

# Lawford Mead Primary & Nursery School



## Admissions Policy 2017 - 18

**'Proud of our school, proud of our achievements'**

*Certified as reviewed and approved by the Trustees of the HERA Primary Academy Trust: 8<sup>th</sup> March  
2017*

*Next review date: Spring 2018*

*Lawford Mead Primary & Nursery School is a founding member of the HERA Primary Academy Trust.*

## **Admissions Policy**

Relationship to other policies:

- Looked After Children
- Inclusion
- Pupils with Medical Conditions
- Child Protection
- Special Educational Needs and Disability (SEND)
- Equality (Scheme and Plan)

DfE Number: 881/2127

Published Admission number 2017/2018: 60

There is no guarantee of a place for children living in the priority admission area. However, the Trustees are anxious to ensure that the school serves the local community and to this end priority is given in the following way:

1. Looked After Children and previously looked after children as hereinafter defined;
2. Children with a sibling attending the school;
3. Children living in priority admission area;
4. Remaining applications.

In the event of oversubscription within any of the above criteria, priority will be determined by straight line distance from home to school, those living closest given the highest priority.

### **KEY DEFINITIONS**

#### **Looked after Children**

A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order will be given first priority in oversubscription criteria ahead of all other applicants in accordance with the School Admissions Code 2014. 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 (as defined in Section 22(1) of the Children Act 1989).

#### *Children with statements of special educational needs*

Children with statements/Education Health Care Plans for special educational needs that name the school on the paperwork are required to be admitted to a school regardless of their place in the priority order.

## Age of Admission

Essex County Council's policy is that children born on and between 1 September 2012 and 31 August 2013 would normally commence primary school in Reception in the academic year beginning in September 2017.

As required by law, all Essex infant and primary schools provide for the full-time admission of all children offered a place in the Reception year group from the September following their fourth birthday. Therefore, if a parent wants a full-time place for their child from September (at the school at which a place has been offered) then they are entitled to that full-time place.

Parents can request that the date their child is admitted to school is deferred until later in the school year or until the child reaches compulsory school age in the school year. The law does not require a child to start school until the start of the term following their fifth birthday. Compulsory school age is reached at that point. Where entry is deferred, the school will hold the place for that child and not offer it to another child. The parent would not however be able to defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the academic year for which the original application was accepted.

Parents can also request that their child attends part-time until the child reaches compulsory school age. Any parents interested in taking up a part-time place initially should contact the individual school(s) for further details as to what this would entail. Where parents choose to defer entry, a school may reasonably expect that the child would start at the beginning of a new school term/half term.

Where a parent of a 'summer-born' child wishes their child to start school in the autumn term following their fifth birthday, they will need to apply for a place at the correct time for the normal admission round for the following academic year. Supporting evidence from relevant professionals working with the child and family stating why the child must be placed outside their normal age appropriate cohort should be submitted. The admission authority (The HERA Academy Trust) will decide whether the application for a Reception place will be accepted or whether it will be treated as an application for a Year 1 place, the child's normal age appropriate cohort. If the application for a Reception place is not accepted this does not constitute a refusal of the place and there is no right to an independent statutory appeal. There are no guarantees that an application will automatically be agreed.

## Distance

All straight line distances are calculated electronically; the Trust use data provided by Free Map Tools which maps door to door accuracy. The data plots the co-ordinates of each property and provides the address-point between which straight line distance is measured and reported to three decimal places. In the unlikely event of two applicants with an identical distance competing for a single place at a school the place will be offered to one applicant on the basis of lots drawn by an officer of the admission authority or a trustee not involved in admissions.

## Siblings

For applications made in the normal admission round a relevant sibling is a child who has a brother, sister, adopted brother or sister or stepbrother or stepsister living in the same family unit in the same family household and address who attends the preferred school or partner school in any year group excluding the final year.

Biological siblings who attend the preferred school in any year group excluding the final year will also be treated as siblings irrespective of place of residence. Children residing in the same household as part of an extended family, such as cousins, will not be treated as siblings. For mid-year applications a sibling is a child who has a brother, sister, adopted brother or sister or stepbrother or stepsister living in the same family unit in the same family household and address as a child who attends or has been offered a place at the preferred school or partner school at the time of application and determination and with a reasonable expectation that the sibling will be attending at the time of admission.

## Priority Admission Areas

There is no guarantee of a place to children living in the priority admission area of a particular school. Details, including maps of priority admission areas are available on request from School Admissions or from the school

## Twins, Triplets etc.

For applications made in the normal admission round, if the last child to be offered a place is a twin and their sibling cannot be offered initially, the admission authority will ensure both twins are offered a place. In the case of triplets or other multiple births, if the majority of children can be offered a place initially, the admission authority will offer places to the remaining children. For example, if two triplets can be offered a place, the remaining child will also receive an offer of a place. For mid-year applications, where a family moves into an area necessitating a change of school for their twins (or triplets etc) and the majority can be offered a place then a place will be offered for the remaining child(ren). However, where the family does not move but wishes to transfer the children to another local school where there are insufficient places for all of them then a place would not normally be offered for all.

## Waiting lists

School Admissions will hold waiting lists for all oversubscribed schools until the end of August and continue to allocate places from these lists if spaces become available. Applicants will be ranked on these waiting lists in priority order, according to the school's admission criteria. After this date the school will maintain any remaining waiting list until the end of the autumn term

## Late Applications

Applications received after the published closing date will be treated as late applications unless there is evidence to show that the application or amendment could not reasonably have been made on time. A new preference or change in the

order of preferences will not be accepted after the closing date unless the circumstances are deemed to be exceptional. Where a school is oversubscribed late applications will be refused and ranked according to the admission criteria on any waiting list held for the particular school. All late applications will be considered by the LA to ascertain whether there are exceptional circumstances. Where that is deemed to be the case the application will be treated as 'on time'. Where a school is oversubscribed late applications received after the first round of offers on 18 April 2017 will be refused and ranked according to the admission criteria on any waiting list held for the particular school. Applications made after 3 February 2017 will be held and not considered until after the first round of offers on 18 April 2017

#### Applications made after the start of the autumn term

On receipt of an application after the start of the autumn term the LA will contact the school in writing for the up-to-date numbers. If there are spaces in the year group an offer will be made or if not a refusal will be sent and the right of appeal given if it was a first application for the year group. Unless there is a significant and material change in circumstances a second application received in the same academic year does not have to be determined by the LA and no second right of appeal will be given. When there are more applications, received on the same day, than the number of places available the school's admission criteria will be used to determine any offers that can be made. There is a process in place that considers parents continued interest in a place at an oversubscribed school. Details of the continued interest process is available from the school. The admission authority will maintain a waiting list and offer places following the admission criteria above.

#### Changing primary schools

The opportunity to transfer depends on places being available at the preferred school. If approved, a place must be taken up within 10 days of the date of the offer letter or at the start of the term for which the offer has been made. A child should not be withdrawn from the current school until a place has been secured elsewhere. Applications for transfer will not be dealt with until the half term prior to the requested admission date. In cases where a child moves into a district area (proof of address required) and, as a result of the move the child would be without a school place, the application will be dealt with immediately.

#### Appeals against admission decisions

Parents have the right to appeal against admission decisions to an Independent Appeal Panel. Information about how to appeal against a refusal of a school place is available on the Essex website [www.essex.gov.uk/admissions](http://www.essex.gov.uk/admissions). Parents can submit an appeal via the Essex on line link.

.Notice of appeal should be sent to the Clerk to the Independent Appeal Panel, PO Box 11, Chelmsford, CM1 1LX.

#### Withdrawal of an offer

If a school place has been secured through false information or has been offered in error, the offer of the place may be withdrawn.

Further information and the Common Application Form can be found at:  
<http://www.essex.gov.uk/EducationSchools/Schools/Admissions/Pages/Admissions.aspx>

#### Monitoring and review

This policy will be formally reviewed by the Board of Trustees on an annual basis or earlier if new guidance becomes available.