 2021. For all other year groups (Years 1 – 6) the waiting list will be discarded on 31st August 2020 and new applications will be invited from 1st September 2019. Placement will be determined by applying the oversubscription criteria published in the Admissions Guide. Names will be removed from the lists if requested or if the offer of a place that becomes available is not accepted. Positions on waiting lists may change due to new applications received. Placing a child's name on a waiting list does not affect the parents' right of appeal against an unsuccessful application. Parents may only apply and appeal once per school per academic year. The LA may consider a fresh application if there is a significant and material change in circumstances of the parent, child or school since the original application was made. An example of this may be that the family have moved house.

Appeals procedure

Parents have a right of appeal to an independent panel against any decision made by or on behalf of the LA as to the school at which education is to be provided for their child. Information about the appeal procedure will be provided where a place at one or more of the preferred schools has been refused. For appeals for September 2020 a timetable for hearing appeals will be published by 28th February 2020 and be available on the relevant schools or Local Authority website. Appellants should contact the Admissions Team to obtain an appeal form, which should be returned to Appeals Clerk at Civic Offices, Euclid Street, Swindon, SN1 2JH.

Appendix 1 - LA co-ordinated Dates

For children born between	1st September 2015 and 31st August 2016
Applications can be made from	1 September 2019
Deadline for ontime applications	Wednesday 15 th January 2020
Deadline for proof and changes of address to be received	Friday 13th March 2020
Offers made to Swindon residents	Thursday 16th April 2020
Deadline for parents to accept place	Thursday 30th April 2020

Appendix 2 – Document Control

Document Drafted	October 2018 updated Jan 2019
Agreed by Local Board (Governing Body)	22nd October 2018 LB Meeting - minor amendments in line with Swindon Policy
Public Consultation	None Required
Determined	