



# **Admissions Policy**

Effective Date

January 2016

## Version Control

### DOCUMENT CONTROL

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<b>Document Reference</b>	Admissions	
<b>Version</b>	01	
<b>Status</b>	Approved	
<b>Publication Date</b>	February 2016	
<b>Related Policies</b>		
<b>Review Date</b>	February 2017	
<b>Approved/Ratified by</b>	LGB	Date: 10 February 2016
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Version	Date	Comments	Author
01	27.01.16		C Scott

#### Review Process Prior to Ratification:

Name of Committee	Date
LGB	10th February 2016

1. This document sets out the admission arrangements for Tiger Primary School. The document forms an Annex to the Funding Agreement between The Future Schools Trust and the Secretary of State. Any changes to the arrangements set out in this document shall be approved in advance by the Secretary of State.

2. Tiger Primary School will act in accordance with, and will ensure that the Independent Appeal Panel acts in accordance with, all relevant provisions of the statutory codes of practice as they apply at any given time to maintained schools and with the law on admissions as it applies to maintained schools. Reference in the codes to admission authorities shall be deemed to be references to the governing body of the Future Schools Trust. The school will participate in admission arrangements operated by Kent County Council.

3. The admission arrangements for Tiger Primary School for the academic year 2017-2018 subject to any changes approved by the Secretary of State for subsequent years are:

- a) Tiger Primary School has an agreed admission number (Published Admissions Number) of 60 pupils, to be admitted into Reception each year if sufficient applications are received.
- b) The Future Schools Trust may set a higher admission number as its Published Admission Number for any specific year. Before setting an admission number higher than its agreed admission number, The Future Schools Trust will consult those listed at paragraphs 33-34 below.

Other than twins, triplets etc [see below] students will not be admitted above the Published Admission Number unless exceptional circumstances apply and such circumstances shall be reported to the Secretary of State.

### **Process of application**

4. Applications for places at Tiger Primary School will be made in accordance with Kent County Council's (KCC) admission arrangements and will be made on the Common Application Form (RCAF) for Reception/Foundation for Sept 2017, provided and administered by the Kent local authority.

- a) The Future Schools Trust will make arrangements in line with the KCC timetable for applications each year.

### **Consideration of applications for entry into Reception / Foundation**

#### **Procedures when Tiger Primary School is oversubscribed in Reception/ Foundation**

5. Students with a statement of special educational need (SEN) or Education Health Care Plan (EHCP) will be admitted where Tiger Primary School is named in the statement. They will be counted against the agreed admission number.

6. If Tiger Primary School is oversubscribed, places will be ranked using each of the following in priority order, with applications submitted by the published deadline taking initial priority. Late applications will be allocated in the same order.

- a) Children in Local Authority Care – 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)
- b) Children of staff employed by Future Schools Trust and working at Tiger Primary School as their primary place of work where:
  - i) The member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made.
  - ii) The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
- a) Current family association with Tiger Primary School (a current family association means that the child who wants a place will have a brother or sister (sibling) attending the same school when they start there and they live at the same address. Brothers and sisters means children who live as brother and sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers or sisters.
- b) Nearness of children's homes to school - 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.

7.1 If the last pupil to be offered a place within Tiger Primary School's published admission number (PAN) is a multiple birth, any further sibling will be admitted, if the parents so wish, even though this may raise the intake number above the school's PAN. The PAN will remain unchanged so that no other pupil will be admitted until a place becomes available within the PAN.

7.2 **Tie – breaking criteria:** Nearness of children's homes to school will be the tie breaking criteria. In the unlikely event that two (or more) applications come from a family living the exact same distance from the school then the place will be offered by random selection by an independent person.

8. These criteria apply to entry to the Foundation Year and for any admission at any other time up to Y6.

### **Operation of waiting lists for admission to the Foundation Year**

9. Where in any year Tiger Primary School receives more applications than there are places available, Kent Council will operate a waiting list for all applicants who apply before 15 May 2017. After the Kent County Council reallocation, remaining waiting lists will be forwarded to Tiger Primary School. Children will be ranked on the waiting list according to the oversubscription criteria within this policy.

10. If spaces become vacant and the school receives a request for a place, we will follow

KCC procedures and give the parent the In-Year Casual Admission Form (IYCAF). The school will process them and notify Kent County Council, no later than 5 days from receipt.

### **Arrangements for the Independent Appeal Panel**

11. Parents or guardians will have the right of appeal to an Independent Appeal Panel if they are dissatisfied with an admission decision. The Appeal Panel will be independent of Tiger Primary School. The arrangements for appeals will be in line with the Code of Practice on School Admission Appeals published by the Department for Education and Skills as it applies to Foundation and Voluntary Aided schools. The determination of the Appeal Panel will be made in accordance with the Code of Practice on School Admission Appeals and is binding on all parties [DfES Admissions CoP 2007]. The Future Schools Trust will prepare guidance for parents or guardians about how the appeals process will work and provide a named contact who can answer any enquiries about the process.

### **Start date**

12. There is a legal requirement that all children begin full time education by the beginning of the term following their fifth birthday. Once a place has been allocated, parents/carers can defer the date their child is admitted to school until later in the school year but not beyond the point at which they reach compulsory school age or, for children born between 1 April and 31 August not beyond the beginning of the final term of the school year for which the offer was made. Deferred entry is arranged with the school direct. Deferred admissions will take place at the start of the January or April term as appropriate. If the child does not start at the agreed date, the place may be revoked and may be reallocated to someone else. The parents/carers can also request that the child commences school on a part-time basis until they are of statutory school age.

### **Admission out of the normal age group**

13. Places will normally be offered in the Year Group according to the child's date of birth but a parent may submit an application for a Year Group other than the child's chronological Year Group. We will make a decision 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'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. Parents must not assume that the decision of one school will transfer with the child to a different school as the decision rests with the individual admission authority. Where a place is refused in a different Year Group but a place is offered in the school, there will be no right of appeal.

## **ANNUAL PROCEDURES FOR DETERMINING ADMISSION ARRANGEMENTS**

### **Consultation**

12. The Future Schools Trust shall consult each year on its proposed admission arrangements for Tiger Primary School.

13. The Future Schools Trust will consult by 1 March each year:

- a) Kent local authority;
- b) any other admission authorities for primary and secondary schools located within the relevant area for consultation set by the local authority;
- c) any other governing body for primary and secondary schools (as far as not falling within paragraph (b) located within the relevant area for consultation.
- e) DFE

### **Determination and publication of admission arrangements**

14. Following consultation, the Future Schools Trust will consider comments made by those consulted. The Future Schools Trust will then determine its admission arrangements for The Tiger School by 15 April of the relevant year and notify those consulted what has been determined.

### **Publication of admission arrangements**

15. Future Schools Trust will publish its admission arrangements for Tiger Primary School each year once these have been determined, by:

- a) copies being sent to primary and secondary schools in Kent.
- b) copies being sent to the offices of Kent CC;
- c) copies being made available without charge on request from the Future Schools Trust;
- d) copies being sent to public libraries in Kent for the purposes of being made available at such libraries for reference by parents and other persons.

16. The published arrangements will set out:

- a) the name and address of Tiger Primary School and contact details;
- b) a summary of the admissions policy, including oversubscription criteria;
- c) a statement of any religious affiliation [none];
- d) the numbers of places and applications for those places in the previous year;
- e) arrangements for hearing appeals.

### **Representations about admission arrangements**

17. Where any of those bodies that were consulted, or that should have been consulted, make representations to the Future Schools Trust about its admission arrangements for Tiger Primary School, the Future Schools Trust will consider such representations before determining the admission arrangements. Where the Future Schools Trust has determined their admission arrangements and notified all those representations bodies they have consulted and any of those bodies object to the Academy's admission arrangements they can make representation to the Secretary of State. The Secretary of State will consider the representation and in so doing will consult the Future Schools Trust. Where he judges it appropriate, the Secretary of State may direct The Future Schools Trust to amend its admission arrangements for Tiger Primary School.

18. Those consulted have the right to ask the Future Schools Trust to increase their proposed Published Admissions Number for Tiger Primary School for any year. Where such a request is made, but agreement cannot be reached locally, they may ask the Secretary of State to direct the Future Schools Trust to increase the proposed Published Admissions Number. The Secretary of State will consult the Future Schools Trust and will then determine the Published Admission Number.

19. In addition to the provisions above, the Secretary of State may direct changes to Tiger Primary School's proposed admission arrangements and, in addition to the provisions above, the Secretary of State may direct changes to the proposed Published Admissions Number.

### **Proposed changes to admission arrangements by the Future Schools Trust academies after arrangements have been published**

20. Once the admission arrangements have been determined for a particular year and published, The Future Schools Trust will propose changes only if there is a major change of circumstances. In such cases, the Future Schools Trust must notify those consulted under paragraphs 16 above of the proposed variation and must then apply to the Secretary of State setting out:

- a) the proposed changes;
- b) reasons for wishing to make such changes;
- c) any comments or objections from those entitled to object.

### **Need to secure Secretary of State's approval for changes to admission arrangements**

21. The Secretary of State will consider applications from Future Schools Trust to change their admission arrangements for Tiger Primary School only when Future Schools Trust have notified and consulted the proposed changes as outlined at 23 above.

22. Where the Future Schools Trust has consulted on proposed changes the Future Schools Trust must secure the agreement of the Secretary of State before any such changes can be implemented. The Future Schools Trust must seek the Secretary of State's approval in writing, setting out the reasons for the proposed changes and passing to him any comments or objections from other admission authorities/other persons.

23. The Secretary of State can approve, modify or reject proposals from the Future Schools Trust to change its admission arrangements for The Tiger School

24. Records of applications and admissions shall be kept by The Future Schools Trust for a minimum period of ten years and shall be open for inspection by the Secretary of State.