

# Cliftonville Primary School



## OUR MISSION

As an outstanding school we will inspire children to achieve more than they ever believed possible

## OUR VISION

That every member of our school community is challenged and supported to be the very best they can be  
That through our high-quality learning experiences & curriculum we will improve the life-chances of our children

That we educate the whole child so they can thrive in a changing world

## ADMISSIONS POLICY FOR 2018 – 2019

From 1<sup>st</sup> December 2013, Cliftonville Primary School became an academy with the Coastal Academies Trust. Academies are their own admissions authority (rather than the Local Authority having this duty). Academies must meet all of the mandatory provisions of the School Admissions Code. As an academy, we are committed to a fair and transparent admissions policy. This includes appeals, which are carried out on our behalf by the Local Authority.

Cliftonville Primary School has a nursery unit for 52 pupils, 26 part-time places in the mornings and 26 part-time places in the afternoon.

Cliftonville Primary School has an admission number of 120 in reception.

**The school was been asked by the Local Authority to take an additional form of entry, 30 more reception pupils, from September 2015. The admission number has accordingly risen to 120 from 90. The admission number will be 120 for Year R, Year 1, Year 2 and Year 3 and remain unchanged at 90 for all other year groups in 2018 – 2019.**

Cliftonville Primary School will accordingly provide for the admission of this number of pupils each year. Where fewer than the published admission number for the relevant year groups are received, Cliftonville Primary School will offer places at the school to all those who have applied.

It is after the admission of children with a statement of special educational need (to be known as an Education, Health, Care plan) which names the school have been admitted, that the criteria for oversubscription will be applied.

### **Pre-School Phase admissions**

When the Pre-School is oversubscribed, priority for admission will be given to those living closest to the school as defined in criterion 4 of the primary phase admissions criteria below.

Parents obtaining a place in the Pre-School should be aware that there is no automatic transfer to reception and they should apply for a place in the normal way if they want their child to enter reception. Parents must complete a common application form, and name the school as one of their preferences if they would like their child to be considered for admission to the school's reception class.

## Primary Phase admissions

After the admission of pupils with Statements of Special Educational Needs (to be known as an Education, Health, Care plan) where the school is named in the Statement (to be known as an Education, Health, Care plan) (admitted under different regulations) pupils will be admitted according to the following oversubscription criteria.

### Oversubscription criteria

When Cliftonville Primary School is oversubscribed, priority for admission will be given to those children in priority order below:

- (1) Looked after children and previously looked after children (A 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school. Previously looked after children are children who were looked after, but ceased to be so because they were adopted<sup>1</sup> (or became subject to a residence order<sup>2</sup> or special guardianship order<sup>3</sup>)
  
- (2) Children who Cliftonville Primary School accepts have an exceptional medical or social need for a place at the school.

Applications will only be considered under this category if they are supported by a written statement from a doctor, social worker or other relevant independent professional. The information must confirm the exceptional medical or social need and demonstrate how the specified school is the only school that can meet the defined needs of the child.

- (3) Children with a brother or sister already attending the school and who will still be attending on the date of admission.

This category includes foster brothers and sisters, half brothers and sisters or stepbrothers and sisters. Parents should note that in all these cases, the brother or sister must be living at the same address as the child for whom the application is being made.

- (4) Distance: children living closest to the school.

This means children living closest to the school measured in a straight line from the centre of the child's home, to the main entrance of the school (that is the front door at the reception to the school office), using the Local Authority's computerised measuring system. For shared properties, e.g. flats, the centre will be taken from the centre of the building. The tie break for two or more applications that live exactly the same distance from the school will be random allocation using a computerised system managed by the Local Authority.

### Tie-breaker

Distance will be used as a tiebreaker in categories 1. to 3. above if there are more applicants qualifying under any of those criteria than places available. Random allocation will be used as a tiebreaker if children have the same distance and priority cannot otherwise be determined. Random allocation will be used as a tiebreaker where there are two or more applicants who have equal ranking/are equal distance from the school, but there is only one school place available random allocation is used. This will be managed by the Local Authority.

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## **Children of multiple birth**

For Year R we will admit the **121st** child's twin, triplet etc if they all apply at the same time. This is because the School Admissions Code allows us to admit such siblings as exceptions to the infant class size limit and operate with classes of over 30.

## **Waiting lists**

Cliftonville Primary School will operate a waiting list for each year group. We will hold a waiting list for reception class places in our school for the first seasonal term: Autumn (to Christmas). After this, parents may write to the school to ask for their child's name to be kept on our waiting list.

Waiting lists for all year groups are maintained for one seasonal term: Autumn (to Christmas), Spring (to Easter), Summer (to end of the academic year in July) and applicants are required to reapply in writing each term.

Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

## **Appeals**

Parents whose application for a place at this school is unsuccessful may appeal to an independent appeal panel, under the provisions of the School Standards and Framework Act, 1998. Appeals must be made in writing to the Local Authority who manage appeals on behalf of Cliftonville Primary School. This supports our commitment to an open, transparent and fair process for admissions to the school.

Parents/carers have the right to make oral representations to the appeal panel.

## **In year admissions**

If you wish to apply for a place at the school outside the normal admissions round, you should obtain and submit an application form to the school, with any supporting evidence required. If there is a waiting list and/or more in-year applicants than places available at that time, the process of prioritising applications will be as described above.

After a place has been offered, Cliftonville Primary School reserves the right to withdraw the place in the following circumstances:

1. When a parent has failed to respond to an offer within a reasonable time.
2. When a parent has failed to notify the school of important changes to the application information.
3. The admission authority offered the place on the basis of a fraudulent or intentionally misleading application from a parent.

<sup>1</sup> Under the terms of the Adoption and Children Act 2002. See Section 46 (adoption orders).

<sup>2</sup> Under the terms of the Children Act 1989. See Section 8 which defines a 'residence order' as an order settling the arrangements to be made as to the person with whom the child is to live.

<sup>3</sup> See Section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

## **Reviewed:**

**Arrangements for admissions and appeals will be determined by the Governing Body and reviewed annually.**