

Michaelchurch Escley Primary School



Admissions Policy

Date Reviewed:	September 2017
Reviewed by:	Governing Body
Policy to be reviewed by:	July 2018

Introduction

Michaelchurch Escley caters for pupils between the ages of 4 and 11. The Governors of admit up to the Admission Number of 8 pupils in any one year at Michaelchurch Escley Primary Schools.

The Governing Body, as the admission authority, determines the schools' admission arrangements and is responsible for taking decisions on applications for admission. The Governing Body works with the Local Authority in order to ensure admissions are co-ordinated within the County.

Method of Allocating Reception Places

Should the number of applications for admission exceed 8 the Governors apply the following criteria (in the rank shown) to decide the order in which places will be allocated. This also applies to waiting lists. The Local Authority keeps a waiting list on behalf of the school for the normal-round of admissions, up until the end of the Autumn term.

- All 'looked after' children*
- Children living in catchment area with siblings** at the school
- Other children living within the catchment area ***
- Out-of-area siblings
- Pupils with exceptional medical, social or compassionate grounds for admission and whose parents can show that entry to a particular school is necessary for the well-being of their child. Parents are required to produce a medical certificate or other appropriate information, preferably from an independent source. Applications on such grounds are not considered by the Director of Children's Services or appointed advisory panel unless this supporting information is attached to the application form received.
- Out of area children

* Defined by the Children Act 1989 as a child accommodated by a local authority (See section 20) or a child subject to a full care order (Section 31) or interim care order (section 38).

** A sibling is defined as a brother or sister, half brother or half sister, adopted brother or sister, step brother or sister or the child of the parent/carer's partner: in every case the child should be living at the same address. The sibling must be in the school at the time of application and be likely to be in the school at the proposed date of admission.

*** The address of the parent(s) or carer(s) with whom the child normally lives and spends the majority of the school week (Mondays to Fridays) including nights. This does not usually include other relatives: if there is a query this will be checked against original official documentation with proof of address: official documentation is a council tax bill, a recent utility bill (gas, electricity or water), a rental agreement, child benefit annual statement or family tax credit information.

In the event of there being an over-subscription in any one of the above categories, the determining factor in that category is the geographical proximity to the School as defined below:

Distance is measured by the shortest available walking route using a road and/or made-up footpath from the front door of the child's address (including flats) to the main entrance of the School, using the Local Authority's computerized measuring system, with those living closer to the School receiving the higher priority.

The Governors normally offer a place at the catchment-area school if parents apply for a place at the school during the normal admission round. However, a place at the catchment area School cannot be guaranteed. If a pupil moves into the catchment area outside the normal admissions round (or after the allocation procedure has begun) it may be more difficult to offer a place at the catchment area School if this would mean

exceeding the admission number at the School. In this case the Local authority normally offers a place at the next nearest maintained school catering for children of the same age and has places available.

Children who have a Statement of Special Educational Needs are required to be admitted to the school which is named on the statement, even if the school is full. Children identified for admission through the Fair Access Protocol¹ are also admitted even if the school is full.

Admissions above the published admission number may also occur where the School is admitting a twin or children from multiple births, provided the admission would not cause a breach of Infant class size limits.

In-Year Admissions

Requests for admissions to the school into other year groups should be made on the In-Year application form and in accordance with the Local Authority's coordinated scheme for In-Year admissions. The form is available from the School or Local Authority and can also be downloaded from the Local Authority website.

Admissions Appeals

Any parent (except, temporarily, the parent of a child who has been permanently excluded from two schools), who is refused a school place for which they have applied, has the right to appeal to an independent appeal panel. The panel is independent of the Governing Body and the Local Authority Admissions Team. Further details regarding the law on admissions and appeals can be obtained from the Local Authority Admissions Team. Should the appeal panel find in favour of the parent, the decision is binding on the School. The panel consists of people who have experience in education and are acquainted with the area.

Waiting List

In the event of more applications than available places a waiting list is maintained.

These and late applications go on to this list in a position determined by the criteria. If a place becomes available in the school it will be offered in accordance with the waiting list priority. Parents are requested to inform the Governing Body if they wish their child's name to remain on the waiting list. The waiting list is maintained for one term in the academic year of admission. Those wishing to stay on the waiting list need to reapply in December of that first term.

¹ The Fair Access Protocol encourages the local authority and schools to work together in partnership to improve behaviour, tackle persistent absence and help support behaviour and attendance partnerships. This protocol has been updated to take account of new Regulations and incorporates guiding principles against which to place children who may have difficulty securing a school place outside the normal admissions round.