



Ashleigh Primary School.

Admissions Policy 2017



Admissions to the Reception Class in September 2017

If your child was born between 1 September 2012 and 31 August 2013 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 2017, 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 2017, 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 2017

Method of Allocating Places at Ashleigh Primary School

There are thirty-five Reception Class places available in September 2017. 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) Children in care (looked after children); 'Looked after' children and children who were previously 'looked after' but immediately after being looked after became subject to an adoption, residence order/child arrangement order, or special guardianship order¹ ('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 the preferred 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 the preferred 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.

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 not take this into account unless you quote your proposed date of removal and provide written confirmation of this from your Estate Agent or Solicitor.

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. The Waiting List will operate for the Autumn Term 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. 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 that 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 the school(s) requested.