

LOUDWATER COMBINED SCHOOL

POLICY FOR ADMISSIONS SEPTEMBER 2019

The school is a co-educational, primary school for children aged between 4 and 11 years of age. Pupils are admitted without reference to gender, ability or aptitude. It is a foundation school where the Governing Body is the admissions authority with admission decisions delegated to the Curriculum and Admissions Committee of which the Head Teacher is a member. Places are offered for all Reception admissions to start in the September of the academic year in which they have their fifth birthday. At Loudwater School we refer to our Reception aged class as Foundation Stage.

The admissions policy is reviewed annually.

Co-ordinated Admission Arrangements and Timetable

Applications for admission to the Foundation Stage class in September each year will be dealt with under the Buckinghamshire Co-ordinated Primary Admissions Scheme. While admission decisions are made by the Governing Body, completed applications should be returned to County Hall and the letter offering a place at the school will be sent by the County Council on behalf of the Governing Body. The Council's preferred method of parents applying for a school place is to do so online through the Council's website:

<http://www.buckscc.gov.uk/education/schools/admissions-and-moving-school/admission-to-primary-schools/>

Details of the dates for timely applications and how late applications are handled are given in the Primary Scheme; timescales for the 2019 admission process are detailed at the end of this policy.

The number of children admitted to the Foundation Stage class each September is 30. Parents of children who are not yet 5 can, if they wish, defer entry into school until the term after the child's 5th birthday. For the first two weeks of the autumn term all pupils in the Foundation Stage class attend part-time. After this time, in the majority of cases, both parents and the school agree that children benefit from starting school in the September. However the final decision rests with parents.

If there are more applicants than places available, i.e. 30, once children with statements of special educational need have been admitted to the school then places are allocated in accordance with the following oversubscription rules:

Over Subscription Criteria

1. Looked after children. A looked after child or a child who was previously looked after by immediately after being looked after became the subject of an adoption, residence 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 service functions
2. Children who will be living within the catchment area of the school on the date of admission. Proof of residence will be required in accordance with the guidance given by Buckinghamshire County Council.

3. Children who, on the date of admission, will have a sibling (a sibling is a brother or sister, which, for admission purposes, means one of two or more individuals who have one or more parents in common, or any other child (including an adopted child) who permanently resides at the same address and for whom the parent/guardian also has parental responsibility) attending the school.
4. Children who have exceptional medical or social needs, which can only be met at this school, supported by written evidence from an appropriate professional person.
5. Once the above rules have been applied then any further places will be offered in distance order; using the distance between the family's normal home address and the school's nearest open entrance gate, *offering the closest first, measured in accordance with the Buckinghamshire County Council's Geographical Information System. The system adopted by the Council is that distances are measured in a straight line.*

Where a child has two homes due to parental responsibility being shared by two people who live apart, the address used will be the one at which the child resides for the majority of time during school terms, as confirmed by written evidence from both parents/guardians.

In the event of there being over subscription in any one of the above criteria, ranking of the children will be determined using the remaining criteria in the order they are set out above.

The school's catchment area falls within the following boundaries:

Kingsmead Road up to Beech Road and all roads south between
Kingsmead Road and the M40; all roads north and south of the London
Road between Hammersley Lane to the west and Watery Lane and
Knaves Beech to the east.

Further details and a map are available from the school or on the County Council website <https://services.buckscc.gov.uk/school-admissions>.

Casual or in-year admissions to any year group should be made by contacting the school office. Application forms for in-year admissions are available from the school office. In some cases it may be appropriate for additional information to be provided on a supplementary form; this is so that we are fully aware of any additional needs a child may have and can ensure that support is allocated in a timely way. It is recommended that prospective parents view the school, ideally with their child/ren before applying for a place.

In these cases, the Governors have agreed that the child may be admitted provided that the addition of another child to the year group does not exceed the standard number for each year group, which is 30. Admissions are again governed by the criteria above.

Parents whose applications have not been successful can place their child's name on the waiting list. This list is ranked using the oversubscription criteria linked above. It should be noted that children may be added to or removed from the waiting list at any time, resulting in the ranking of other children on the list altering. Parents have the right of appeal against an unsuccessful application.

Children with statements of special educational needs that name Loudwater Combined School as the school to which the child should be admitted will not be refused admission unless after further investigation it is felt that the school is unable to meet their needs.

Children with disabilities will be treated no less favourably than other applicants for admission. Loudwater Combined School will make reasonable adjustments to ensure that pupils with disabilities are not placed at a substantial disadvantage in accordance with the Disability Rights Commission Code of Practice.

In cases where there is one remaining place and the next child on the waiting list is one of a twin, triplet or other multiple birth group then both twins (or all the siblings in the case of multiple births) will be admitted and whilst that child is in the class they will be an excepted pupil under the Schools Admissions (Infant Class Sizes) (England) Regulations 2012 which permit Key Stage 1 class sizes to exceed 30 following the admission of a twin for as long as necessary until a child leaves the class at which point the class size will remain at the lower figure.

On some occasions requests are made by parents for their child to be educated outside of the year group for children of that age. The governors' policy on educating pupils outside of their year group is that this does not normally take place unless the pupil has an education health care plan and there are exceptional circumstances for being educated out of normal age group. Such decisions are discussed and taken by the Curriculum and Admissions Committee of the governors and are made on a case by case basis.

Parents of children joining the Foundation Stage class in September are invited to a meeting with the headteacher and staff of the Foundation Stage class in July. The children are invited to spend a morning in the Foundation Stage class in preparation for their entry in September.

Prospective parents are welcome to visit the school to talk to the headteacher and see the school at work. A list of open days can be found on the school website. If you would like to arrange a visit at an alternative time these can be arranged through the school office on 01494 524919.

October 2017

Appendix 1

Key Dates

For Children Starting School or Moving up to Junior School in September 2019

5 November 2018	Primary Portal opens at 11am on this date (Buckinghamshire residents only)
19 December – 3 January 2019	Christmas Break
11 January 2019	Junior Transfer latest date for returning a paper application to infant schools – to be received by 9am
15 January DEADLINE	Reception and Junior Transfer online applications Primary Portal closes at 3pm
29 January	The latest date for moving into or within Buckinghamshire (and providing evidence to show that they are resident) for us to use this address for the first round of allocations. Final date for agreed special cases to be considered as timely (moving house is not considered to be a special case). Applications or changes of preference received between 16 January and 29 January that are not deemed to be special cases will be processed for 16 April but will not be considered until all of the timely applications have been processed (late applications but included in the 1 st round)
15 February	All schools receive preference numbers
15 February	Academy, Foundation & VA Schools are sent lists to rank
18 February – 22 February	Half Term
01 March	Latest date for Academy, Foundation & VA Schools to return their ranked lists to admissions
05 April – 24 April	Easter Break
12 April	Electronic files sent to Bucks schools with allocations via Any Comms.
16 April	*National Primary Allocation Day* Emails sent out to online applicants Letters posted to paper applicants Auto Opt onto Waiting List

30 April	Closing date for acceptances from 1 st round. New applications for the 2 nd round and mover address evidence for the 2 nd round. Online portal closes
8 May	2nd round lists sent to schools to rank
15 May	Latest date for Academy, Foundation & VA Schools to return their 2nd round ranked lists to admissions
20 May	2 nd round allocations emailed and schools advised of further admissions. Waiting List emails sent out
28 May – 31 May	Half Term
7 June	Closing date for acceptances from 2nd round. Changes of preference and mover address evidence for 3 rd round
14 June	3rd round lists sent to schools to rank
20 June	Latest date for Academy, Foundation & VA Schools to return their 3rd ranked lists to admissions
25 June	3 round allocation emailed and schools advised of further admissions
2 July	Transition Day. Many children attend their new school for the day
5 July	Closing date for acceptances from 3rd round. Changes of preference and mover address evidence for 4 th round
10 July	4rd lists sent to schools to rank.
15 July	Latest date for Academy, Foundation & VA Schools to return their 4rd ranked lists to admissions
19 July	4 th round allocation emailed and schools advised of further admissions
20 July to beginning of September	Places allocated as they become available
24 July	Summer Break
17 August	Final Waiting lists letters posted
September 2019	The new school year starts

