



## *Realising Ambition*

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# **Cygnus Academy Trust Admissions Policy**

### **Introduction**

Cygnus Academies Trust applies the regulations on admissions fairly and equally to all those who wish to attend any of the schools within the Trust. This policy complies with legislation set out in the Schools Standard and Framework Act 1998 and follows the statutory guidance outlined in the School Admissions Code and the School Admission Appeals Code.

### **Aims and objectives**

Our schools are inclusive and welcome children from all backgrounds and abilities. All applications will be treated on merit and in a sensitive manner. The only restriction we place on entry is that of number. If the number of children applying for entry exceeds the places available, we enforce the over-subscription procedure set out below in order to determine whether a child is accepted or not. It is our wish to allow parents the right to have a place at the school of their choice. However, this is not always possible, due to the excess demand on the school places available.

### **How parents can apply for their child to be admitted to a Cygnus Academies Trust school**

Cygnus Academies Trust is the 'Admissions Authority' for its schools and has created an admissions policy which is compliant with national admissions legislation and works in cooperation with the local authority's admissions scheme. The local authority publishes a composite admissions prospectus each year, which gives information about how parents can apply for a place in the school of their choice. Parents have a right to express a preference for the school of their choice and they should do so on the application form. Expressing a preference does not, in itself, guarantee a place at this school.

Application forms for Reception places can be obtained from the local authority online portal and should be completed by the date stipulated. Applications for the admission of other children and late applications to Reception will need to be made using the 'In Year Casual Application Form' which is available on the school website. The parents will be notified about the school place as soon as the application has been considered.

### **The Published Admissions Number (PAN)**

The PAN is the number of children that each school can accommodate. The PAN for our schools are:

- Dartford Bridge Community Primary School - 60
- Greenlands Primary School - 30
- Manor Community Primary School – 90
- Royal Rise Primary School – 30
- The Brent Primary School - 90
- Westgate Primary School – 30

Cygnus Academies Trust keeps these numbers under review and will apply to change the numbers if circumstances require it.

**Over-subscription criteria (Please see Appendix A for Dartford Bridge Community Primary School over-subscription criteria)**

Before the application of over-subscription criteria, children with a Statement of Special Educational Need (SEN) or Education, Health and Care Plan (EHCP) which names the school will be admitted. As a result of this the published admissions number will be reduced accordingly.

Our over-subscription criteria are set out below and each criterion will be ranked in distance order:

- **Children in Local Authority Care or Previously in Local Authority Care** - a 'looked after child' or a child who was previously looked after, including those child 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. 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 arrangement order or special guardianship order).
- **Current Family Association** - a brother or sister in the same school at the time of entry where the family continue to live at the same address as when the sibling was admitted or, if they have moved, live within 2 miles of the school, or have moved to a property that is nearer to the school than the previous property as defined by the 'Nearness' criterion (below). In this context brother or sister means children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters, foster brothers or sisters.
- **Health, Social and Special Access Reasons** - 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 a particular 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 the 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 the school.
- **A child of staff at the school** – where:
  - a) 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, and / or
  - b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
- **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 the National Land and Property Gazetteer (NLPG) address point. Distances are measured from a point defined as within the child's home to a point defined as within the school as specified by NLPG. The same address point on the school site is used for everybody. When we apply the distance criterion for the school, these straight line measurements are used to determine how close each applicant's address is to the school.

***Please Note:***

A child's permanent 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 parent, 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 weekdays.

### **Tie Breaker**

In a tie breaker situation, the nearness of an applicant's home to school will be the decider. If in the event more than one applicant has the same distance from home to school (as measured by the local authority), then a random selection will be applied.

### **Deferred entry for Reception places**

Parents offered a place in Reception for their child have a right to defer the date their child takes up the place, or to take the place up part-time, until the child reaches compulsory school age. Children reach compulsory school age on 31 August, 31 December or 31 March – whichever of those three dates follows (or falls on) the child's 5th birthday. Places cannot be deferred beyond the beginning of the summer term (April) of the school year for which the offer was made.

### **Admission of children outside their normal age group**

Parents may request that their child is admitted outside their normal age group. To do so, they should include a written request with their application, setting out the year group in which they wish their child to be allocated a place and the reasons for their request. When such a request is made, the Head will make a decision on the basis of the circumstances of the case, based on their professional judgement of what is in the best interest of the child, taking account of the evidence and rationale provided by the parents.

### **Waiting Lists**

Where the school receives more applications for places than there are places available, a waiting list will be maintained by the school and it will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application. The waiting list is kept in oversubscription criteria order (not by date in which the child's name was added) and will be reordered in accordance with the oversubscription criteria whenever anyone is added or leaves the list.

### **Admission appeals**

If Cygnus Academies Trust does not offer a child a place at one of its schools, it is because to do so would prejudice the education of other children by allowing the numbers of children in the school to increase too much. If parents wish to appeal a decision to refuse entry they can do so through the Local Authority appeals process which is run in accordance with the statutory processes and timescales set out in the School Admissions Appeals Code. If the appeals panel decides that we should admit a child to our school, then we will accept this and continue to do all we can to provide the best education for all the children at our school.

### **Review**

This policy will be reviewed and approved annually by the Trustee Board in the light of any changed circumstances in our schools or their local areas.

## Appendix A Dartford Bridge Community Primary School over-subscription Criteria

Due to the unique geographical location of 'The Bridge' housing estate in Dartford, the over-subscription criteria outlined below have been agreed by Trustees for those applying for a place at Dartford Bridge Community Primary School.

Before the application of over-subscription criteria, children with a Statement of Special Educational Need (SSEN) or Education, Health and Care Plan (EHCP) which names the school will be admitted. As a result of this the published admissions number will be reduced accordingly.

Our over-subscription criteria are set out below and each criterion will be ranked in distance order:

- **Children in Local Authority Care or Previously in Local Authority Care** - a 'looked after child' or a child who was previously looked after, including those child 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. 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 arrangement order or special guardianship order).
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- **A child of staff at the school** – where:
  - c) 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, and / or
  - d) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
- **Permanent residents of 'The Bridge' community, by distance** – details of how distance is measured is explained in the 'Nearness of children's homes to schools' criteria below
- **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 the National Land and Property Gazetteer (NLPG) address point. Distances are measured from a point defined as within the child's home to a point defined as within the school as specified by NLPG. The same address point on the school site is used for everybody. When we apply the distance criterion for the school, these straight line measurements are used to determine how close each applicant's address is to the school.

### ***Please Note:***

A child's permanent 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 parent, 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 weekdays.