



ANDOVERSFORD PRIMARY SCHOOL **Admissions Policy 2018**

Andoversford Primary School seeks to work in partnership with parents to provide a safe and stimulating environment in which all pupils are valued, nurtured and encouraged to fulfill their potential.

Prospective parents are welcome to visit the school. Arrangements to do so can be made by contacting the school for an appointment.

Registering your child

If your child's admission year is September 2018 in Reception Class, you will need to register your preference of school through the Local Authority Admissions Team. Further details on key dates and the admissions process can be found on www.gloucestershire.gov.uk/schooladmissions.

This admissions policy will apply to all admissions from 1st September 2018. It supersedes all previous policies. Andoversford Primary School is a Foundation School; admissions are the responsibility of the school Governors. The Governors have agreed to admit 15 children to the Reception Class in September 2018.

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. 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. Children are normally admitted into the Reception Year at the start of a new academic year in the September after their 4th Birthday and before their 5th Birthday.

Admission of Summer Born Children for Reception Entry for Andoversford Primary School.

The Governing Body of Andoversford Primary School acknowledges the updated advice from the Department of Education that; parents/carers of "Summer born" children (born between 1 April and 31 August) may request to start the Reception Class of a school a whole academic year later. The Governing Body will make a decision on behalf of Andoversford Primary School. We follow the Local Authority process which states that 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. The Governing Body will decide whether the deferred entry can be approved for the school.

Pupils in their first year at School enter the Reception class. When more than 15 applications are received the following over-subscription criteria will be used in the order of priority set out below.

Looked After Child - 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 (3) or special guardianship order (4) .

- *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.*
- *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 section 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.*
- *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).*

Siblings - Children who have a sibling attending the school and who will continue to do so when the younger child is admitted. (A sibling is a brother or sister, half-brother or half-sister, adopted brother or adopted sister, step brother or step sister, or the child of the parent's/carer's partner. The child should be living in the same family unit at the same address.)

Geographical Claim - Places will be allocated to children with the strongest geographical claim, measured in a straight line from the 'Ordnance Survey Point' of the children's home address to the 'Ordnance Survey Point' in the school. The measurement will be taken using the Local Authorities computerised measuring system, with those living closest to the school, receiving highest priority.

The above criteria will be applied in sequence. Thereafter a dated waiting list will be held for (at least) the first school term (ie. until December half-term). The waiting list will be prioritised according to the school's oversubscription criteria.

Appeals

Andoversford Primary School will act within the Schools Admission Code 2014 to ensure that it follows a fair, consistent and transparent method of offering places to children, but it does support the county-wide principle of allowing children to access a local school place. The Schools Standards & Framework Act 1998, Section 86, requires admission authorities to only refuse admission of pupils where it may compromise education to do so and therefore the School Admission Code 2014 does make provision for admission authorities to admit above their admission number

during the admissions process to meet parental demand. The Governing Body will consider all applications for a school place in line with the schools admission policy, taking individual cases into account in line with its exceeding PAN protocol – which sets out how the school will implement such flexibility in a transparent manner whilst ensuring sustainability of the whole school system.

Parents have a legal right to appeal. If, having applied for and been refused a place at the school, and parents wish to appeal against this decision, the following procedure will be put into operation.

- The parent/s must make any such appeals in writing, giving the grounds on which the appeal is made and any supporting evidence.
- The appeal must be addressed to the Clerk of the Appeals Committee and reach school within 14 working days of the application being refused.
- The Appeals Committee will convene within 40 working days, on receipt of a letter of appeal.
- Parents will receive written notification of the result of all appeals within fourteen days of the hearing date.
- Appeals against the decision of the Appeals Committee should be made to the Office of the Schools Adjudicator (Local Commissioner for Administration -Ombudsman).

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The school is required under section 324 of the Education Act 1996, to admit a child with a statement of Special Educational Needs or Education and Health Plan that name the school, even if the school is full.

In-Year Fair Access Protocols

The school has signed up to the In-Year Fair Access Protocols held by the Local Authority. Should a vulnerable child within these Protocols require a place at the school, they will take precedent over any child on the waiting list.

In Year Admissions

In Year Admissions is where a child requires a place within Andoversford Primary School part way through an academic year. For in-year applications, the parent should contact the school directly.

Transport

School transport is available with a free bus pass, if Andoversford is the nearest Primary School, for pupils under 8 years old living 2 miles or more from the school and for pupils 8 and over living 3 miles or more from the school, measured on the nearest pedestrian route.

This policy and criteria should be read in conjunction with the Guide for Parents and Carers. Which is available at www.gloucestershire.gov.uk/schooladmissions