

Lawford Mead Primary & Nursery School



Admissions Policy 2018 - 19

'Proud of our school, proud of our achievements'

Certified as reviewed and approved by the Trustees of the HERA Primary Academy Trust: 8th March 2017

Next review date: Spring 2018

Lawford Mead Primary & Nursery School is a founding member of the HERA Primary Academy Trust a company registered in England and Wales. Company Number: 10571943.

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

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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 2013 and 31 August 2014 would normally commence primary school in Reception in the academic year beginning in September 2018.

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.

Home Address

Applications will normally be processed on the basis of the home address for the child at the time of application and determination, unless, where there is a new home address, proof of an exchange of contracts or copy of a tenancy agreement can be provided by 1 February 2018. The home address is considered to be the address at which the child resides on a permanent basis or is 'ordinarily resident'. This is generally the address of the parent/carer. In some cases, children may be 'ordinarily resident' for the majority of the school week, including overnight, with another relative or carer, such as a grandparent. This may also be the case where a child resides between two parents at different addresses following the breakdown of the parental relationship. Where this is the case, the application may be processed on the basis of that address (where the child resides for the majority of the school week) and proof of address and residence arrangement will be required with the application. The child must be living with the parent, relative or carer 24 hours per day, for the majority of the school week. Arrangements where parents can leave and collect children from another relative or carer on a daily basis will be regarded as childcare arrangements, and the child will not be deemed to be 'ordinarily resident' with that person. In all cases we expect that the adult with whom the child is 'ordinarily resident' receives the child benefit for the child (where eligible).

Distance

For admission purposes via the LA, decisions are made using data provided by Ordnance Survey (OS) to measure straight line distances. For waiting lists held by the school, decisions are made using data provided by Free Map Tools. 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, with the exception of twins, triplets, etc.

Address Checking

Where residency is relevant to an application for a school place, the LA will ask a random sample of applicants to provide proof of their home address. This must be a copy of one of the following:

- UK driving licence;
- council tax notification;
- two utility bills dated within the last 6 months (gas, electricity, water or landline phone)

Where there is reasonable doubt as to the validity of a home address, the LA reserves the right to take additional checking measures including, in some cases, unannounced home visits. If a school place is secured through false information regarding a home address, the LA may withdraw the place offered.

Admission of children from overseas

All children of compulsory school age (5 to 16 years) in the UK have a right of access to education. However, where a child is in the UK for a short period only, for example less than half a term, it may be reasonable to refuse admission to a school.

Children who hold full British Citizen passports (not British Dependent Territories or British Overseas passports), have a passport endorsed to show a right of abode in the UK or are European Economic Area nationals normally have unrestricted entry to the UK. An application for a school place will be accepted for such children even though they may not be resident in the UK at the time of application. The application may however be processed on the basis of the overseas address.

If an applicant meeting the above criteria owns a property in Essex but is not living in it, perhaps because they are working abroad at the time of application but they intend to take up residency at the Essex home before the start of the autumn term, the application will be processed using the Essex address. Any offer of a school place will then be conditional upon receipt of evidence of taking up residency at that property in Essex.

Other children from overseas do not generally have automatic right of entry to the UK. An application for a school place will not therefore be accepted until they are resident in the UK. Proof of residency such as an endorsed passport or entry visa will be required with the application.

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. Parents are able to check in which school's priority admission area their address is located (if any) using the online Priority admission (catchment) area finder on the Council's website www.essex.gov.uk/admissions

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 31st December 2018 and continue to allocate places from these lists if spaces become available. Each added child will require the list to be ranked again in line with the published oversubscription criteria. 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. No application/preference received after 1 February 2018 will be treated as on time. A new on time preference will not be accepted after the closing date unless the circumstances are deemed to be exceptional. No change to the rank order of existing preferences will be accepted after the closing date except for changes of address and no such changes will be permitted after 1 February 2018 until after the first round of offers has been made on 16 April 2018. Late applications will be given a lower priority and will be dealt with after all on time applications in the first round of offers on 16 April 2018. 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 exceptional circumstances for late submission exist. 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 16 April 2018 will be refused and ranked according to the admission criteria on any waiting list held for the particular school.

Any new applications or change requests received after 1 February 2018 will be held and not considered until after the first round of offers on 16 April 2018.

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 school will maintain a waiting list and offer places following the admission criteria above.

Admission Outside of the "Normal Age Group"

Parents may seek a place at a school outside of a child's normal age group, for example if the child is gifted and talented or has experienced problems such as ill health. Any such request must be made in writing with an application setting out clearly the reason, with any supporting evidence from relevant professionals such as teachers or doctors. Each such case will be considered by the Trust on an individual basis. The views of the Headteacher of the school at which the place is requested will be sought. There is no guarantee that a request for a place outside of a child's normal age will be agreed.

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. 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.