

# Admissions Policy 2019-20

## **Admission of Pupils:**

The Avenue Primary School & Children's Centre welcomes applications for any child wishing to attend our school.

### **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 1<sup>st</sup> September 2019 is 45.

The overall capacity of the Resource Base will be 18 for the year commencing 1<sup>st</sup> September 2019. 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 15<sup>th</sup> January 2019 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](http://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) 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's 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 The Avenue Primary School & Children’s Centre. 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 from our feeder nursery which is The Avenue Primary School & Children’s Centre Nursery.
- v.* Children of a member of staff employed by The Avenue Primary School & Children’s Centre for more than two years at the time of which the application is made, living in the same family unit at the same address.
- vi.* Children from a service family whose parents are currently serving in the armed forces and resident within the designated or shared area.
- vii.* Vulnerable Children: Children from families registered with the National Asylum Support Service, children with a medical condition where written evidence is available from a senior medical officer and the child’s general practitioner or specialist showing that it would be detrimental to the child’s health not to admit him/her to the school.
- viii.* Children from the designated area and the shared area who are resident within that area and who do not qualify under the above criteria.
- ix.* Children from outside the designated area and the shared area who have a sibling attending the Avenue Primary School. This includes half brothers and sisters, adopted brothers or sisters, fostered brothers and sisters.
- x.* 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 Governors’ Admissions Panel will make its decision based on distance. Priority will be given to those children whose home is closest to the Avenue Primary School, as measured in a straight line, “as the crow flies” from the front entrance of the main school reception area to the front door of the pupil’s home using an Ordinance Survey map (data available from LA). Where parents have shared responsibility and the pupil lives part of the week with each parent, the nearest home to the Avenue Primary School will be regarded as the main home.

**Should children of multiple births cause the school to go over the planned admission limit of 45 the Governors Admissions Panel would consider this to be an exceptional circumstance and would admit all children of that birth. An exception to this would be where such an admission would cause a KS1 class to go above the legal limit of 30 pupils.**

## **5. Admission Arrangements**

Children are entitled to a full-time place in the September following their 4<sup>th</sup> 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 1<sup>st</sup> April and 31<sup>st</sup> 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 5<sup>th</sup> birthday.

To ease transition from nursery/home into Reception class, The Avenue Primary School & Children's Centre offer a staggered start for the first few weeks of the first term. If parents wish their child to attend full time or part time from September 2019 or defer entry later on in the academic year for which admission is sought, this must all be arranged with the school.

Parents wishing to register children for the school proper should complete a Primary Common Application Form (PCAF) which is available 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 15<sup>th</sup> January 2019. Any applications received after this time will be treated as late applications\*. Applications may also be made online at [www.wiltshire.gov.uk](http://www.wiltshire.gov.uk).

All applications received after midnight on 15<sup>th</sup> January 2019 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 16<sup>th</sup> April 2019. Parents wishing to accept the place on behalf of their child must confirm the place with the school by noon on 2<sup>nd</sup> May 2019.

Parents of children not being offered a place at the school and who wish to appeal should seek further information from the school, on how to appeal directly. Please telephone the school on the above number.

The appeals panel will not include any member of the Academy Council who participated in the admissions panel meeting. It will also include a lay member and an independent member, neither of whom will be otherwise be connected with the school.

\* Late applications, those received between 16<sup>th</sup> January 2019 and 23<sup>rd</sup> April 2019, 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 31<sup>st</sup> May 2019.

Applications for any remaining places received after the 23<sup>rd</sup> April 2019 will be offered, subject to availability 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.

## **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 Planned Admission Limit for that year group. Should the Planned Admission Limit have already been reached, places can continue to be offered up to the overall maximum capacity of the school, which is 315 pupils unless this would mean significant staff restructuring or where it would have a detrimental impact on children's learning.

The overall limit of 315 pupils is final and in the event of parents applying on behalf of more than one child, places will only be offered up to this limit. 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.