

# North Cerney C of E Primary Academy



*Giving pupils faith in our future*

## Admission Policy

### *Our School Vision*

*To enthuse, encourage and enable our pupils to seek challenges, explore beyond boundaries, communicate confidently and cooperatively, show initiative, self-discipline, respect and open mindedness, all within the framework of Christian Values.*

Date of policy: **January 2016**

Date of review: **January 2019**

Senior staff responsible: Headteacher

This policy was formulated by a working party consisting of the Headteacher, Governors and a member of staff.

The draft policy was approved by Governors on: January 2016

# NORTH CERNEY C OF E PRIMARY ACADEMY

## SCHOOL'S ADMISSIONS POLICY

### **1. Admission Number**

Each school has a set Published Admission Number. This is the number it is obliged to admit into each year group. This number is based upon a capacity assessment, which takes into account the area of teaching and non-teaching space available, ensuring that health and safety is not compromised, nor the quality of teaching and learning in the school adversely affected.

*North Cerney Primary Academy admission number Reception year is 10.*

*North Cerney Primary Academy can admit up to 70 students on roll.*

### **2. Children with Special Educational Needs (SEN) or an Education, Health and Care Plan (EHC)**

Children who have a Statement of Special Educational Needs or an Education, Health and Care (EHC) Plan are placed in schools through the arrangements set out in the SEN Code of Practice and not through any admission criteria. Governing bodies are required by Section 324 of the Education Act 1996 to admit a child with a Statement or an Education, Health and Care plan that names the school, even if the school is full. Parents of children with Statements of SEN or EHC should contact their child's casework officer for any further information.

### **3. Looked After Children/Previously Looked After Children Definition**

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 ) .

*(1) 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.12 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).*

#### **4. Sibling Definition**

The admission criteria for North Cerney C of E Primary Academy 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.

#### **5. Twins and Children from Multiple Births**

Applications for twins and children from multiple births will be considered as individual applications. However, the Academy acknowledges the difficulties for families if children cannot attend the same school, for example if one child can be offered a place but not the other and therefore will aim to accommodate both/all children at one school where there is capacity to do so. This includes overriding the Key Stage 1 restrictions which limit Reception, Year One and Year Two classes to a maximum of 30 children per teacher, if the one child from twins/multiple births can be offered a place when the other(s) cannot.

#### **6. Children of UK Service Personnel or other Crown Servants**

North Cerney Primary Academy will act in accordance with the Local Authority's Fair Access Protocol which has been devised to ensure that all admission authorities in Gloucestershire comply with the requirements of the School Admission Code to ensure that their procedures or criteria do not disadvantage children who arrive in the area outside the normal admissions round and that the particular challenges for children of UK service personnel and other Crown Servants are minimised.

#### **7. Normal Admission Round**

The term 'normal admissions round' refers to all applications for admission to the main year of entry of the school i.e. Reception for Infant and Primary Schools, Year 3 for Junior Schools and Year 7 for Secondary Schools. Applications made during the normal admissions round will be made in advance of the academic year in which the child is due to start at the new school. Children are entitled to a full-time place, however, may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

## **8. Admission of Children below Compulsory School Age**

Children are entitled to a full-time place in the September following their fourth birthday and this will be the offer made by the Local Authority. However, where parents wish, children may attend part-time, or defer the date that they are admitted into the Academy to later in the school year, until they reach compulsory school age.

## **9. Admission of Summer Born Children for Reception Entry**

The Academy acknowledges the updated advice from the Department of Education that, parents/carers of "summer born" children (born between 1 April and 3 August) may request to start the Reception Class of a school a whole academic year later. Parents can only apply for a Reception place at a school once and must apply for a place during the standard application process timeline for their chronological year group, stating their reasons for requesting deferred entry to the following year. This can be done by contacting the Access to Learning Team directly. The Local Authority will make a decision on behalf of all Academy in consultation with the Head Teacher.

## **10. In-Year Admissions**

The Local Authority is not responsible for offering places to children on behalf of all schools, but the Local Authority does maintain the statutory duty of being responsible and aware of all pupils and vacancies within schools/academies within Gloucestershire. To apply for a place at North Cerney C of E Primary Academy, parents should therefore contact our Academy in the first instance. The Academy will consider the application within 5 school days and will send the parent an offer or refusal letter, detailing the parent's right of appeal. The Academy will also advise the Local Authority of all pupils who have been refused a place the Academy to ensure waiting lists are maintained centrally.

## **11. Oversubscription Criteria**

Where an Academy becomes oversubscribed (i.e. there are more applications than places available) initial offers will be made in accordance with their admission criteria. The admission criteria for our Academy appears on the following page.

## **12. Late Applications (Normal Admissions Round only)**

Where an application for a school place has been received 'late' i.e. after the relevant closing date for that round of allocations, the application will only be considered once children from all on-time applications have been allocated a school place, unless there are exceptional circumstances as agreed by the Senior Manager (Access to Learning).

### **13. Children's home address**

Only one home address can be used for admission purposes. This is where the pupil resides, and we may ask for additional proof of this address. Where a child lives with both parents on a 50/50 (equal) basis, both parents must agree which of their addresses to use and confirm this before any closing dates. This must be either parental home. Additional proof of address may be requested before we can confirm that we are able to use an address for allocation purposes. The method in which the distance is measured from home to school can be found in the admission criteria.

### **14. Fair Access Protocols**

Gloucestershire County Council has protocols in place to ensure that access to education is secured quickly for children who do not have a school place and that schools have an equitable spread of vulnerable children or those who are hard to place. All schools in Gloucestershire, including the Community and Voluntary Controlled Schools encompassed by these admission arrangements, have signed up to the fair access protocols and should a vulnerable child within these Protocols require a place at the school, they will take precedence over any child on the waiting list. All Fair Access Protocols are highlighted within the Gloucestershire Coordinated Schemes for Reception/Junior/Secondary and In Year Admissions. Full details of all of these protocols can be found at [www.gloucestershire.gov.uk/extra/article/101132/School-admission-protocols](http://www.gloucestershire.gov.uk/extra/article/101132/School-admission-protocols)

### **15. Waiting Lists**

Where any school is oversubscribed during the normal admission round for entry to the school (i.e. where all children requesting a place at a particular school have not been allocated one) the waiting list will be held until the end of the academic year. All waiting lists will be prioritised according to the school's oversubscription criteria, regardless of the date the application was made, and should any places become available at the school they will be offered to the child at the top of the waiting list.

### **16. Appeals**

Where an application for a place is unsuccessful, parents will have the legal right to appeal. Notification of the appeal process will be included within the parent's refusal letter.

The School Admissions Appeals Code requires normal admission round appeals to be heard within the following timescales:

For applications made in the normal admissions round, appeals must be heard within 40 school days of the deadline for lodging appeals

For late applications, appeals should be heard within 40 school days from the deadline for lodging appeals, or within 30 school days of the appeal being lodged.

For in year applications, appeals must be heard within 30 school days of the appeal being lodged.

Requests for appeals relating to the main entry year of the school for September 2017 (i.e. Reception for Infant and Primary, Year 3 for Junior and Year 7 for Secondary) should be made to the Democratic Service's Unit after Stage 2 of the admissions process detailed in the co-ordinated scheme for Gloucestershire.

The results of all appeals must be forwarded to the Council by parents and the schools, as this may affect the availability of places for other applicants.

Parents may appeal for more than one school if they wish. Normally only one appeal hearing per year per child for each school is allowed. A second appeal hearing will only be granted if there has been a significant change in circumstances since the first appeal was heard (e.g. a change of address or a change in the schools circumstances).

## **17. Transport**

Some children will be entitled to transport to their school provided by the Local Authority and parents should refer to "School and college Transport" which can be found at [www.gloucestershire.gov.uk/schooltransport](http://www.gloucestershire.gov.uk/schooltransport).

### **Admissions Criteria for North Cerney Primary Academy**

North Cerney Primary Academy is part of the Diocese of Gloucester Academies Trust. The Local Authority is responsible for admissions.

For admission to reception, parents must submit their Common Application Form stating their preferred schools to the Access to Learning Team no later than 15 January 2017.

Where applications for admission exceed the number of places available (both in the normal round of admissions and for in-year admissions), the following criteria will be applied, in the order set out below, to decide which children to admit:

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

2. Children who will have siblings attending the school at the time the applicant child is admitted.

3. Children with the strongest geographical claim, measured in a straight line from the ordnance survey address point of 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 any particular category at points 1-2 above is oversubscribed, criterion 3 (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 3 (strongest geographical claim based on straight line distance) 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 Local Authority. This will be in the form of a manual process which is overseen by an independent person from the Council's Legal Services. Where twins or children from multiple births are part of a random allocation process they will be considered as one applicant.

*(1) 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.12 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 12A 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).*

Review date: January 2018