

## Hall Orchard C of E Primary School

### **ADMISSIONS POLICY 2023/2024**

Our vision and values are integral to everything we do at Hall Orchard (Barrow) CE Primary School. They drive the direction of our school and are at the heart of what we do to improve outcomes for children. Our school is a caring family where everyone is valued and encouraged to achieve their potential as well as to have respect for God and His world.

#### **Admissions arrangements for the academic year 2023/2024**

Determined (Approved by governors) on 7<sup>th</sup> June 2022

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#### **1. Principles**

##### **Our Admissions policy:**

This policy is designed to ensure there is an open and fair admissions procedure for all applicants and to help guide parents and their children through the application process. The academy's admissions arrangements will not disadvantage unfairly, either directly or indirectly, a child from a particular social or racial group, or a child with a disability or special educational needs, and that other academy policies do not discourage parents from applying for a place for their child.

Hall Orchard (Barrow) CE Primary School's published admissions number (PAN) is 90, that is, the school can admit up to 90 children to reception each year.

This policy details the academies arrangements for admissions and will apply to all admissions from 01/09/2023 to 31/08/2024. This includes in-year admissions within this period.

Parents are encouraged to visit the academy with their child if they are planning to apply for a place. Visits can be arranged by prior appointment, telephone 01509 412188.

The Academy Trust will consult on the admissions arrangements at least once every seven years or if there are proposed changes to the admission arrangements which require consultation.

This policy is consistent with all other policies adopted by the academy and is written in line with current legislation and guidance.

### **Monitoring and review**

This policy will be reviewed annually or in the following circumstances:

- Changes in legislation and / or government guidance
- As a result of any other significant change or event
- As the result of a decision of an Adjudicator
- In the event that the policy is determined not to be effective

The Local Authority has a duty to provide school places for all pupils resident in its area and to consider parents' preferences when allocating school places.

Parents have a right to express a preference for a school place, including where the child has an EHCP (Education, Health & Care Plan). Parents must ensure suitable full-time education for their children by attendance at school or otherwise; they are not obliged to do this before the child has reached compulsory school age.

A child with an EHCP naming the school will be allocated a place.

Compulsory school age is from the term immediately following a child's 5th birthday, this means:

- A child turning 5 in the autumn term must start school no later than from the start of the following spring term
- A child turning 5 in the spring term must start school no later than from the start of the following summer term

A child turning 5 in the summer term must start school no later than the following autumn term

Parents whose preferences are refused have a right to appeal to an Independent Appeals Panel whose decision is binding, except for children with statements whose parents can appeal to the Special Educational Needs Tribunal. Pupils admitted following appeal to community and voluntary controlled schools will have their admission confirmed by the Local Authority (this is because the Admitting Authority has been directed, in effect, to admit the pupil in these circumstances).

## **2. Admission to Reception at Hall Orchard (Barrow) CE Primary School**

Parents must apply to their home Local Authority for a school place. For Leicestershire residents, the best way to apply is by applying online through Leicestershire County Council's website, <http://www.leicestershire.gov.uk/education-and-children/schools-colleges-and-academies/school-admissions/primary-school-places>

All requests received by the closing date of 15<sup>th</sup> January each year will be considered first and in accordance with the approved priority criteria. All late applications will be processed after all those received on time.

The Local Authority that you live in will confirm places from the national offer date 16 April. No child should be admitted without an offer from the Local Authority you live in.

For those pupils who do not live in Leicestershire, the Local School Admissions Service will inform the relevant Local Authority who will in turn inform the parents of Leicestershire's decision.

Places will normally be allocated up to the PAN, with careful consideration being given to the relationship between admission limits and infant class sizes requirements for all years.

In common with all infant and primary schools, the date of admission to Hall Orchard (Barrow) CE Primary School is from the September immediately following a child's fourth birthday i.e. all children who have turned 4 before the end 31 August.

## **3. Priority criteria for entry Autumn 2023 admissions and mid-term applications during 2023/ 2024 academic year**

Application forms for school places allow parents to express up to three preferences for school places. Parents should rank their preferences, so that if more than one preference can be agreed the one which the parent wants most is offered. However, we consider all preferences to have equal value, e.g. one parent's first preference and another parent's second or third preference are to be considered equally against the admissions criteria. Requests are prioritised according to the admissions criteria below. Late

applications are only considered after all other applications which were received on time, unless there is a significant reason for lateness.

If there are more requests than places available, priority will be given to children, whose parents applied on time, in the following order: -

- (1) A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order\* including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted. 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).
- (2) Children living within the catchment area. (see note i and appendix 1.)
- (3) Siblings of children in this school; this includes brothers and sisters, half-brothers and sisters or legally adopted children and foster children regarded as brothers and sisters who attend the school on the date of admission (see note ii)
- (4) Pupils who have a serious medical condition or exceptional social or domestic needs that make it essential they attend Hall Orchard (Professional documentation confirming the situation must be submitted with the application.) (see note iii)
- (5) Pupils living nearest to the school measured in a straight line distance (home to school) (See note iv).

### **Explanatory Notes**

*\*An adoption order is an order 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). A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).*

i. The child's place of residence is taken to be the parental home and they must reside there for at least 50% of the time. Living in the catchment area (see catchment map – appendix 1) does not guarantee you a place. For families of service personnel with a confirmed posting, or crown servants returning from overseas, we will allocate a place in advance of the family arriving in the area (as long as one is available), provided the application is accompanied by an official letter that declares a relocation date. A place must not be refused on the basis that they do not yet have an intended address. A unit postal address or quartering area address that has been formally declared by an official letter will be used as the home address prior to arrival into the UK.

ii. The term “brother or sister” includes half brother or sister, stepbrother or sister or legally adopted child being regarded as the brother or sister living at the same home address.

iii. If criterion 4 is used, professional supporting documentation from the Lead Professional must be supplied and must be submitted with the application to show why the child needs can only be met by attending Hall Orchard.

iv. For criterion 5 above, measurement of distance is in a straight line from the centre point of the property to the school’s main designated front gate, using a computerised mapping system (Routefinder).

**Tiebreak:** - In instances where more than one child has an equal weighting in accordance with our priority criteria and cannot be separated on distance, as described in note iv. above, then lots will be drawn to allocate the place, supervised by an independent officer.

The criteria for withdrawal of a place follow the Code of Practice,

- fraudulent information has been given,
- where a parent has not responded to an offer within a reasonable time and
- where it was offered in error.

#### **4. Infant class size limits, multiple birth children and permitted exceptions**

There is a requirement to limit infant class sizes to 30 children for each teacher. This applies to reception, Year 1 and Year 2 classes. Regulations on infant class sizes allow very few exceptions to this.

In the unusual event of there being one space available within the infant class size limit, children of multiple births are permitted exceptions to the class size limit in these circumstances. In addition, all the following are also considered as exception to the class size limits:

- Those children who are in the care of a Local Authority (including previously in care)
- Children with a Statement of SEND (including those with a full statement receiving part of their education by arrangement at another school or in an infant class part-time)
- Where there is no other available school within a reasonable distance from the home address (where reasonable distance is two miles)
- If a recognised error was made during the implementation of the school admission arrangements
- Those admitted by an independent appeal panel
- Children of service personnel e.g. Forces

Permitted class size exceptions will remain exceptions for the duration of key stage one. In addition, we will no longer have to take qualifying measures in such circumstances.

## **5. Deferring first-time and part-time admission**

When a child's parents are notified of the allocation of a primary school place, they can defer the child's admission. The Academy Board will agree to deferment to later in the school year or until the child reaches compulsory school age in that year. Parents can also seek part-time attendance until the child reaches compulsory school age. The parent would not however be able to defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the academic year for which the original application was accepted. The place at the school will be held open for the child and not made available to another child.

### **Requests for delayed entry to reception for summer born children**

If you wish to request delayed entry to Reception for your child, you should make an application in the normal way through the Local Schools Admission Service<sup>1</sup> and include in writing your request for delayed entry to Reception. As Hall Orchard (Barrow) CE Primary School is an academy and therefore, its own admissions authority, the Local Schools Admissions Service will refer all requests for delayed entry to school for a decision. Such requests will be considered by the **school's admissions committee** in line with the revised School Admissions Code 2021<sup>2</sup>, the Department for Education's Advice on the Admission of Summer Born Children<sup>3</sup> and Leicestershire Local Authority's Admissions Guidance. You should outline the reasons for your request and provide any supporting information you have which could include:

- Your child's academic, personal, social and emotional development;
- Where relevant, your child's medical history and the views of a medical professional;
- Whether your child has previously been educated out of their normal age group;
- Whether your child was born prematurely.

If the school agrees that delayed entry to Reception is in your child's best interests, you will need to reapply through the Local Schools Admissions Service for a reception place in January 2023. The application will then be considered by the Academy Board. The Academy Board in consultation with the Local Schools Admissions Service may withdraw the offer of the place if it is not taken up after deferment and offer the place to another child according to our priority criteria.

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<sup>1</sup> <https://www.leicestershire.gov.uk/education-and-children/schools-colleges-and-academies/school-admissions/apply-for-a-primary-school-place>

<sup>2</sup> <https://www.gov.uk/government/publications/school-admissions-code--2>

<sup>3</sup> <https://www.gov.uk/government/publications/summer-born-children-school-admission/updated-statement-on-admission-of-summer-born-children-2020>

Such withdrawals of offers will only be made when the AN for the school has been reached and there are additional children seeking places. Where an offer of a place is withdrawn in this way, the child will not be entitled to free transport to a more distant school.

#### Admission of children outside their normal age group

Parents may seek a place for their child outside of their normal age group, for example, if their 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.

Such requests will involve the Headteacher 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. Any admission outside normal age group will be subject to application for that year using the same criteria as above. The school cannot guarantee that, although a child may be offered a place in their normal year of entry, this place will be available in another year of entry as this application will be subject to the application of the admissions priority criteria.

#### **6. In-Year admissions (all year groups)**

All in year admission requests will be co-ordinated through the Local Schools Admission Service for approval before admission takes place.

Before applying parents are encouraged to arrange to visit Hall Orchard (Barrow) CE Primary School and any other schools they wish to apply for after which the parent should complete the Local Authority's online Common Application Form. For Leicestershire residents this may be found at:

<https://www.leicestershire.gov.uk/education-and-children/schools-colleges-and-academies/school-admissions/apply-for-a-primary-school-place> (paper forms are available on request).

The aim wherever possible is to always process applications within ten working days (five days if child is indicated as in care or previously in care), delays may occur where further evidence or proof is required i.e. proof of house purchase, tenancy agreement, fair access information for complex or out of authority applications etc.)

Where the in year application is made through the Local Schools Admission Service the decision letter will either offer the place or refuse the place because the school is full. A refusal letter will also explain to the parent their right to appeal, and how they should do this.

#### **7. Waiting list**

If the school is oversubscribed during the normal admission round for Reception, the school will maintain a waiting list<sup>4</sup>. A child's position on this waiting list will be determined by the application of the school's published oversubscription criteria. Waiting lists will be maintained from the date of refusal of a place until the end of the calendar year. Inclusion on the waiting list does not mean that a place will eventually become available.

Should the number of pupils in the Reception year group fall below the admission number, and where it will not result in a breach of the infant class size legislation, the person whose name appears at the top of the waiting list will be offered a place.

Parents are welcome to ask what position their child currently holds on the list. However, the school may continue to receive applications for admission throughout the year, and each added child will require the list to be ranked again in line with the published oversubscription criteria. Parents need to be aware that their position on the list may rise or fall from time to time. Priority will not be given to children based on the date of their application or the date they were added to the list.

Looked after children, previously looked after children, and those who are allocated a place at the school in accordance with a Fair Access Protocol, will take precedence over those children on the waiting list.

## **8. Appeals Process**

In the event of an application for a place being unsuccessful, parents/carers have the right to appeal to an independent appeals panel. Please contact the school for details on how to lodge an appeal.

## **9. Application Service support details**

The Local Schools Admission Service supports and manages our admissions process. If you wish to discuss your application, then their customer service agents will be more than happy to speak with you and may be contacted on 0116 305 6684 or via the website link <http://www.leicestershire.gov.uk/popular-now/school-admissions/applying-for-a-school-place>

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<sup>4</sup> Local Schools Admission Service maintain the waiting list on behalf of the Academy Board

Appendix 1 – Catchment map

