

Locking Primary School

Meadow Drive, Locking, Weston-super-Mare, North Somerset, BS24 8BB

School Admission Arrangements ~ 2019-20 School Year

1. The following information should be read in conjunction with the 2019-20 Coordinated Admission Scheme published by the Local Council in which area the child subject to the application lives (the home council). For those living within North Somerset, the schools admission arrangements for Reception Intake are in conjunction with the North Somerset Co-ordinated Admission Scheme for new intake primary admissions for 2019-20. To see a copy of the scheme, please see North Somerset Council's website or contact the School Admissions Team (see para.5 below for contact details).
2. Locking Primary School's governing body, in accordance with the school's academy status, is responsible for admissions to the School.

The Admission Number for Locking Primary School is 60 and this is the number of places available in each year group.

3. If the school is not oversubscribed all applicants will be offered a place.
4. If the school receives more applications than the Admission Number the following criteria will be used to determine who will be allocated the places. All applications will be ranked in accordance with the criteria below given in order of priority.
 - a) Children in Care at the time of application and children who were previously in Care but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order) immediately following having been in Care.
 - b) Children with a brother or sister who was attending the school prior to 1 September 2017 and either he/she or any younger brother or sister will be attending the school at the time of admission, where it is the nearest North Somerset school to the home address.
 - c) Children with a brother or sister who started attending the school on or after 1 September 2017 and he/she will be attending the school at the time of admission, living within the First Geographical Area.
 - d) Children living within the First Geographical Area.
 - e) Children, living outside the First Geographical Area, with a brother or sister who will be attending the school at the time of admission.
 - f) Children living outside the First Geographical Area living nearest to the school.

Priority within each criterion will be given to children living nearest to the school.

A map of the First Geographical Areas are provided at the end of this policy. A First Geographical Area is an area of priority for a school. Living in this area does not guarantee a child a place at the school but they may receive priority over children who live outside the First Geographical Area.

When applying Bii, Biii and Bv, any paired infant and junior schools will be treated as one school. Brothers or sisters who in the 2018-19 school year will be in the final year at an infant school will be assumed to be attending the paired junior school in 2019-20.

Where a school is named in a child's Statement of Special Educational Needs or Education, Health and Care Plan the Admission Authority is legally required to admit the child to the school. Such children will therefore be allocated places before the oversubscription criteria are applied. Applications of this type will take priority over all other requests for places.

The school will hold a list of those Reception applicants still seeking a place at the school, until the 31 December 2019. All applications will be ranked in line with the school's oversubscription criteria and allocations will be made in accordance with it. Each added child to the list will require the list to be ranked again in line with the above published oversubscription criteria. Priority will not be given on the basis simply of the date an application was added to the list. Children who are the subject of a direction by a Council to admit, Children in Care, Children previously in Care or those who are allocated a school in accordance with a Fair Access Protocol for school places, will take precedence over those on the waiting list.

5. Reception Intake only:

Applications can be made online or on paper and should be submitted to your home council. If you live in North Somerset you should apply to:

Email: admissions@n-somerset.gov.uk
Website: www.n-somerset.gov.uk/admissions
Tel No: 01275 884078
Address: North Somerset Council, School Admissions Team, Town Hall
Walliscote Grove Road, Weston-super-Mare, BS23 1UJ

Applications must be submitted by the closing time and date of 23:59 on 15 January 2019 in order to be considered in the first round of school place allocations

Applications submitted after the closing time and date will be treated as a late application and so will not be considered in the first round of allocations except where both of the following are the case:

- Such late applications are received before North Somerset Council has sent details of applications to other Councils;
- The applicant's home council has accepted them as if they had been submitted by the closing time and date.

All other late applications will not be considered until after the first round of allocations; this may mean that all of the places have been allocated.

On time applicants will be informed of the outcome of their application on 16 April 2019.

ADDITIONAL INFORMATION:

6. In-Year Applications

If there are more applicants than vacancies for any year group, In-Year applications will be considered in accordance with the above oversubscription criteria. An In-Year application form is available upon request from the school and/or North Somerset Council.

The school will, where appropriate, consider allocations for children identified as being from vulnerable groups in accordance with North Somerset Council's Fair Access Protocol (full details available from North Somerset Council).

7. Children in Care

'Children in Care' are children who are (a) in the care of a local council or (b) being provided with accommodation by a local council in the exercise of their social services functions (see the definition in section 22(1) of the Children Act 1989).

For children previously in Care:

- 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)
- child arrangements orders are defined in s.8 of the Children Act 1989, as amended by s.12 of the Children and Families Act 2014. Child arrangements orders replaced residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order
- in accordance with Section 14A of the Children Act 1989, a Special Guardianship Order is defined as an order appointing one or more individuals to be a child's special guardian (or special guardians).

8. Brothers and sisters

To be considered as a brother or sister a child must be living at the same address for the majority of the time (for at least 50% of the time) as a full, half, step or adoptive brother or sister. Full and adoptive brothers/sisters are defined as children who have the same either biological or adoptive parents. Half brothers/sisters are defined as children who share only one either biological or adoptive parent. Step brothers/sisters are defined as children who are not necessarily related biologically (including foster children) but are living in the same household for the majority of the time at the address considered to be the address of the child for whom the application is made.

A brother or sister must be attending (or is expected by the school and/or North Somerset Council to be attending) the school at the time of admission.

9. Home address

A child's home address is considered to be the place where the child permanently and ordinarily resides for the majority of the time. This would normally be the same address as the person who has parental responsibility for the child as their main carer. Those moving should normally provide independent confirmation of the new address.

10. Parent

This includes all of those people, including carers, who have parental responsibility for a child as set out in the Children Act 1989.

11. Children with a Statement of Special Educational Needs or Education, Health and Care Plan.

There is a different procedure for Children with a Statement of Special Educational Needs or Education, Health and Care Plan. Their parents should apply for a place via the service dealing with Special Education Needs in their home council.

12. Right of Appeal

Parents whose school place application is refused have the legal right to appeal against this decision. Details concerning how to appeal will be explained in the decision letter.

13. Admissions of children outside their normal chronological age group (delayed or accelerated entry)

Applications for delayed or accelerated entry in cases where parents would like their child to be admitted to a year group that is not the chronological age year group, will be considered. The admissions authority for the school will make the final decision.

In addition, parents of summer born children (born on or between 1 April and 31 August) can request to admit their child into the Reception year, one year after they would normally enter the school. The admissions authority for the school will make the final decision.

Decisions will be made on the basis of the circumstances of each case and in the best interests of the child. This will include taking account:

- the parent's views;
- information about the child's academic, social and emotional development;
- where relevant, their medical history and the views of a medical professional;
- whether they have previously been educated out of their normal age group;
- whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

The admissions authority must also take into account the views of the head teacher.

Parent will need to write to the school to request that their child starts a year later or earlier than their chronological age. Parents will need to give reasons for the request

and details of the child's particular needs. Any reports or evidence to support your request should also be enclosed.

For reception and junior intake applications, it is advised that an on time application is submitted for the correct chronological year group. If the delay/accelerated request is agreed, the on time application can be withdrawn and a new application should be made the following year. If the request is not agreed, and the child stays in their chronological age group, the on time application can still be processed. If a request is not agreed and the child does not have an on time application then a late application would need to be submitted.

Where the admission authority agrees to a parent's request for their child to be admitted out of their normal age group the parent must apply according to the timescales of the agreed admission cohort. The application will be processed as part of the main admissions round (including applying the oversubscription criteria where applicable), unless the parental request is made too late for this to be possible. Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied and been refused. This right does not apply if they are offered a place at the school but it is not in their preferred age group.

Where the admission authority does not agree a request for a summer born child to be admitted into the Reception Year Group, the parent may apply for their child to be admitted with their chronological age group for admission at the time they would normally enter the school. Such children who do not start school in the school year that they become 5 will normally be placed in a Year 1 class and will miss the Reception year.

14. Deferred Entry

Depending on their child's date of birth, places may be deferred until the start of term 3 or 5 but not later than the term following the child's fifth birthday and cannot be deferred until the start of the following academic year. Parents should make any request to the school for a deferment once they have received an offer of a school place. The school place will be held for that child and will not be available to be offered to another child.

If parents wish to defer their child's admission and the term following their fifth birthday would be September 2020, parents will need to notify the school, where a place has been offered, of their intentions to do so. Parents will need to put this in writing to the school and their child's place at the school will be withdrawn and may be offered to another child. It is then the parent's responsibility to apply for a school place in year 1, with their chronological cohort.

Parents should be aware that a school might become full in the Reception age group with pupils whose parent applies for a place during the 2019-20 school year. If a class in a school becomes full in Reception, there may be no places available the following year when the class becomes a Year 1 class in a preferred school for those who defer their child's admission until Year 1. These parents will need to apply for a Year 1 school place for their child at the relevant time.

