

HIGHNAM C. OF E. PRIMARY ACADEMY



ADMISSIONS POLICY

This policy should be read in conjunction with the **Admissions Guidance Booklet** issued by Gloucestershire County Council for schools and academies.

For further information on admissions please contact the **Admissions and Transport Team** at Shire Hall, Gloucester, GL1 2TP (01452 425407) or go to **www.gloucestershire.gov.uk/schooladmissions**

Our policy will be published on the Gloucestershire County Council's website and on the school's website: www.highnam.gloucs.sch.uk

The Governing Body is the Admissions Authority for Highnam C. of E. Primary Academy as part of the coordinated scheme with the local authority. Parents must apply for a place at the school using the common preference form which must be returned as specified on the form. Alternatively, parents may apply directly to the local authority online.

There will be 30 reception places available in September 2016.

The Policy

The Indicated Admission Number for Highnam C. of E. Primary Academy is 30 and should not be exceeded, as stated in Section One of the School Standards & Framework Act 1998 (as amended by the Education Act 2002) and the Education (Infant class Sizes) (England) regulations 1998. However, we will adopt the LA's proposed changes to admissions for September 2016 should they come into force.

Pupils will normally be admitted in the school year in which they reach their fifth birthday.

Where applications for admission exceed the number of places available, the following criteria will be applied in the order stated below:

1. A 'looked after child' ⁽¹⁾ or a child who was previously looked after but immediately after being looked after became subject to an adoption ⁽²⁾ child arrangements order (residency order) ⁽³⁾ or special guardianship order ⁽⁴⁾.

Note: 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 (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school. In Gloucestershire, such children are referred to as Children in Care.

(2) This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see section 46 adoption orders).

(3) Under the provisions of s.14 of the Children and Families Act 2014, which amend section 8 of the Children Act 1989, residence orders have now been replaced by child arrangements orders.

(4) See Section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

2. Children who have a sibling who will be attending Highnam C. of E. Primary Academy at the time of reception admission.

Note: The admission criteria offers a higher priority for children with siblings who will be attending the school when the applicant child is admitted. For this purpose, sibling refers to

brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner as well as children who are brought together as a family by a same sex civil partnership. In every case, the child must be living in the same family unit at the same address, at the time of application.

3. Children with an authenticated medical reason for attending the school.

Note: Children for whom only this particular school is appropriate due to an exceptional medical condition. Applications will only be considered if supported by a written statement from the applicant's doctor which must demonstrate that there is a very specific connection between the medical need and the facilities or resources of the school. Any child with a statement of Special Educational Needs (SEN) or Educational Health Care plan (EHC) will be considered and the final decision to accept a child under this category will be made by the Governing Body through consultation with relevant professionals where necessary.

4. Children with the strongest geographical claim in the year in which the child is to start school on the closing date for applications.

Note: The distance will be measured in a straight line from the ordnance survey point of the child's home address (including flats) to the ordnance survey point of the school. Those living the closest will receive the higher priority.

Special notes:

Where any particular category at points 1-3 above is oversubscribed, criterion 4 (the strongest geographical claim based on straight line distance) will be used to determine which child is offered a place.

In the event of a tie between two or more children, when applying criterion 4, the strongest geographical claim will be measured in a straight line from the ordnance survey point from the child's home address (including flats) to the ordnance survey address point of the school using the Local Authority's computerised measuring system with those living closer to the school receiving the higher priority.

Where there are not enough places available to offer all children a place at the school, a process of random allocation will be followed by the Governing Body. This process will be overseen by an independent person.

Appeals:

Parents/carers have a right to appeal against refusal, by the Governing Body, to admit their child(ren) to our school. Any appeal must be in writing and addressed to the head teacher as soon as possible after reconsideration. Appeals will be arranged in accordance with the *Code of Practice on Admission Appeals*. Further details about the appeal process are available from the Clerk to the Governors via the school office (01452 525872).

Waiting List

If the school is oversubscribed, a waiting list will be held for the first two school terms (i.e. until the end of December). The waiting list will be prioritised according to the school's oversubscription criteria.

The school has signed up to the In-Year Fair Access Protocols held by the Local Authority. Should a vulnerable child within these protocols require a place at the school, they will take precedent over any child on the waiting list.

In Year Admission

In the school year 2016/17, and beyond, applications for a school place made outside the normal round of admissions for children of compulsory school age (i.e. Reception to Year 11) must be made directly to the school. However the Local Authority maintains a statutory duty of being aware of all pupils and vacancies within schools and academies.

Transport

School transport is not available at this school.