



Ashleigh Primary School.

Admissions Policy 2018



Admissions to the Reception Class in September 2018

If your child was born between 1 September 2013 and 31 August 2014 you need to apply for a place in a Reception Class for him or her, without delay.

To do this you should collect an application pack from school which contains the Blackburn with Darwen Primary Schools Admission booklet or alternatively you can apply online on the Blackburn with Darwen website.

You have until 15th January 2018, to return the completed form.

After this date, the process of allocation of places will begin, and any late requests for places will not be considered until the first offer of places has been made.

By 16th April 2018, you will receive a letter from the Council, letting you know whether or not your child has been offered a place here.

If your child has been successful you will be asked to formally accept the place for your child. A failure to formally accept the place by the given date will result in the withdrawal of that offer. If your child has been unsuccessful, you will be asked if you wish your child's name to be added to the waiting list for places of this school and/or if you wish to appeal against the decision of the school's governors.

Please ensure that, before handing in the application form, you have read through the Admissions Policy for Ashleigh Primary School, which explains the method used by the School Governors in allocating places at the school, and your right of appeal against the Governors' decision.

Should you wish to visit the school during the school day before making your decision, you will be very welcome. Please contact the school for a mutually convenient appointment.



Ashleigh Primary School Admissions Policy 2018

Method of Allocating Places at Ashleigh Primary School

There are thirty-five Reception Class places available in September 2018. If the number of applicants does not exceed this number, then all applicants will be admitted.

Children with either an education, health and care plan, a statement for special educational needs or an individual pupil resource agreement (IPRA) for whom the preferred school is named in the statement will be admitted first.

The remaining applicants who have named this school as a 1st 2nd or 3rd preference will then be considered equally against the Council's admission policy, in the priority order given below:

(a) 'Looked after' children and children who were previously 'looked after' but immediately after being looked after were adopted or became subject to a residence order/child arrangement order, or special guardianship order ('Looked after' means that the child was (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.

(b) Children with older brothers or sisters (which means full, half, adopted and step children and the children of the parent/carer's partner living with the same family at the same address) who will still be attending this school when the younger child is admitted;

(c) Children with proven exceptional medical, social or welfare needs where these needs can only be met at this school. Professional supporting evidence from a doctor, psychologist, social worker, etc is essential if admission is to be made under this criterion. Such evidence must set out the particular reasons why this school is the most suitable school and the difficulties which would be caused if the child had to attend another school. Please see the note below which provides full details regarding the application of this criterion.

(d) Geographical proximity. Under this category, the remaining places will be offered to children who live nearest to this school. The distance will be measured in a straight line between the home front door and the main gate of the school using a computer.

If category (b), (c) or (d) is oversubscribed, geographical proximity (as set out in category (d)) will be used as the 'tie-breaker'. If after measuring distances it is still not possible to decide on the child/ren to be offered admission (e.g. 2 children living in



the same block of flats or in the same house) random allocation will be used to decide which of the children can be offered a place. The draw will take place at Ashleigh Primary School and the names will be drawn by the governing body.

Priority for Twins/Multiple births

If an application has been made for places for twins/ triplets/2 or more siblings in the same year group and insufficient places are left within the published admission number (i.e. one of the siblings is the last child who can be admitted within that number) it may be possible for the Admission Authority to offer places to the other sibling(s) in the birth group as a permitted exception to class size regulations.

If you have selected Ashleigh Primary School for your child because you expect to move into the locality in the near future, the governors will still treat your application as being made from your current addresses until you quote your proposed date of removal and provide written confirmation of this from your Estate Agent or Solicitor, or provide the school with your signed long term tenancy agreement.

If you move house between making an application for a place at the school and the closing date for applications or there are any other significant changes in the information given on your application form, you must inform the school in writing, to request that your application form be amended by the school on your behalf.

You will be required to produce a utility bill to verify your permanent address at the time of accepting the offer of a place at Ashleigh.

Failure to disclose a change of address, or the giving of any false information in order to procure a place at the school may result in the withdrawal of an offer of a place at the school, at the discretion of the school governors.

If your child is not allocated a place, parents/guardians have the right of appeal against the Governors' decision, to an independent Appeals Committee as laid down in the school's Statutory Instrument and Articles of Government. Details of how to appeal are available from the school office, and will be sent to parents on request.

Children who are not admitted will have their name placed on the waiting list. The names on this waiting list will be in the order resulting from the application of the admissions criteria. Since the date of application cannot be a criterion for the order of names on the waiting list, late applicants for the school will be slotted into the waiting list according to the extent to which they meet the criteria. Thus it is possible that a child who moves into the area later may have a higher priority than one who has been on the waiting list for some time. If a place becomes available within the admission number, the child whose name is at the top of the list will be offered a place. This is not dependent on whether an appeal has been submitted. Please note that looked after children, previously looked after children and those allocated a place at the school in accordance with the Fair access protocol must take precedence over those on the waiting list.

The Waiting List will operate until 31st December 2018 only.



NOTE – Criterion (c) Medical, social, welfare reasons

If you feel that there are exceptional medical/social/welfare needs relating to your child which support the need for your child to attend a particular school, and wish your application to be considered under criterion (c) you must state this on your application form AND provide appropriate written supporting evidence for your application from a doctor, social worker or other professional. This evidence must explain why the preferred school is the most suitable and what difficulties would be caused if the child had to attend another school.

This evidence should accompany the application form. If necessary, parents can submit the application form and send the supporting evidence at a later date but the supporting evidence **MUST** be received by the Local Authority on or before the closing date for applications. It is the parent's responsibility to ensure that the Local Authority receives the supporting evidence.

If you do not provide the supporting evidence on or before the closing date, then it will not be possible to consider your application under the medical/social/welfare criterion,

Please bear in mind the following points in relation to this criterion –

1. only *exceptional* reasons associated with the child and directly relevant to the suitability of that specific school (i.e. showing why the child needs to be admitted to that particular school) are normally accepted under this criterion.
2. all schools can make provision for special educational needs and can also manage common conditions – e.g. asthma, diabetes, epilepsy.

After the closing date, during the early stages of the allocations process, all applications which have requested consideration on the grounds of medical/social/welfare need are considered separately by a panel from the Admission Authority (Ashleigh Primary School). This involves considering all statements and evidence provided by parents to support the application. The panel may, at their own discretion, contact parents/carers and third parties (with parental consent) to request further information where this is needed to reach a decision.

The Panel's focus in assessing each claim for consideration under this criterion will be to assess whether the evidence provided (a) actually confirms that this child has an exceptional medical/social/welfare need AND (b) demonstrates a clear and exceptional need for this child to attend this specific school for reasons arising from the exceptional medical/social/welfare need.

Where the reasons claimed are not considered exceptional or do not disclose an exceptional need for the child to attend that specific school, then the application will be dealt with under the other admission criteria for this school



Admission of children outside their normal age group

Parents/carer(s) may seek a place for their child outside of their normal age group, for example, if a child is gifted and talented or has experienced problems such as ill health. Parents of a summer born child (born between 1 April and 31 August) may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group - to reception rather than year 1.

Children who are already of school age

Parent(s)/carer(s) must submit their written request for admission out of the normal age group to the Governing Body. If their request is agreed and a place is available in the requested year group, the child will be admitted.

Children seeking admission to reception in the September after their fifth birthday

Parent(s)/carer(s) will need to submit a normal Common Application Form (CAF) to the Local Authority (in writing or online) for admission into the normal age group at the same time as they submit a written request to the Governing Body for their child to be admitted out of the normal age group.

Please note: This Governing Body will not honour a decision made by another admission authority on admission out of the normal age group. Parent(s)/carer(s), therefore, should consider whether to request admission out of the normal year group at all their preference schools, rather than just their first preference school.

The Governing Body will make a decision on the request before the Primary national offer date if at all possible.

If the request is agreed, the parent(s)/carer(s) must make a new application for the next main admission round the following year, and their current application for the normal age group should be withdrawn before a place is offered.

If their request for admission outside the normal age group is refused, parent(s)/carer(s) must decide whether to accept the offer of a place for the normal age group that they receive from the Local Authority, or to refuse it and make an in-year application to the Governing Body for admission to year one for the September following their child's fifth birthday.

Making the decision

Parent(s)/carer(s) seeking admission of their child outside their normal age group must send their written request to the Governing Body. It is the responsibility of the parent(s)/ carer(s) to provide the Governing Body with all relevant information relating to this request, including the parent(s)/carer(s) views; information about the child's academic, social and emotional development; medical history and views of a medical professional (where relevant); whether the child would naturally have fallen into a lower age group if it were not for being born prematurely; and whether the child has previously been educated out of their normal age group.

The Governing Body is required to take into account the views of the Head Teacher on the application as well as the information from the parent(s)/carer(s). The Governing Body will make their decision on the basis of the circumstances of each individual case, and in the best interests of the child concerned.

The Governing Body will then inform the parent/carer of their decision on the year group the child should be admitted to and will provide the reasons for their decision.

Parent(s)/carer(s) have a statutory right to appeal to an independent admission appeal panel against the refusal of a place at a school for which they have applied. As the purpose of the appeals process is to consider whether a child should be admitted to a particular school, the right of appeal does not apply if they are offered a place at the school but it is not in their preferred year group. However, they may make a complaint about an admission authority's decision not to admit their child outside their normal age group.