

## NORTON-JUXTA-KEMPSEY C.E FIRST SCHOOL

### ADMISSIONS POLICY STATEMENT

As an Academy, admission to our school is administered by Avonreach Academy Trust, c/o Pershore High School, Station Road, Pershore, Worcester WR10 1ET

#### **Reception**

Our planned admission limit for Reception is currently 30 for September 2019. Applications must be made on-line by 15th January 2019

#### **Other Year Groups**

Every year we also admit children from other schools into all years, whether in or outside of our catchment area. Parents are very welcome to visit the school. Please contact us on 01905 820420 to make an appointment to come and see us.

#### **Oversubscription Criterion**

Children are admitted in the following order of priority:

- i) Relevant \***‘Looked after’** and **previously \*‘Looked after’** children.
- ii) **Siblings** (see below for definition) of pupils attending the school **and** living within the **catchment** area of the school. In order to qualify for a place on the grounds of a sibling attending the school, the sibling must already be attending the school at the time of application and still be attending at the time of admission. Copies of catchment area maps, if required are available from the LA, or can be viewed in schools. To find the catchment school for a postcode visit [School Catchment Search](#)

In the event of a school catchment area change being approved, pupils who would still have a **sibling connection** (see below for definition) at the time of admission and who are living at the same address in the previous catchment area for a school, (but not within the revised catchment area), at the time the change was approved will be considered as living within the **catchment area**.

- iii) Pupils living within the **catchment** area of the school. Copies of catchment area maps, if required are available from the LA, or can be viewed in schools. To find the catchment school for a postcode visit [School Catchment Search](#) ;

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- iv) Pupils living outside of the catchment area but who would still have a **sibling connection** (see below for definition) at school at the time of admission. In order to qualify for a place on the grounds of a sibling attending the school, the sibling must already be attending the school at the time of application and still be attending at the time of admission;
- v) **Children of staff** at the school, where that member of staff has been employed for two or more years, and/or is recruited to fill a post for which there is a demonstrable skill shortage
- vi) Pupils who live **nearest** to the school by the shortest straight line distance. The measurement will be taken using the GeoCode Points for each property and the GeoCode point for the School. The Academy Trust will utilise the Local Authority software package called Arcview GIS to determine distance. Ordnance Survey supplies the co-ordinates that are used to plot an address within this system. ***(In the event of equi-distance applicants, any place will be allocated by random selection (lottery). Someone totally independent of the Academy Trust will supervise this process).***

In accordance with legislation, a child with a Statement of Special Educational Needs or an Education, Health and Care Plan will be offered a place at the school named in the Statement or the Plan.

\*'Looked after' means all those currently in the care of a Local Authority or accommodated by a Local Authority under the terms of the Children Act 1989 and children who were previously in the care of or accommodated by a Local Authority but immediately after being looked after, became subject to an adoption, a child arrangements order or special guardianship order.

Where there are too many applications from within the catchment area, priority will be decided in the following order, i.e. sibling connection then children of staff then according to distance, each assessed as indicated above.

**The sibling connection, as well as brother and sister will include half-siblings, adopted children, step-siblings or a child of the parent/carers partner. They must also be living at the same home address. Children who are brought together as a family by a same sex civil partnership and who are living at the same address, are also considered to be siblings.**

In the event that one or more but not all children from a multiple birth can be allocated a place(s), all of the children from that multiple birth will be admitted even if this takes the school over PAN. These children are exceptions to the Infant Class Size legislation.

### **Late Applications**

The Academy Trust has agreed to accept late applications, until the 28<sup>th</sup> February 2019, and treat them as being on time, only in the following circumstances;

- a) where a family have just moved address, (refer to Information for Parents booklet);
- b) where it is agreed by the Academy Trust, that individual circumstances apply and the delay was reasonable given the circumstances of the case;

In each case supporting documentary evidence will be required. **In all other circumstances, or if the application is not received until after the date set out in the scheme, late applications will receive a lower priority, and will only be considered after the applications received (or deemed to be) on time.**

### **Waiting Lists**

Waiting lists for the school, are maintained by the Academy Trust, and parents need to apply, in order to be included. These waiting lists will be maintained until the 31<sup>st</sup> of December. Parents will need to reapply at the start of each term if they wish to be included on the list for the following term. Waiting lists are prioritised in line with the oversubscription criterion.

### **Fair Access Protocol**

As part of the Worcestershire Fair Access Protocol, all schools with Key Stage 2, 3 and 4 classes can be required to exceed the published admission number to admit pupils covered by the Protocol.

### **'In Year' transfer arrangements**

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Parents/Carers completing an application form for 'In Year' transfers, with a first preference for a Community or Voluntary Controlled School in Worcestershire, must forward the application to School Admissions.

Parents/Carers with a first preference application for 'In Year' transfers into an Academy, Foundation, Voluntary Aided School in Worcestershire or a school in another Local Authority must forward the application to the individual schools.

In line with the Code of Practice, all own admission authority schools **must**, on receipt of an in-year application, notify the relevant Local Authority of its outcome and inform parents of their right to appeal against a refusal of a place.

Parents or carers seeking to transfer to a school that does not involve a house move, or where there is no need for an immediate move, need to be aware that any date set for joining the new school may be after the next term or half term holiday and that parents/carers are responsible for ensuring their child continues to receive appropriate education in the interim.

### **Admission of Children outside of their normal age group**

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health, effectively in the year group below or above their chronological age group. In addition, the parents of a summer born child may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to Reception rather than Year 1.

In the case of a Community or Voluntary Controlled School, the Local Authority will request the Head Teacher of the school to reach the final decision. This will involve the Head completing an educational assessment to determine whether or not it is appropriate for the individual child to delay or accelerate their entry into school and be taught outside of their chronological age group.

### **Appeals**

If the parental preference cannot be met, you may, if you wish, appeal against the decision. Appeals by parents, setting out the grounds upon which the appeal is made, should be submitted in writing to the Academy Trust. Appeals are heard by

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an independent appeal panel and whether your appeal is successful is likely to depend on the merits of your case.

Department for Education (DfE) has suggested that admission authorities should make sure parents understand the nature and severity of the restrictions placed on Appeal Panels, when considering appeals for Key Stage One class size prejudice i.e. would mean the school would have to take qualifying measures (additional accommodation, re-organisation or staffing) to comply with the legal duty to limit infant classes to 30 pupils for children in **Reception, Year 1 and Year 2.**

An appeal **WILL BE TURNED DOWN** unless 1 of the 3 clearly defined grounds set out below can be proven:

- A. The child would have been offered a place if the admission arrangements (which are published in the "Information for Parents" book) had been properly implemented; or
- B. The child would have been offered a place if the arrangements had not been contrary to mandatory provisions in the School Admissions Code and the SSFA 1998; and/or
- C. The decision to refuse admission was not one which a **\*reasonable** admission authority would have made in the circumstances of the case. \*i.e. it was 'beyond the range of responses open to a reasonable decision maker' or 'a decision which is so outrageous in its defiance of logic or of accepted moral standards that no sensible person who had applied his mind to the question could have arrived at it'

To reiterate the Appeal Panel can only consider these three aspects of any Appeal relating to Key Stage One class size prejudice admission. This advice has been given by the DfE to provide you with a more realistic view of the limits imposed on the Appeal Panel, and to avoid any misconceptions you may have concerning the appeal process. In other words your appeal will be lost unless you can prove one of the **VERY** limited grounds above.

### Second Appeal

The Code of Practice on School Admission Appeals, Section 5 (page 23) covers the issue of second appeals for the same school in the same school year. "Appellants do not have the right to a second appeal for the same school for the same academic year unless, in **exceptional** circumstances, the admission authority accepts a second application because of a **significant** and **material** change in circumstances."

### Complaints:

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Should there be a complaint regarding Admissions the school will follow the complaints procedure. Such complaints should be made within 90 days of the incident in question. Otherwise the Governing Body will not be obliged to investigate them (unless there are mitigating circumstances.)

Members of Staff responsible for policy – Headteachers.

Policy statement reviewed and agreed by full Governing Body on TBA 2018.

Date of next review September 2019.

Signed .....  
Chair of Governors

Date .....

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