

ACE Learning



Admissions Policy

Furley Park Primary Academy
2016

Date of Ratification	Spring 2015
Date for Review	December 2015
Principal Signatures	
Chair of Director's Signature	

ADMISSIONS POLICY 2016

This document sets out the admission arrangements for Furley Park Primary Academy. As an ACE Learning Academy, ACE Learning is responsible for the education provided and the Admissions Policy.

Admission of Pupils – General Principles

Furley Park Primary Academy policy is centred on the principles of:

- Serving the local community;
- The social and educational advantages of children attending their local school;
- Admission arrangements being consistently and equally applied to all requests being made by parents for admission, irrespective of background;
- The school complies with the Local Authority co-ordinated scheme/s for in-year and normal year-of-entry admissions;

Planned Admission Numbers (PANs)

The PAN is determined in accordance with the results of the annual Net Capacity Assessment (NCA) review, Suitability document, impact on the community and neighbouring schools and is agreed in consultation between the LA and the academy and relevant parties. Once determined, pupils should not be admitted above the PAN unless exceptional circumstances apply. The PAN for Furley Park Primary Academy is 90 for statutory school years.

Exceptional Circumstances

A school will be asked to exceed its PAN only where:

- An event/incident occurs in another educational establishment which could not have possibly been planned for, e.g. fire;
- To comply with other agreed protocols, e.g. Children in Care, Fair Access, SEN;
- A child moves into an area outside the normal admissions round and no other school would provide suitable education within a reasonable distance of their home ;
- An allocations error has occurred and a place should have been offered;
- Multiple birth siblings would not be split and therefore will be offered together.

Waiting Lists

Children who do not receive an offer of a place are automatically placed on a waiting list held only for a period of one term following refusal. If parents wish to keep a child on a waiting list beyond the first term they will need to write to the academy for an extension of another academic term.

Appeals

Parents have the right of appeal to an independent Appeals Panel. Appeal forms can be obtained from the academy office.

Oversubscription Criteria

The allocation of academy places up to the planned admission number is in accordance with the oversubscription criteria below.

Before the application of oversubscription criteria, children with a statement of special educational need which names the academy will be admitted. As a result of this the published number will be reduced accordingly.

Places will be offered according to the following criteria which are in priority order:

- **Children in Care or previously Looked After Children**
This refers to children who are looked after by a local authority in accordance with Section 22 of the Children's Act 1989 (b) and children who were looked after, but ceased to be so because they were adopted. Parents are asked to send proof as supplementary information with their application form.
- **Current Family Association** – a brother or sister attending the academy when the child starts. In this context brother or sister means children who live as brother or sister in the same house, including natural brothers and sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters. The sibling link is maintained as long as the family live at the same address as when the first child applied, or have moved closer to the academy than when the first child was offered a place, or have moved to an address that is less than 2 miles from the academy using the distance measured by the method outlined in the distance/nearness of children's home to academy criterion.
- **Children of staff at the school**
Where the member of staff has been employed at the academy for two or more years at the time at which the application for admission to the academy is made, and/or the member of staff is recruited to a post for which there is a demonstrable skill shortage.
- **Children with exceptional Medical or Social Reasons** –Applications will need to be supported by written evidence from a suitably qualified medical or other practitioner and give reasons why the academy is the most suitable placement to meet the child's needs.
- **Nearness of children's homes to school** – we use the distance between the child's permanent home address and the academy, measured in a straight line using Ordnance Survey address point data. Distances are measured from a point defined as within the child's home to a point defined as within the academy as specified by Ordnance Survey. The same address point on the academy site is used for everybody.

A pupil's home address is considered to be a residential property that is the **child's only or main residence** and not an address at which your child might sometimes stay or sleep due to your own domestic or special arrangements. The address must be the pupil's home address on the day you completed your application form and which is either owned by the child's parents or guardian OR leased to or rented by the child's parent, parents or guardian under a lease or written rental agreement.

If you live separately from your partner but share responsibility for your child, and the child lives at two different addresses during the week, we will regard the home address as the one at which the child sleeps for the majority of the week. A block of flats has a single address point reference, so applicants living in the same block will be regarded as living the same distance away from the academy.

Tie-Breakers - in the unlikely event that two or more children live in the same block and in all other ways have equal eligibility for the last available place at the academy, the names will be issued a number and drawn randomly to decide which child should be given the place.

- **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 the child is gifted and talented or has experienced problems such as ill health. 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 Year R rather than Year 1.

Furley Park Primary will consider the parent/carer's request for their child to be admitted out of their normal age group on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent/carer's views; information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

When informing a parent/carer of our decision on the year group the child should be admitted to, we will set out clearly the reasons for our decision.

If we agree to a parent/carer's request for their child to be admitted out of their normal age group and, as a consequence of that decision, the child will be admitted to a relevant age group (i.e. the age group to which pupils are normally admitted to the school) the local authority and academy will process the application as part of the main admissions round, unless the parental request is made too late for this to be possible, and on the basis of their determined admission arrangements only, including the application of oversubscription criteria where applicable.

Parents/carers have a statutory right to appeal against the refusal of a place at a school/academy for which they have applied. This right does not apply if they are offered a place at the school/academy but it is not in their preferred age group.

A waiting list is created and is re-ranked in line with this oversubscription criteria every time a child is added. Waiting lists will be held for at least the first term of the academic year.

Parents of Year R children have the right to deferment of entry or to take the place up part-time, until the term in which the child reaches compulsory school age.

After a place has been offered the academy reserves the right to withdraw the place in the following circumstances:

- **when a parent has failed to respond to an offer within a reasonable time; or**
- **when a parent has failed to notify the academy of important changes to the application information; or**
- **the academy offered the place on the basis of a fraudulent or intentionally misleading application from a parent.**

Map of Catchment area

Catchment areas do not prevent parents who live outside the catchment of a particular school from expressing a preference for the school.

Attached: Demographic Map of Furley Park Primary Academy Spring 2014 from KCC Management Information

Addendum

Admission of children outside their normal age group - making a decision in the child's best interests

We are aware that, in making a decision to admit a child outside their normal age group, the academy has focussed on whether the child has any particular medical or special educational needs which mean their development is significantly below the expected levels for a child of their age.

Summer Born Children

The government would agree that, in general, children should be educated in their normal age group, with the curriculum differentiated as appropriate, and that they should only be educated out of their normal age group in very limited circumstances. However, parental requests for summer born children to be admitted to reception rather than year one at the age of five are different from any other parental request for admission out of the normal age group, as it is only in these circumstances that the child is being admitted to the academy for the first time.

The parents of summer born children must be able to make a decision about whether their child is ready to go to school before compulsory school age confident that, if they decide not to send them to school until age five, the decision about the year group they should be admitted to at that point will be made in the child's best interests. This will require the academy to take account of the child's individual needs and abilities and to consider whether these can best be met in reception or year one. It will also involve taking account of the potential impact on the child of being admitted to year one without first having completed the reception year. The views of the Principal will be an important part of this consideration.

Children born prematurely

A number of factors associated with prematurity can delay a child's development. Children born prematurely tend to develop according to their due date, rather than their actual birth date which means their social, emotional, physical and intellectual development may be behind that of their peers. Some children may also have additional health problems associated with their prematurity. In addition, as a consequence of being born before their due date, a child may fall into a different age group than if they had been born at full term. When considering the circumstances of the case, the academy will take account of the age group the child would have fallen in to if born on time.

Moving children to their normal age group

Once a child has been admitted to the academy it is for the Principal to decide how best to educate them. The academy will endeavour to ensure the child is moved to the correct year group before transfer to secondary education, however in some cases it may be appropriate for a child who has been admitted out of their normal age group not to be moved to their normal age group. Any decision to move a child to a different age group will be based on sound educational reasons and made by the Principal in consultation with the parents.

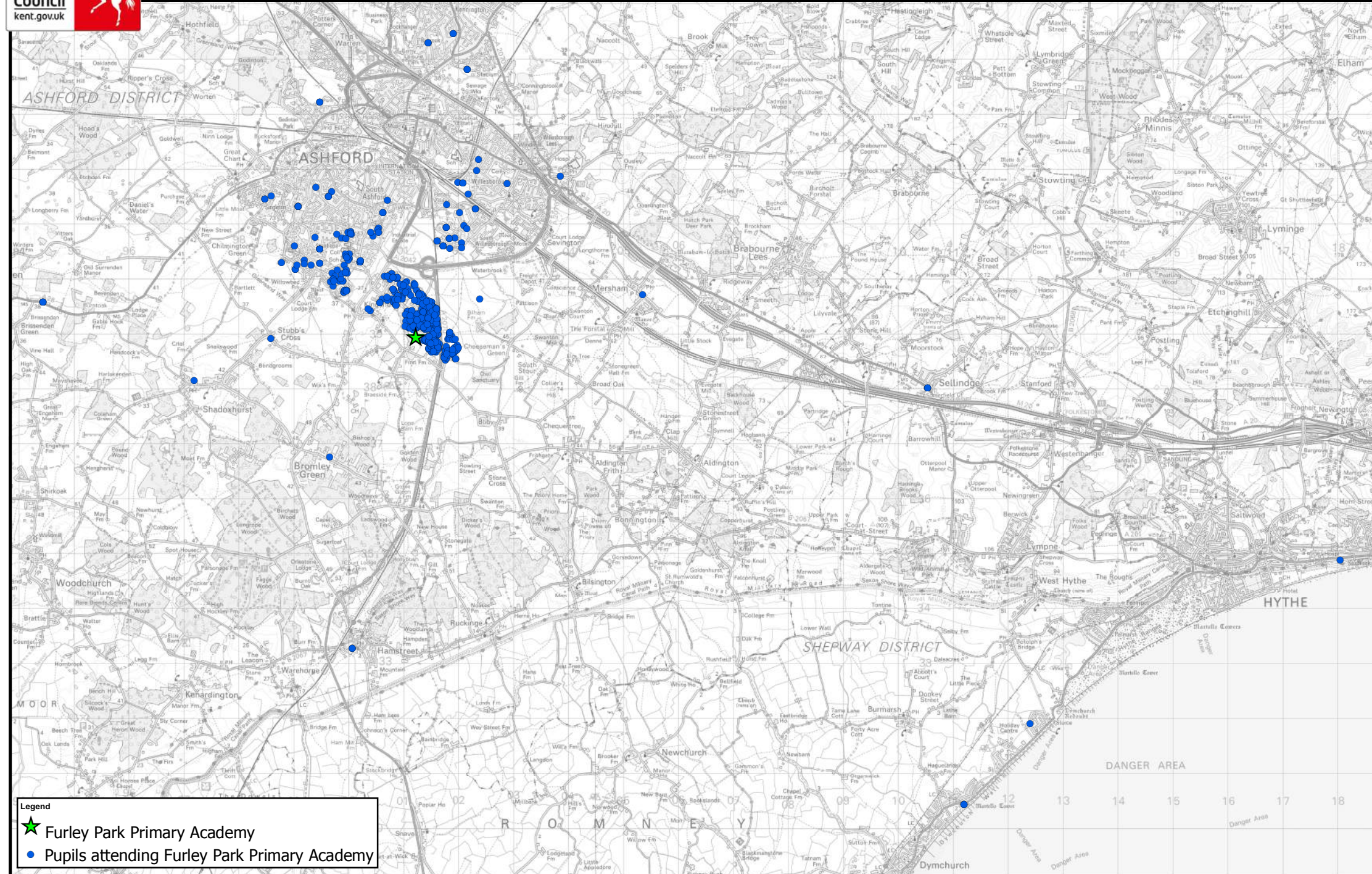
Transfer to Secondary school

Where a child has been educated out of their normal age group, the parent should again request admission out of the normal age group when they transfer to secondary school. It will be for the admission authority of that school to decide whether to admit the child out of their normal age group. They must make a decision on the basis of the circumstances of each case and in the child's best interests, and will need to bear in mind the age group the child has been educated in up to that point.

Tests and Assessments

Children are assessed when they reach the end of each key stage, not when they reach a particular age. There are no age requirements as to when children must take their assessments (i.e. SATs) – the Department for Education reports on pupils' performance when they reach the end of a key stage – regardless of age.

Pupils Attending Furley Park Primary Academy Spring 2015



Legend

- ★ Furley Park Primary Academy
- Pupils attending Furley Park Primary Academy