



## Thomas Eaton Primary Academy Preschool 2017/2018 Admissions Policy

The published admission number (PAN) for the preschool intake will be 16 per session. A session is defined as a morning session (8:45am – 11:45am) or an afternoon session (12:30pm – 3:30pm). Attendance at Thomas Eaton preschool is not a guarantee of a place at Thomas Eaton Primary Academy. Applications for Reception class must be made in the usual way through Cambridgeshire County Council.

### **Oversubscription criteria**

Where applications for places exceed the published admission number set for the academy the following factors will be taken into account in priority order when deciding which pupils will be allocated places in accordance with receipt of their online submission or a common application form.

### **Children with Statements of Special Educational Needs**

Children with a Statement of Special Educational Needs will be dealt with in accordance with the Code of Practice on Special Educational Needs. Where Thomas Eaton Primary Academy is named in a child's statement the academy has a duty to admit the pupil, this will reduce the number of places available.

### **Factor 1**

#### **Looked after children and previously looked after children**

A "looked after child" is a child who is:

- in the care of a local authority, or
- 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.

A "previously looked after child" is a child who:

- ceased to be looked after because they were adopted (under the terms of the Adoption and Children Act 2002 Section 46 (adoption orders)), or
- became subject to a residence order (under the terms of the Children Act 1989 Section 8 - an order settling the arrangements to be made as to the person with whom the child is to
- live), or
- became subject to a special guardianship order (see Section 14A of the Children Act 1989 - an order appointing one or more individuals to be a child's special guardian (or special guardians)).

### **Factor 2**

#### **Children who live in the Academy's designated catchment area with a sibling at the time of their admission.**

Catchment Area: Wimblington

Parents who move after submitting their preference **must** inform the Council's Admissions Team of any change of address.

For admission purposes the Academy uses the definition of "home address" as published by the Local Authority in the "First Steps Guide".

### **Factor 3**

#### **Children living in the catchment area.**

The distance will be determined by measuring the shortest available route using the public road network from the pupil's home to the main Academy gate, as determined by the Academy. Priority will be given to those living nearest to the Academy.

#### **Factor 4**

##### **Children living outside of the catchment area who have a sibling at the Academy at the time of admission**

Included in this factor are siblings (step-brothers and sisters and half-brothers and sisters) living at the same address and who will be attending the Academy at the expected time of admission. In the event of two applications for one vacancy using the above criteria, the Academy will apply a tie breaker decision based on geographical distance.

##### **Siblings for the same year group (twins, triplets etc)**

Where there are twins or triplets to be admitted to the Academy in the same year group. If there are insufficient places available for all siblings, and one can be allocated a place, the admission number will be exceeded to allow them to be placed in the Academy.

#### **Factor 5**

Children living outside the catchment area who have been unable to gain a place at their catchment area school because of oversubscription.

#### **Factor 6**

Children who live outside the catchment area, but nearest the school, as measured by a straight line.

### **Appeals**

1. Any parent whose child is not offered a place for which they have expressed a preference has the right to appeal to an independent appeals panel.
2. Parents who intend to make an appeal must request a Notice of Appeal and return the form by the stated date.
3. Please see the Local Authority Appeals process for further information.

### **Waiting Lists**

1. If the Preschool is over-subscribed a waiting list will be established.
2. Places will be allocated in accordance with the published criteria.
3. The Council will coordinate the waiting list for the Academy.
4. As soon as places become available they will be filled from the waiting list.
5. If a parent is on a waiting list it will not affect the parent's right of appeal against an unsuccessful application.
6. Children who are the subject of a directed place under the 'in year fair access protocol' will take precedence over those on the waiting list.

### **Withdrawing Offers of Places**

Once an offer of a place has been made it may only lawfully be withdrawn in very limited circumstances. These include when the admission Authority offered a place on the basis of a fraudulent or intentionally misleading application from a parent (for example, a false claim of residence in a catchment area), which effectively denied a place to a child with a stronger claim. It would not generally be lawful for an admission Authority to withdraw a place once the child was attending that school or Academy, except where that place was fraudulently obtained; in deciding whether to withdraw in such a case, the length of time that the child had been at the school or Academy will also be taken into account. Where a place is withdrawn, the application must then be considered afresh, and a right of appeal offered if a place is refused.