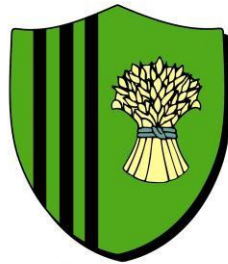


BOURNE WESTFIELD

PRIMARY ACADEMY



ADMISSIONS POLICY
2018-19

Bourne Westfield Primary Academy

Admissions Policy

1. Introduction

1.1 The purpose of this policy is to outline the policies and procedures used to determine the admission of pupils to this academy. Some of these procedures are locally determined; others are informed or enforced by statute or the policy of the Local Authority. The Governing Body is the admissions authority for the school. Any parent can request that their child's date of admission is deferred or request a part-time place, please contact the Headteacher if you want more details.

1.2 Arrangements for applications for places in reception will be made in accordance with Lincolnshire County Council's co-ordinated admission arrangements, parents resident in Lincolnshire can apply online at www.lincolnshire.gov.uk/schooladmissions, they can also apply by telephone, or ask for a hard copy application form, by telephoning 01522 782030. Parents resident in other areas must apply through their home local authority. Bourne Westfield Primary Academy will use the Lincolnshire County Council's timetable published online for these applications and the relevant Local Authority will make the offer of places on their behalf as required by the School Admissions Code.

2. Key Issues

2.1 Parents can request that the date their child is admitted to school is deferred until later in the academic year or until the term in which the child reaches compulsory school age.

2.2 Bourne Westfield Primary Academy provides for the admission of all children in the September following their fourth birthday. Where we have offered a child a place at our school:

- That child is entitled to a full-time place in the September following their fourth birthday.
- The child's 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, whichever is the sooner;
- Where the 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.

Parents interested in deferring admission or arranging part-time attendance must contact the school to discuss this.

2.3 Parents can request that their child takes up the place part-time until the child reaches compulsory school age.

2.4 The absolute limit of numbers to initially be granted places within the academy is determined by the academy and that figure is published annually. For the 2018-19

academic year, that figure has been set at 90 places. The academy will not exceed that figure in its new Reception intake each year except where the 90th child is a twin or other sibling from a multiple birth and in that situation all children will be admitted. Classes will be organised in such a way that no Reception class or infant class exceeds 30 pupils apart from when a child is admitted as an 'excepted' pupil as in the case mentioned above.

2.5 In accordance with the 1996 Education Act, the allocation of school places for children with a Statement of special educational needs or an Educational Health and Care Plan will take place first. In accordance with legislation the allocation of places for children with the following will take place first: Statement of Special Educational Needs (Education Act 1996) or Education, Health and Care Plan (Children and Families Act 2014). Remaining places will be allocated in accordance with this policy.

2.6 In order to meet the government's military covenant aimed at helping service personnel, and Crown Servants returning from abroad we have adopted the following arrangements.

2.7 For late co-ordinated applications and midyear applications we will aim to remove any disadvantage to UK service personnel (UK Armed Forces) by applying the school's oversubscription criteria to their address. We will check to see if the address is within the distance of the last child admitted in the last admission round that was oversubscribed on offer day. If the address is within the distance the governors will be asked to consider admitting providing all children in public care and siblings have already been admitted and there is no child with higher priority under the oversubscription criteria on the reserve list. This will be irrespective of the fact that the school has had appeals or appeals are scheduled. It may be that the governors still cannot admit because of organisational or curriculum difficulties within the school.

2.8 We will need the notice of posting or official government letter and posting address before we can consider an application under these arrangements.

2.9 If there are more applications for admission than there are places then the academy's admission criteria will be brought into operation and followed rigorously. These criteria are published annually by the academy and are made available to parents. If a parent appeals against the decision of the governing body, then an independent appeal tribunal will be set up and the appeal heard by that tribunal.

2.10 Lincolnshire County Council operates a central admission clearing house in respect of initial entry to school in the Reception year. If there are insufficient places available then the procedure as outlined in paragraph 2.5 will be followed. Details of the application process may be obtained from the academy. There is a procedure for submission of applications and offering of places which follows a county wide policy and timetable. Details of that policy and timetable are given to all applicants.

2.11 Once firm places have been offered parents will be informed of the induction arrangements for new Reception pupils. This will take the form of a number of visits during the summer term where pupils will have an opportunity to spend time in the academy and parents will have an opportunity to discuss their child's education with the academy staff. The headteacher will use this opportunity to explain the philosophy of the academy and the key role parents play in the education of their children. Basic information about uniform and assimilation into school life will be also

be given at this time. The importance of a partnership between parents and the academy will be stressed.

2.12 A similar centralised system is also operated by the Local Authority for admissions into other year groups as and when they are sought. If the Local Authority is unable to offer a place at the academy parents may put their child's details onto a mid-year reserve list which is maintained by the academy. The child's details will remain on this list for a period of 12 months at which point the parents will be contacted to ascertain whether they wish to remain on the list beyond that point.

3 Bourne Westfield Primary Academy Admission Criteria

3.1 For entry into Reception in September, places will be allocated to parents who return an application, before any parent who has not returned one. The over-subscription criteria are listed in order. Words marked with a number, for example 1, 2, 3, and 4 are explained separately in the definition and notes section.

3.2 Oversubscription criteria

- A. The child is in the care of the local authority or has previously been in the care of the local authority and has been adopted or become subject to a residence order or special guardianship order. (1)
- B. There is a brother or sister (2) on roll at the academy at the time of application
- C. Children of staff members employed at the school (3).
- D. The academy is the nearest one to the home address, as defined in note (4).
- E. The driving distance from the home to the academy. Priority will be given to the child living nearest the academy as calculated by Lincolnshire County Council school admissions team (5).

3.3 Definitions and notes:

(1) A child in the care of the local authority is provided with accommodation by them in accordance with section 22 of the Children's Act 1989, at the time of application. This includes any child that has previously been in care and who is now adopted or who is subject to a residence order or special guardianship order. Looked after children and all previously looked after children. 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 arrangements order or special guardianship order). 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. This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see section 46 adoption orders).

Child arrangements orders are defined in Section 8 of the Children Act 1989, as amended by Section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order.

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

(2) Brother or sister.

- A full brother or sister, whether or not resident in the same household.
- Another child normally living for the majority of term time in the same household, where an adult in the household has parental responsibility as defined by the Children Act 1989. Or, any child in the household where an adult in the household is defined as a parent for the purposes of Section 576 of the Education Act 1996.

Twins and other siblings from a multiple birth

In these cases all the children will be considered together as one application. If one or more can be admitted within the published admission number the school will be allowed to go above its admission number as necessary to admit all the children, unless this would make the class too large. The government's school admissions code makes an exception to the infant class limit in this situation.

Brothers and sisters in the same year group

Where there is only one place available in the school the children will be considered together as one application. The school will be allowed to go above its admission number as necessary to admit all the children except in cases where infant class regulations prevent this from happening. If this happens we can only legally offer one place because the government's school admissions code makes no exception to the infant class size limit for siblings in the same year group.

(3) For children of permanent employees whose place of work is Bourne Westfield at the time of admission. Where 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 the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

(4) The nearest school is found by measuring the distance from your home address to all school's admitting children in the relevant year group by driving distance along public highways. Distance is measured electronically along public highways using the post office address point of the home to the post office address point of the school.

By home we mean the address where the child lives for the majority of term time with a parent as defined in section 576 of the Education Act 1996 who has parental responsibility for the child as defined in the Children Act 1989.

Where a child lives normally during the school week with more than one parent at different addresses, the home address for the purposes of school admissions will be the one where the child spends the majority of term time. If a parent can show that their child spends an equal amount of time at both addresses during school term time, they can choose which address to use on

the application.

If a parent has more than one home, we will take as the home address the address where the parent and child normally live for the majority of the school term time.

(5) The nearest address is found by measuring the distance from your home address to the academy by driving distance along public highways. The distance is measured electronically, along public highways, using the post office address point of the home to the post office address point of the academy, measured to three decimal places.

(6) If any of the oversubscription criteria have too many applicants then the tie-break will be by distance using the method in note 4. If the distance is not sufficient to distinguish between two applicants for the last remaining place then a lottery will be drawn by a person independent to the school and not working in the Local Authority of Children's Service's Directorate.

4 Fraudulent or misleading applications

4.1 As an admission authority we have the right to investigate any concerns we may have about your application and to withdraw the offer of a place if we consider there is evidence that you have made a fraudulent claim or provided misleading information, for example a false address was given which denied a place to a child with a stronger claim. We reserve the right to check any address and other information provided so we can apply the over-subscription criteria accurately and fairly.

5 Right of appeal

5.1 Parents who are not offered a place for their child have a right to appeal to an Independent Appeal Panel. Further information about this process will be provided by the academy.

6 Fair Access Protocol

6.1 Fair Access

Local Authorities are required to have Fair Access Protocols in order to make sure that unplaced children who live in the home local authority, especially the most vulnerable, are offered a place at a suitable school as quickly as possible. This includes admitting children above the published admissions number to schools that are already full.

This policy was reviewed and approved by the Full Governing Body on tbc.