



ADMISSIONS POLICY 2017-18

Review Date: September 2017

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). The remaining places will then be allocated in accordance with this policy. Lincolnshire County Council will administer our admissions.

For entry into reception in September places are allocated to parents who make an application before consideration is given to any parent who has not made one.

Attending a nursery or a pre-school does not give any priority within the oversubscription criteria for a place in a school. Parents must make a separate application for the transfer from nursery to our school.

The oversubscription criteria are listed in the order they are applied. Words marked with a number, for example 1, 2 and 3 are explained separately in the definition and notes section.

Oversubscription criteria

- A. Looked after children and all previously looked after children. (1)
- B. There is a brother or sister (2) on roll at the school at the time of application.
- C. The school is the nearest one to the home address, as defined in note 3.
- E. The distance from the home to the school, priority will be given to the child living closest to the school, as defined in note 4.

If the distance criterion is not sufficient to distinguish between two or more applicants for the last remaining place then a lottery will be drawn by an independent person, not employed by the school or working in the Local Authority Children's Service Directorate.

Definitions and notes

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.

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). 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. Brother or sister

A full brother or sister, whether or not resident in the same household. Another child normally living for the majority of term time in the same household, where an adult in the household has parental responsibility as defined by 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.

Twins and other siblings from a multiple birth

In these cases all the 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. The government's school admissions code makes an exception to the infant class limit in this situation.

Brothers and sisters in the same year group

Where there is only one place available in the school the children will be considered together as one application. The school will be allowed to go above its admission number as necessary to admit all the children except in cases where infant class regulations prevent this from happening. If this happens only one place can be offered legally because the government's school admissions code makes no exception to the infant class size limit for siblings in the same year group. The parent would be offered one place for one child and a different school for the other child or children.

3. The nearest school is found by measuring the distance from your home address to all schools admitting children in the relevant year group by driving distance along public highways. This is measured electronically along public highways using the post office address point of the home to the post office address point of the school.

The definition of home will be the address where the child lives for the majority of term time with a parent as defined in section 576 of the Education Act 1996 who has parental responsibility for the child as defined in the Children Act 1989.

Where a child lives normally during the school week with more than one parent at different addresses, the home address for the purposes of school admissions will be the one where the child spends the majority of term time. If a parent can show that their child spends an equal amount of time at both addresses during school term time, they can choose which address to use on the application.

If a parent has more than one home, the home address will be taken as the address where the parent and child normally live for the majority of the school term time.

4. The nearest address to the school is found by measuring the distance from your home address to the school by driving distance along public highways. This is measured electronically along public highways using the post office address point of the home to the post office address point of the school.

Reserve List

For admission into Reception, the governors will keep a waiting list which is called 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 of Practice. 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.

The Reception reserve list is kept by the School Admissions Team until the end of August each year. After this the School Admissions Code of Practice requires that schools keep the reserve list until the end of the school year, you should contact the school for information about the reserve list.

Monkshouse Governors have agreed to keep a reserve list for all year groups. If you wish your child to join the school at other times you can ask the school if the governors keep a reserve list. If they do it will be kept in the order of the oversubscription criteria. You will however, have to make a mid-year application through Lincolnshire County Council. 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 independent 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.

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 service personnel, and Crown Servants returning from abroad the following arrangements have been adopted.

For late co-ordinated applications and midyear applications supported by the appropriate military documentation the aim is 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
- 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.

Section 2.15 (f) of the School Admissions Code 2014 makes an exception to the Infant Class Size Regulations for Services Children needing to apply for school places outside the main admissions round.

Notice of posting or official government letter and posting address is needed before an application can be considered under these arrangements. A school place will be allocated as soon as possible by applying the policies and practices normally followed.

Fraudulent or Misleading Applications

Lincolnshire County Council, acting as our admission authority has the right to investigate any concerns they may have about your application and to withdraw the offer of a place if they 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.

They reserve the right to check any address and other information provided so that the oversubscription criteria can be applied accurately and fairly.

Admission of Children below Compulsory School Age

Community 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.

Decisions will be made 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 head teacher

Signed _____ Chair of Governors Date _____

Signed _____ Headteacher Date: _____