



## **Admissions Policy for entry in 2022/23**

### **Introduction**

Southfield Primary Academy Trust is the Admissions authority for the school. The process for all admissions including application, waiting lists and appeals will be administered by the Local Authority.

The Trust has made every effort to ensure that these arrangements comply with their funding agreement and the School Admissions Code 2014 and all relevant legislation including that on infant class sizes and equal opportunities

### **Monitoring and Evaluation**

This policy will be reviewed annually by the Governing Body to ensure that the school is meeting all lawful requirements.

***The Admissions Policy was approved by the Full Governing Body in its meeting on 28<sup>th</sup> January 2021***

***Next review due: September 2021***

## 1. Introductory Statement about the school

Parents who wish their children to attend the school are most welcome to visit. Arrangements can be made through the school office.

## 2. Admission Numbers

The Published Admission Number (“PAN”) for entry to Reception year group in September 2022 is 60.

The school will accordingly admit this number of pupils if there are sufficient applications. Where there are fewer applicants than the PAN , the Trust will offer places at the school to all those who have applied.

Where a child has an Education, Health and Care Plan or a Statement of Special Educational Needs naming the school that child will be admitted and the number of available places under the PAN will reduce accordingly.

## 3. Application Process for admission into Reception in September 2022

At our school, pupils are normally admitted at the beginning of the school year (1<sup>st</sup> September – 31<sup>st</sup> August) in which they reach their 5<sup>th</sup> birthday.

Parents wishing to apply for the Reception (Foundation) year in September 2022 must complete the common application form provided by their home local authority (the home LA). The home LA is the LA in whose area the parents live at the time of the application. The form must be returned to the LA no later than 5pm on the 15<sup>th</sup> January 2022. Offers and refusals of places will be posted by the home LA on the 19<sup>th</sup> April 2022

## 4. Application arrangements for entry to other year groups during 2022/23 academic year (in year applications).

The school is part of the coordinated admission process of the Local Authority. The Local Authority In Year Admission Scheme is published on the Local Authority’s website.

In year applications can be made half a term in advance of the requested entry.

Usually, places will be offered if there are places available in the year group (i.e. where the number of children in the year group is less than the historic PAN for that year group) and there is no child on the relevant waiting list with a higher priority (in accordance with the below oversubscription criteria)

Sometimes it will not be possible to offer places even though there are less children in the year group than the admissions number because the school has had to organise in such a way that the admission of a further pupil would cause prejudice to the efficient education of the children already there or, for Reception, year 1 or year 2 such admission would breach the class size limit of 30 children per one qualified teacher required in law.

## 5. Over Subscription criteria

If the school is oversubscribed (there are more applications than places available), priority for admission will be given to those children who meet the criteria set out below, in priority order;

1. Children who are “looked after” by a Local Authority (LA) within the meaning of Section 22 of the Children Act 1989 at the time of their application, and “previously looked after” children.
2. Children who appear to the admission authority of the school to have been in state care outside of England and ceased to be in state care as a result of being adopted
3. Disabled children who need to be admitted to a school on the grounds of physical accessibility. The definition of disability is that contained within the Equality Act 2010.
4. Children living in the designated area of the school with a brother or sister on roll at the time of application who will still be attending at the time of entry.
5. Other children living in the designated area of the school.
6. Children living outside the designated (catchment) area who will have a brother or sister on roll at the time of application who will still be attending at the time of entry.
7. All other children

## 6. Tie Break

If in categories 2-7 above a tie-break is necessary to determine which child is admitted, the child living closest to the school will be given priority for admission. Distance is measured from the child’s home address to the address point of the school in a straight line, using the LA’s Geographical Information System.

Random allocation undertaken by the Local Authority will be used as a tie-break in categories 2-7 above to decide who has highest priority for admission if the distance between a child’s home and the school is equidistant in any two or more cases.

Tie break will not be applied to multiple birth siblings from the same family tied for the final place. We will admit them all, as permitted by the infant class size rules and exceed our PAN

## 7. Late applications

All applications received by the LA after the deadline will be considered to be late applications. Late applications will be considered after those received on time. If, following consideration of all applicants the school is oversubscribed, parents may request that their child is placed on the school’s waiting list.

## 8. Deferred entry for reception

Parents offered a place in reception for their child have a right to defer the date their child is admitted, or to take the place up part-time, until the child reaches compulsory school age. Places cannot be deferred beyond the beginning of the final term of the school year for which the offer was made.

Children reach compulsory school age on the prescribed day following their 5th birthday (or on their fifth birthday if it falls on a prescribed day). The prescribed days are 31 August, 31 December and 31 March.

If parents wish to exercise the right for the child to defer entry or to attend school part time until they reach compulsory school age they should discuss the arrangements with the headteacher.

## 9. Admission of Summer Born Children outside the normal age group

Summer born children (which refers to children born from 1 April to 31 August) are not required to start school until a full year after the point at which they could first have been admitted – the point at which other children in their age group are beginning year 1. Should the parent wish their child to be admitted to reception, rather than year 1, they may request that the child is admitted out of their normal age group. Please note the following:

- (i) **You must make an application for admission to the School for September 2022 entry and separately make a request direct to the school for admission out of their normal age group.**
- (ii) Discussions with the School are strongly recommended prior to making a decision to decline entry for an entire year **and** to be admitted to reception in September 2023. Any decision will be on the basis of the circumstances of each case and in the best interests of the child concerned.
- (iii) If the request is agreed the September 2022 application may be withdrawn before a place is offered **but a fresh application will need to be made** for September 2023 entry **which will be processed as a fresh application along with all other applications and in accordance with the School's admission arrangements.** PLEASE NOTE that it is possible even if the request is agreed that the child may not be admitted in September 2023 as there is no guarantee of a school place.
- (iv) If the request is refused the parent must decide whether to accept the offer of a place for the normal age group, or to refuse it and make an in year application for admission to year one for the September following the child's fifth birthday.

## 10. Admissions of other children outside their normal age group

Parents may request that their child is admitted outside their normal age group. To do so parents should include a request with their application, specifying why admission out of normal year group is being requested and the year group in which they wish their child to be allocated a place.

To make a request please send a letter to the Head Teacher as early as possible in order to allow sufficient time for the Trust and the school to make a decision in the child's best interests.

When such a request is made, the Trust will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the headteacher and any supporting evidence provided by the parent. We may request supporting professional evidence to assist in the decision-making. There is no legal requirement for this medical or educational evidence to be secured from an appropriate professional. However, failure to provide this may impede our ability to make an informed decision.

It should be noted that if a place in the requested age group is refused, but one in the normal age group is offered, then there is no right of appeal.

## 11.Waiting lists

The Local Authority will operate a waiting list for each year group. Where the school receives more application for places than there are places available, a waiting list will operate until the end of the academic year. This will be maintained by the Local Authority and it will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.

A child's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant they will be allocated to children on the waiting list in accordance with oversubscription criteria. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list.

## 12.Appeals

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code.

More information about the appeals process is available from the school. Please contact the school office for further information. In addition information on the timetable for the appeals process is on our website.

Appellants have 20 school days from the date of notification that their application was unsuccessful to submit an appeal.

## 13.Fair Access

The school participates in Local Authority's Fair Access Protocol. Children qualifying under the Fair Access Protocol may be offered a place even if there are no places available in the relevant year group and also take priority for admission over any child on the waiting list.

## 14.Fraudulent or misleading applications

The admissions authority (or the LA processing an application on behalf of the admission authority) has the right to investigate any concerns we may have about an application and to withdraw the offer of a place if it is considered that there is evidence that an applicant has made a fraudulent claim or provided misleading information.

## 15. Notes and Definitions

### Looked after Child

A looked after child who is a) in the care of the 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)

### Time of Entry

The over subscription criteria gives a higher priority to those with a sibling attending school at the applicant's "time of entry". This means that, in the normal admissions round, (at the time of application) there will be no sibling connection for admission purposes for those applicants for Reception who have a sibling in year 6 at the primary school

### Home address

The child's home address is defined as the address at which the child normally resides with their parent/carer on the closing date for applications (15 January).

When we refer to a child's home address, we mean the permanent residence of the child. This address should be the child's only or main residence which is;

- owned by the child's parent(s)/carer(s) or
- leased to or rented by the child's parent(s)/carer(s) under a lease or written rental agreement of not less than six months' duration.

When parents live separately and the child spends time with each parent, the home address will be treated as the place where the child sleeps for most of the school week (i.e. Sunday night – Thursday night inclusive).

If the child spends equal amounts of time at two addresses, the parents must agree which address they wish to be the child's main address.

The LA can only process one application. Where more than one adult shares parental responsibility and if the adults live at different addresses, it is important that an agreement be reached on which schools to apply for, prior to making the application.

If multiple applications are received for the same child with conflicting address and/or preferences, or the School Admissions Team is made aware of a dispute between two parents, all applications will be placed on hold and will **not** be processed until:

- a new single application is made, signed by all parties; or
- written agreement is provided from both parents indicating which application they have agreed on; or
- a court order is provided confirming which parent's application carries precedence.

If no agreement can be made, parents are recommended to seek legal advice. If an agreement cannot be reached before the closing date, this may affect the chances of your child being allocated a place at your preferred school/s.

### Sibling

"Sibling" means a natural brother or sister, a half brother or sister, a legally adopted brother or sister or half-brother or sister, a step brother or sister or other child living in the same household as part of the same family who, in any of these cases, will be living at the same address at the date of their application for a place

