



New Close Primary School

Admissions Policy 2020-2021

ADMISSION OF PUPILS:

New Close Primary School welcomes applications for any child wishing to attend our school. New Close Primary School is compliant with the School Admissions Code issued by the Department for Education in December 2014, and with the law relating to admissions. As New Close Primary School is an academy, responsibility for admissions falls to the Academy Council. Through this policy, the school ensures that the practices and criteria used to decide upon the allocation of school places are fair, consistent and objective.

1. POLICY AND PLANNED CAPACITY

Pupils will be admitted to the school at the beginning of the school year in which they reach their fifth birthday.

The Planned Admission Number for the year commencing 1st September 2020 is **30**.

The school will admit pupils with an Education, Health Care Plan (EHCP) when the school has been named by the LA administering the EHCP and it is the wish of the parents.

2. RETURNING APPLICATION FORMS AND DEADLINES

Application forms are available from the School or Local Authority. They should be returned by midnight on **15th January 2020** for Primary School applications. All applications for the normal point of entry must be returned to County Hall, Trowbridge, BA14 8JN. Applications can also be made online at www.wiltshire.gov.uk.

3. OVERSUBSCRIPTION CRITERIA FOR ADMISSIONS

Where applications for admission to the school exceed the places available, the following criteria will be applied, in the order set out below, to decide which children to admit:

- i.* Looked After* Children/Previously Looked After Children This is the first oversubscription category. There is no qualification to limit this to Wiltshire children or indeed to children within a particular designated area.

*A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order. 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).

- ii. Children living within the designated or shared area who are siblings born at the same time (e.g. twins, triplets etc).
- iii. Children living within the designated or shared area who have a sibling currently on roll, or who were on roll within two years of the date of admission of the applicant at New Close Primary School. A sibling refers to brother or sister, half brother or sister, adopted or fostered brother or sister, or the child of the parent/carer's partner and in every case, who is living in the same family unit at the same address.
- iv. Children of a member of staff employed by The Acorn Education Trust for more than two years at the time of which the application is made, living in the same family unit at the same address.
- v. Children from a service family whose parents are currently serving in the armed forces and resident within the designated or shared area.
- vi. Children from the designated area and the shared area who are resident within that area and who do not qualify under the above criteria.
- vii. Children from outside the designated area and the shared area who have a sibling attending New Close Primary School. This includes half brothers and sisters, adopted brothers or sisters, fostered brothers and sisters.
- viii. All other children to whom none of the above criteria apply.

4. **TIEBREAK**

Tiebreak is used in the event of being oversubscribed in any of the admission criterion. In the event of a "tie break" (e.g. being oversubscribed with siblings), the Academy Council's Admissions Panel will make its decision based on distance. Priority will be given to those children whose home is closest to New Close Primary School, as measured in a straight line, "as the crow flies" from the centre point of the school address to the centre point of the pupil's home address using an Ordinance Survey map (data available from LA).

Where two adults share parental responsibility the address used will be for the parent who has a residence order. If no such order has been made, the address will be where the child is living for the majority of the school week.

If both parents are in dispute as to whom the child lives with the majority of the school week, the LA will process the application received from the adult who is in receipt of the child benefit, if this is not available then the address used on the NHS card will be used.

Should children of multiple births cause the school to go over the published admission number of 30, the Academy Council Admissions Panel would consider this to be an exceptional circumstance and would admit all children of that birth.

In accordance with paragraph 2.15 of the School Admissions Code 2014, twins and multiple births will be classed as permitted exceptions to the Infant Class Size Regulations. This will only be the case when one of the siblings is the 30th child admitted.

5. ADMISSION ARRANGEMENTS

Children are entitled to a full-time place in the September following their 4th birthday.

However, parent(s)/guardians can defer the date their child is admitted to school until later in the school year, but not beyond the point at which they reach compulsory school age, or for children born between 1st April and 31st August, not beyond the beginning of the final term of the school year for which the offer was made.

Where parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age. Part time is determined as five mornings a week or five afternoons a week.

However, the place must be taken up within the same academic year as was originally offered and admission cannot be delayed beyond the statutory start date, i.e., places can be held open until January or April as long as the child joins the school no later than the start of the term following their 5th birthday.

Summer Born Children

Parents of a summer born child may choose not to send their child to a school until the September following their fifth birthday and they may request that they are admitted outside their normal age group – to reception rather than year 1. All admission authorities are required to make clear in their admission arrangements the process for requesting admission outside of the normal age group.

The decisions on requests for applications outside the child's normal age group are made by the admission authority for each particular school.

If the parental request for delayed admission into reception is agreed, a separate application for a place in the next cohort would have to be made in the following September. This application would be considered along with all the other applicants for admission in that year at the preferred school. There would be no guarantee that a place would be able to be offered in the preferred school. If the preferred school is over-subscribed and you are not offered a place, the local authority will make an alternative offer. However please note that delayed admission into reception in the alternative school may not be possible.

The decision to admit outside of their normal age group is made on the basis of the circumstances of each case. All parents who wish to apply for delayed entry into reception for any Wiltshire school, must first submit a formal application to the council. Parents considering this option are encouraged to meet with the school to discuss this in the first instance.

How to Apply

Parents wishing to register children for the school should complete a Primary Common Application Form (PCAF) which is available online at www.wiltshire.gov.uk or from all primary and junior or infant schools in Wiltshire, or from County Hall, Trowbridge, BA14 8JN. Application Forms must be returned directly to the LA by midnight on **15th January 2020**. Any applications received after this time will be treated as late applications*.

All applications received after midnight on **15th January 2020** will be considered as additional applications and after all those received by the deadline have been determined.

Parents of children applying for admission will be notified of whether a place is to be offered, by letter dispatched on **16th April 2020**. Parents wishing to accept the place on behalf of their child must confirm the place with Wiltshire Council by noon on **30th April 2020**.

* Late applications, those received between 16th January 2020 and 24th April 2020, will be considered together with any applicant previously refused a place and if necessary will be prioritised using the oversubscription policy in place at that time. Parents of pupils being considered for admission at this time will be notified of whether a place is offered by letter dispatched on the 29th May 2020.

Parents have a right of appeal to an independent panel against any decision made by or on behalf of the Authority as to the school at which education is to be provided for their child. All appeals will be heard in accordance with the timescales which have been determined and are explained in the School Admissions Appeals Code. Details of how to appeal will be included in the letter advising that the application has been unsuccessful.

Applications for any remaining places that are available after the 24th April 2020 will be offered on a first come first served basis.

Parents of pupils not being offered a place may put their child's name on the school waiting list by contacting the school office by telephone, by email or in person.

6. APPLICATIONS FOR IN-YEAR TRANSFERS

Parents wishing to register children for the school other than as part of the annual reception entry group referred to above should contact the school by telephone, by email or in person.

Parents will be advised of the availability of places in the relevant year group(s) and places will be offered up to the Published Admissions Number for each year group.

This limit is final and in the event of parents applying on behalf of more than one child, places will only be offered up the Published Admissions Number. Parents will decide which of their children they wish to attend the school based on the number of places available.

Applications for in-year transfer should be made using the Wiltshire Council In-Year Transfer form. This can either be done online at <http://www.wiltshire.gov.uk/schools-learning-forms->

guides- policies or by sending a paper copy to Wiltshire Council, County Hall, Trowbridge BA14 8JN. Paper copies are available from the school office or online (see above link).

Should it not be possible to offer a pupil a place at the school, parents will be invited to have their child's name added to the school's waiting list and they will be contacted as and when a place becomes available. The waiting list is maintained by the school office and parents will be updated on a regular basis of their child's position on the list.

All offers of a place must be accepted within 28 days of the date of the offer letter, or the offer will be withdrawn.

7. ADMISSION OF CHILDREN OUTSIDE THEIR NORMAL AGE GROUP

All applications for children requesting admission outside their normal age group will be processed as outlined in Wiltshire Council's Co-ordinated Admissions Scheme, which has been drafted in line with the School Admissions Code.