

Policy Document for : Admissions

Approved by Directors on : July 2014

Due for Review on : July 2015



Admissions criteria for Pilgrims' Way Primary School

The Governing Body is the admissions authority for Pilgrims' Way Primary School. The Governors are planning to admit (Published Admission Number) 45 children to Year R in September 2014. Children will be admitted without reference to ability or aptitude. Before the application of oversubscription criteria any child with a Statement of Special Educational Need naming the school will be admitted, in which event the Published Admission Number will be reduced accordingly.

The Governors recognise and agree that the school was created to provide education for the local community; we also recognise and agree that continuity of the provision of education within the family is important. Our Admissions Policy and the criteria associated with it are designed to reflect those priorities, together with requirements that are statutory obligations prescribed by current government regulation.

If applications exceed the number of places available the oversubscription criteria will be applied in the following order of priority which will also be used if applications within any of the categories exceed places available and it is necessary to decide between them:

1. Looked After Child

A child under the age of 18 years for whom the local authority provides accommodation by agreement with their parents/carers (Section 22 of the Children Act 1989) or who is the subject of a care order under Part IV of the Act. This applies equally to children who immediately after being looked after by the local authority became subject to an adoption, residence or special guardianship order. (As defined by Section 46 of the Adoption and Children Act 2002 or Section 8 or 14A of the Children Act 1989)

2. Sibling

Children with a sibling attending the school at the time of application. Sibling is defined in these arrangements as children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters.

3. Children with Exceptional Compassionate, Social, Medical/Health or Special Access Needs

Medical, health, social and special access reasons will be applied in accordance with the school's legal obligations, in particular those under the Equality Act 2010. Priority will be given to those children whose mental or physical impairment means they have a demonstrable and significant need to attend Pilgrims' Way Primary School. Equally this priority will apply to children whose parents'/guardians' physical or mental health or social needs mean that they have a demonstrable and significant need to attend a particular school. Such claims will need to be supported by written evidence from a suitably qualified

medical or other practitioner who can demonstrate a special connection between these needs and Pilgrims' Way Primary School.

4. Children of Staff at the School

Priority will be given to children of a member of staff who has been recruited or is being retained to fill a demonstrable skill shortage.

5. Distance/Nearness of Children's Home to School

Remaining places will be offered to children according to how near their permanent residence is to the school, with those living closer to the school receiving a higher priority. We use the distance between the child's permanent home address and the school, 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 school as specified by Ordnance Survey. The same address point on the school site is used for everybody. The school uses measurements provided by the Local Authority and further information on how distances are calculated, the definition of a child's home address, and how flats are treated for measurement of distance is available in the Admissions Booklets provided by the Local Authority. In the unlikely event that two or more children live at the same distance from the school and in all other ways have equal eligibility for the last available place at the school, then the names will be issued a number and drawn randomly to decide which child is given the place.

6. Children to be taught outside their Expected Year Group

Children are entitled to a full-time place in the September following their fourth birthday. Parents can defer the date their child is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which it was made. Where parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age. A child reaches compulsory school age on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August. Parents of a summer born child (1 April to 31 August) 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. The Village Academy Schools will consider such requests on a case by case basis. Parents should apply in the usual way in the year when their child would be expected to start school and then request to defer entry to the following year. Following receipt of the School's decision, parents should apply again the following year providing the evidence that deferral was agreed. There is no guarantee of a place in the following year; this is subject to the usual over subscription criteria.

Summary of required process

Request for a placement outside the normal age group **in writing** to the Headteacher

School to alert the Admissions Authority

School to call a meeting between parents, all professionals involved, transition school representative (if appropriate). Reference can be made to The Village Academy Deferred or Delayed start to school Guidance document.

Notes of meeting will be taken

These will include a clear statement as to whether any agreements by the Admission Authority to place a child out of their normal age group is being made.

Notes and any written reports considered at the meeting are to be placed permanently on the pupil's file. Copies held by the Admissions Authority.

A letter will be sent to the parent/s confirming the outcome of the meeting and requesting acknowledgement of their agreement of the result.

A copy to be sent to the Admissions Authority

School Admission Team notified of outcome

School place application processed, as appropriate.

Procedures for admissions will be as described in the Local Authority's admissions booklet.