

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 7th 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 an EHCP (Education Health and Care Plan), 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 academy's 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 01509412188.

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 15th 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 will publish the appeals timetable on the LA website by 28th February.
- The Local Authority that you live in will confirm places from the national offer date 16 April (or the next working day). No child should be admitted without an offer from the Local Authority you live in.
- The appeals process and outcomes will be published between April and August each year.
- The new academic intake is in August each year.

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 2022 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.
- (2) Children living within the catchment area. (See note ii 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 iii)
- (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 iv)
- (5) Pupils living nearest to the school measured in a straight-line distance (home to school) (See note v).

Explanatory Notes

- i. The School Admissions Code 2021 states that all admission authorities must give highest priority to this group of children and provides the following definitions:

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.

'Previously looked after children' are children who were looked after but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order). Further references to previously looked after children means such children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after and those children 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 child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.
- Children who were adopted under the Adoption Act 1976 and children who were adopted under section 46 of the Adoption and Children Act 2002. 24.
- Child arrangements orders are defined in section 8 of the Children Act 1989, as amended by section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. 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)

ii. 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 2 and accompanying notes) does not guarantee you a place.

iii. The term sibling relates to

- brothers and/or sisters who share the same parent(s)
- a half-brother, half-sister or legally adopted child living at the same address
- a child looked after by a local authority placed in a foster family with other school age children
- a stepchild or children who are not related but live as a family unit, where parents both live at the same address as the child.

iv. If criterion 4 is used, when making an application parents should send evidence from an independent professional person who knows about the child and supports the application to the school. It must clearly show why the school is the most suitable and any difficulties if alternate schools were offered. An independent professional person, for example a health professional, social worker, teacher/early years professional or support worker or such other appropriate person. The evidence must be supplied and must be submitted with the application for a school place.

The following list are the areas that are considered exceptional:-

- (a) Children with a serious medical condition - showing that the needs of the child can only be met at the specific school and why other schools would not be able to meet this need, or a child has an exceptional illness or disability (for example, limited mobility) which means that, the child can only reasonably attend one school.
- (b) Children subject to Child Protection Plans and Child in Need Plans and the child can only reasonably attend one school.
- (c) Parents suffering domestic violence (This is dependent on documentary evidence by a lead professional for example a health professional, social worker, teacher/early years professional or support worker or such other appropriate person)

The Academy will make the decision during the processing period in consideration with relevant professional documentation.

iv. If criterion 5 is used, measurement of distance of up to three decimal places will be in a straight line from the centre point of the home property to the school's main designated front gate, using a computerised geo-coded mapping system. Where there is equal distance then lots will be drawn. The drawing of lots will be undertaken by an independent person, not an employee or governor of the school.

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.

The exceptions are:

- a) Children admitted outside the normal admissions round with Education, Health and Care Plans specifying a school;
- b) Looked after children and previously looked after children admitted outside the normal admissions round;
- c) Children admitted, after initial allocation of places, because of a procedural error made by the admission authority or local authority in the original application process;
- d) Children admitted after an Independent Appeals Panel upholds an appeal;
- e) Children who move into the area outside the normal admissions round for whom there is no other available school within reasonable distance;
- f) Children of UK service personnel admitted outside the normal admissions round;
- g) Children whose twin or sibling from a multiple birth is admitted otherwise than as an excepted pupil;
- h) Children with special educational needs who are normally taught in a special educational needs unit attached to the school, or registered at a special school, who attend some infant classes within the mainstream school

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 Service¹ 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 2021², the Department for Education's Advice on the Admission of

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

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

Summer Born Children³ 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 2026. The application will then be considered by the Academy Board alongside all other applications. There is no guarantee that a place will be available in the following year. 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.

Such withdrawals of offers will only be made when the AN for the school has been reached and there are additional children seeking places.

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

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

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 Council will aim to notify the parents of the outcome of their application in writing within 10 school days and must notify in writing within 15 school days, (five days if child is indicated as looked after or previously looked after), 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 under Prejudice where a school may, however, refuse admission where the admission of another child would prejudice the provision of efficient education or efficient use of resources.

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 list⁴. 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.

⁴ Local Schools Admission Service maintain the waiting list on behalf of the Academy Board

8. Admission Service support details Appeals Process

If an application for a school place is refused, a refusal letter is issued, which will set out the reason for refusal and the right to appeal. Parents have a right to appeal to an Independent Appeal Panel.

The decision of an Independent Appeal Panel is binding on parents and the admitting authority.

To appeal please go to the Leicestershire County Council website -

<https://www.leicestershire.gov.uk/education-and-children/schools-colleges-and-academies/school-admissions/appeal-a-school-place-and-check-waiting-lists-online>

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>

10. Second Applications

Ordinarily parents may only make one application for any particular school per academic year. In exceptional circumstances, and at its sole discretion, the Council may allow a further application to be made where there has been a significant and material change in the circumstances of the parent, the child or the school.

The following is a non-exhaustive list of what may be considered to be exceptional:

- change of address i.e. where the change of address is into the catchment of the school;
- new significant and material evidence has come to light in personal circumstances;
- a significant change in medical circumstances (apart from medical attention for distress or anxiety as a result of unsuccessful applications / appeals);
- there has been a significant and or material change in the circumstances of the school i.e. significant extensions / new build, an increase their PAN, increase in the number of teaching staff.

In such instances, parents must provide written details of the significant and material change together with any evidence of that change. Where the significant and material change is accepted by the Admitting Authority a second application will be permitted and must be made in the usual way and will be processed in the normal manner and, where necessary, in accordance with the priority criteria.

11. UK Service Personnel and Crown Servants

For children of UK service personnel with a confirmed posting to the area or crown servants returning from overseas to live in the area, the Council will use the address at which the child will live when applying the oversubscription criteria, as long as the parent provides some evidence of their intended address. A unit or quartering address will be used as the child's home address where a parent requests this and evidence, such as an official letter declaring the relocation, is received.

For families of service personnel with a confirmed posting, or crown servants returning from overseas, the admission authority will:

- a) 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. This must be an official government letter issued by a government department e.g. FCDO, UKVi, DIT. We will not refuse to process an application or refuse a place solely because the family do not yet have an intended address, or do not yet live in the area.

- b) use the address at which the child will live when applying their oversubscription criteria, as long as the parents provide some evidence of their intended address. For example, we will use a Unit or quartering address as the child's home address where a parent requests this.

Appendix 1

Split Residence

Where a child lives for part of the week with one parent and for part of the week with the other parent, the address recognised by the Academy for the purposes of an application for a school place is the one where the child lives that is the address where the child permanently spends at least three 'school' nights (that is, Sunday, Monday, Tuesday, Wednesday or Thursday) will be taken to be the place of residence.

Where the weekly residence arrangement varies, and a child stays with both parents, on average, for the same amount of time during the school week over a four-week period, and one parent lives in another school catchment, the parents will be required to choose one address for the purposes completing a school application. If those with parental responsibility are unable to agree on the preferences, it may be necessary for parents to obtain further legal advice.

Leicestershire County Council on behalf of the academy will continue to process an application unless legal documentation is provided that states an application cannot be processed or a pending court hearing. In cases where multiple applications are received for the same child, LCC on behalf of the academy will establish where the child lives for the majority of the time.

Where parents cannot agree a single address, parents will be required to seek a Court Order to determine which address is to be used. Where any claimed residence arrangement is found to be false, and the child is yet to start at the allocated school, the place will be withdrawn as it will be considered obtaining the school place on fraudulent and / or misleading grounds. In such circumstances the application will be considered afresh and determined at that time based on the correct information.

Appendix 2 –

Catchment map and notes re Parental Proof of Residence

In determining an application for a school place, the Council on behalf of the Academy may request evidence of an address or of a move into a catchment area or arriving in the UK.

a) Such evidence may include but not be limited to:

- Opening Council Tax Bill;
- Signed and dated copy tenancy agreement;
- Copy of a letter of completion of house purchase from a solicitor.

b) In addition to the above the following may also be asked for:

- Copy of child benefit letter;
- Copy of current driving licence;
- Copy of registration at GP practice or hospital consultant.

c) Where a family has moved in with relatives or friends (including new to UK):

- A declaration from Parents and householder / homeowner / relative / friend confirming the applicant family now reside at the address;
- A copy of most current council Tax bill from occupier;
- Stamped passport or visa;
- Boarding passes.

Where the Council does not consider it has been provided with satisfactory proof of address, the application will not be processed until the Council is satisfied that adequate proof has been obtained.

Catchment map

