



ADMISSIONS POLICY

Wragby Primary School **Admissions Policy**

The governors of Wragby Primary School are committed to applying 'best value' principles to all aspects of the management and organisation of the school and have therefore formulated this policy to ensure that the school is using its resources effectively to meet the needs of the children.

The school operates its admission policy in accordance with the dates and deadlines set out in 'School's Coordinated Admissions Scheme' for Lincolnshire. Dates are determined for each year and information on these can be obtained from the School or the Offices of the Lincolnshire Authority. Wragby Primary School is a maintained School under Lincolnshire County Council.

This Admissions Policy defines the procedures used for the admission of pupils:

- To the Foundation Setting (Foundation) – admissions administered by Lincolnshire County Council

- To other year groups – admissions administered by Wragby Primary School

Pupil Admission Numbers (PAN)

The School will admit a PAN of 30 children per year group.

Foundation Stage

Children will be admitted to the School at the age of 4, entering the Foundation Year in the September following their 4th Birthday. Applications for places for children beginning their Foundation Year should be made to the School Admissions Team by the deadline in January in the preceding school year online at: www.lincolnshire.gov.uk/schooladmissions.

Parents/Carers of Foundation age children may apply for a part-time place or may defer entry until later in the school year. Places will be offered by the School Admissions Team on the School's behalf in April. The published admission limit for the school is 30. Mid-year admissions within the Foundation setting will be co-ordinated by the School Admissions Team at www.lincolnshire.gov.uk/schooladmissions.

Late applications

Late applications for initial pupil places in the Foundation Stage should be directed to the LA. If there are then remaining places, they will be offered to parents using the same criteria as the initial allocation. Unsuccessful applicants who wish to do so may then appeal to the LA's Admissions Appeal Panel. Parents may wish to defer the start date up until the statutory school age, which is the term after their fifth birthday. If you choose this option, your child may begin in the National Curriculum year group one, and you will need to apply for a place within this year group.

Please note: if your child has not started at the beginning of the Summer Term, the School can legitimately give the place to another child. The determining dates for children reaching fifth birthdays are:

31st August – for an Autumn Term start; 31st December – for a Spring Term start
31st March – for a Summer Term start.

Home – School Links

Parents of children starting school for the first time in the Foundation setting receive invitations to attend a meeting at the School prior to the admission of their children. These children also have the opportunity to spend some time in their new class setting prior to entry. The Foundation Stage Teachers and Teaching Assistants undertake a programme of visits between pre-school and school settings in the term before they enter school.

Criteria for Admission

The allocation of places is made without reference to physical or mental ability, aptitude, race, nationality or ethnic origin.

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.

If the school is over-subscribed in a particular year group, then the Admissions Panel will rank applicants using the following criteria in the order in which they are stated:

1. Children in the care of the Local Authority termed Looked after children and all previously looked after children. Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).

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. 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's Act 2002 (see section 46 adoption orders).

Child arrangements orders are defined in s.8 of the Children Act 1989, as amended by s.12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

2. Where the child has a sibling currently attending the school who will still be

attending when the new entrant begins school.

‘Siblings’ are defined under the Lincolnshire County Councils Admission Policy as:

- A full brother or full sister, whether or not resident in the same household.
- 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.

In the case of twins and other siblings of multiple births, these children will be considered together as one application. If one or more can be admitted within the published admission number the school will be allowed to go above its admission number as necessary to admit all the children, unless this would make the class too large. They are a permitted exception to the infant class size limit. The School, however, is not required to admit them over PAN (Pupil Admission Number).

3. The proximity of the child’s home to the School, with those living nearer to the School being accorded the higher priority.

By 'home', we mean the address where the child lives for the majority of the School term time 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 a 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 the child. 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, responsibilities and authority, which by law a parent of a child has in relation to the child and their property.

If your child lives with more than one parent at different addresses normally during the school week, the home address for the purposes of School admissions will be that of the parent who lives closest, as measured by driving distance, to the School. Driving distance as calculated by Lincolnshire County Council school admissions team from the Post Office Address Point of the home to the Post Office Address Point of the school.

If you have more than one home, we will take the home address as the address where you and your child normally live for the majority of the school term time.

Reserve List

For admission into the reception intake year the governors will keep a waiting list which we call a reserve list. If your child is refused a place at a school your child is automatically put on the reserve list, unless you have been offered a higher preference school. This list is in the order of the oversubscription criteria, as required by the School Admissions Code. This means that names can move down the list if someone moves into the area and is higher placed on the oversubscription criteria. The governors do not take account of the time you have been on the list.

For intake years the list is kept by the School Admissions Team until the end of August each year. After this the School Admissions Code requires that schools keep the reserve list until the end of the autumn term, you should contact the school for information about the reserve list.

All Community and Voluntary Controlled schools keep reserve lists for oversubscribed year groups. If you wish the school to add your child to the reserve list you must let the school know. Schools will clear the reserve list at the end of each school year, if you wish your child to remain on the list you must let the school know. If your circumstances change you must let the school know so that they can rank the list accurately and allocate places in accordance with the oversubscription criteria to comply with the School Admissions Code. The governors do not take account of the time you have been on the list.

Appeals

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 entirely separate from the admission system. The decision of the appeal panel is binding on all parties.

Midyear Admissions

The governors will accept admissions into other year groups unless this would cause an infant class to be unlawfully large or prejudice to the provision of efficient education or the efficient use of resources. 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 you will be told of the independent appeal system. Parents can apply online at www.lincolnshire.gov.uk/schooladmissions

Fair Access

Local Authorities are required to have Fair Access Protocols in order to make sure that unplaced children who live in the home local authority, especially the most vulnerable, are offered a place at a suitable school as quickly as possible. This includes admitting children above the published admissions number to schools that are already full.

Children of UK Service Personnel (UK Armed Forces)

In order to meet the government's military covenant aimed at helping UK service personnel, and Crown Servants returning from abroad we have adopted the following arrangements.

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:

- Process an application 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. This address will be used 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. For late co-ordinated applications and midyear applications supported by the appropriate military documentation we will aim to remove any disadvantage to UK service personnel (UK Armed Forces).

The school's Governors will consider whether:

- An application from that address would normally succeed in an oversubscribed year.
- There is any child on the reserve list with higher priority under the oversubscription criteria. This is because we must only allocate places based on the criteria and must not admit a Services child ahead of another child with higher priority under the criteria.
- The prejudice from admitting an extra child would be excessive. The Governors have discretion to admit above the admission number in these circumstances if they wish, but are not obliged to do so. We will need the notice of posting or official government letter and posting address before we can consider an application under these arrangements. We allocate a school as soon as possible by applying the policies and practices that we normally follow.

Fraudulent or Misleading Applications

As an admission authority we have the right to investigate any concerns we may have about your application and to withdraw the offer of a place if we consider there is evidence that you have made a fraudulent claim or provided misleading information, for example a false address was given which denied a place to a child with a stronger claim.

We reserve the right to check any address and other information provided so we can apply the oversubscription criteria accurately and fairly.

Admission of Children below Compulsory School Age

Community and Voluntary Controlled Schools provide for the admission of all children in the September following their fourth birthday.

Where a child has been offered a place:

- That child is entitled to a full-time place in the September following their fourth birthday;

- The child's parents can defer the date their child is admitted to the school 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 it was made, whichever is the sooner;
- Where the 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.
- Parents interested in deferring admission or arranging part-time attendance must contact the school to discuss this.
- Parents of summer born children deferring admission until the child starts Year 1 risk losing the offered school place.

Admission of children outside their normal age group

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.

Wragby Primary 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 Local Authority and any outside agencies
- the views of the head teacher

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