



Wensley Fold CE Primary Academy

2017/18 Admissions Policy

MISSION STATEMENT

The school values and recognises the uniqueness of each individual child and acknowledges their fundamental right to be educated to their full potential in a safe, secure and caring environment. The school, which has a Christian heritage will, in partnership with parents and the extended community, aim to make each day count for all.

Making an application

Applications for admission to the school for September 2017 should be made on the common application form enclosed with the Local Authority's brochure between September 2016 and 15th January 2017. **Applications may also be made on-line by using the common application form.** It is not normally possible to change the order of your preferences for schools after the closing date.

Parents must complete the Local Authority application form, stating three preferences.

Letters informing parents of whether or not their child has been allocated a place will be sent out by the Local Authority by 16th April 2017. Parents of children not admitted will be informed of the reason and offered an alternative place by the Authority.

Admission procedures

Arrangements for admission have been agreed following consultation between the governing body, and the Local Authorities and other admissions authorities in the area.

Admission Arrangements 2017/18 Academic Year

All preferences expressed will be considered equally. The Academy's Governance Board is the Admissions Authority and is responsible for making decisions on applications for admissions. Admission to the school will be decided by the Academy's Governance Board in accordance with the stated parental preferences it receives,

subject to the following set of criteria which will be used to form a priority order if there are more applications for admissions than the school has places available.

Determined Admission Criteria

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 Academy'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 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 an older sibling (sibling means a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, (not cousin) or the child of the parent/carer's partner, and in every case, the child must be living in the same family unit at the same address) who will still be attending the preferred school when the younger child is admitted;
- (c) Children with proven and exceptional medical, social or welfare needs which are directly relevant to the school concerned. If you wish to be considered under this category there is certain evidence you must provide. Please see the full note below which provides full details regarding the application of this criterion.
- (d) Children who live nearest the school (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.

Tie-breaker

If category (b), (c) or (d) is oversubscribed, geographical proximity (as set out in category (d)) will be used as the 'tie-breaker' to decide between the remaining cases. If after measuring distances it is still not possible to decide on the child/ren to be offered admission (for example two children living in the same block of flats or in the same house) the Local Authority will then use random allocation to decide which of the children can be offered a place. The random draw will be carried out at the Local Authority's offices by a Local authority officer who is independent of the admissions process.

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.

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 26930868 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.

Admissions Process

- a) In the autumn term of the year before admission a letter will be sent to parents who have expressed an interest in a school place reminding them to collect a copy of the Local Authority 'Primary Admission Booklet' which gives details of the LA co-ordinated admissions arrangements. These are available from Local Authority offices, and primary schools. However, it remains the sole responsibility and obligation of the parent to remember to get the booklet and submit the form on time. This information (and Common Application Form) is also available to parents online.
- b) Parents must complete the common application form and express their preferences for primary school admission. This form must be returned by the closing date, which is stated in the 'Primary Admission Booklet'. All applications received by the closing date will be considered at the same time in accordance with the published criteria. Applications received after the closing date will be placed on a waiting list, which will be kept until 31st December 2017, in accordance with the published oversubscription criteria. During that time, if a vacancy arises it will be offered to the child whose name is at the top of the waiting list. 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
- c) It is the duty of governors to comply with class size limits at Key Stage One. This means that the school cannot operate classes in Key Stage One of more than 30 children.
- d) All applicants will be required to provide proof of address, by supplying an original, up-to-date utility bill or council tax bill.

- e) Where a child lives with parents with shared responsibility, each for part of a week, the home address will be that at which the child spends the majority of the working week (Monday – Friday).
- f) The Governance Board reserves the right to withdraw the offer of a school place where false evidence is received in relation to the application.
- g) If the Governance Board refuses an application for admission, parents can appeal to an Independent Appeal Panel. This appeal must be sent in writing to the Clerk to the Governors at the school by 16 May 2016. The parents must give their reasons for appealing in writing and will have the opportunity to also present their case at an appeal hearing. The decision of the Appeals Panel is binding on the Governance Board and parents.

In-Year Admissions

For 'In Year' applications received outside the normal admissions round, if places are available they will be offered to those who apply. If there are places available but more applicants than places then the published oversubscription criteria will be applied.

Deferred Admission to Reception

The law does not require any child to start school until the start of the term following the fifth birthday. In Blackburn with Darwen a start date in September is used for admission of all children who will become 5 during that school year. All children who have their fifth birthday between 1 September 2016 and 31 August 2017 may start school in the autumn term 2016. If your child's fifth birthday is between the months of September and December, then, if you wish it, admission may be deferred until January; if it is between January and April, then admission may be deferred until the start of the summer term though it is likely to be in your child's interest to start no later than January.

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 their child is 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 Governance Board. 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) or an online application form for admission into the normal school year. At the same time parent(s)/carer(s) will need to submit a request for admission for their child out of

their child's normal age group.

The Governance Board will respond to the request for admission out of the child's normal age group before the primary national offer date.

If their request is agreed, the application for the normal age group may be withdrawn before a place is offered. If their request is refused, parent(s)/carer(s) 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 their child's fifth birthday.

Parent(s)/carer(s) should note that if their request is agreed, they must make a new application for the next main admission round the following year.

The Governance Board 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.

Making the decision

Parent(s)/carer(s) seeking admission of their child outside their normal age group must send their written request to the Governance Board. It is the responsibility of the parent(s)/carer(s) to provide the Governance Board 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 Governance Board 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 Governance Board will make their decision on the basis of the circumstances of each individual case, and in the best interests of the child concerned.

The Governance Board 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) whose child is refused a place at this school have the right of appeal to an independent admission appeal panel. As the purpose of the appeals process is to consider whether a child should be admitted to a particular school, parents do not have a right of appeal if they have been offered a place and it is not in the year group they would like. However, they may make a complaint about an admission authority's decision not to admit their child outside their normal age group.

Reviewed & Agreed by Governors

April 2016

