

# Welton St. Mary's Church of England Primary Academy



*Together we care, learn and thrive*

## Admissions Policy for 2019

Approved October 2017

Review Annually

## Welton St Mary's CE Primary Academy

### Starting School in Foundation Stage - 2019

As an Academy, the Governing Body is an admission authority in its own right. All decisions about admissions, including this policy, are determined by the Governing Body. All allocations of places are determined by a Committee of the Governing Body with delegated powers.

This admissions policy has been formulated using the Schools Admissions Code of Practice. In accordance with the 1996 Code of Practice for Special Educational needs, the allocation of school places with a statement of special educational needs will take place before school allocates other places.

Although children are not of statutory school age until the beginning of the term following their fifth birthday. Welton St Mary's CE Primary Academy has one intake each year, in September. Children start school the September following their fourth birthday.

The total number of Key Stage 1 pupils, including Foundation Stage, will not exceed 180. Attendance in Foundation Stage is full time but there is a 'settling routine' for the first week.

In the event of over-subscription places will be allocated in accordance with this policy and the following criteria will be applied in the order shown below:

1. The child is in the care of the local authority or was previously in care as defined by the schools admission code. (1)
2. There is a brother or sister (2) at the school who will still be attending when the child is due to start.
3. Priority will be given to children of staff members (3).
4. Children who live in the Parish of Welton (4)
5. The distance from the home to the school, priority will be given to the child living closest the school, (5).

The oversubscription criteria are listed in order. Words marked with a number, for example 1, 2, 3, 4, 5 are explained separately in the definition and notes section.

The local authority are responsible on behalf of schools for coordinating applications and informing parents and schools of the outcome of the application process.

### Admission Arrangements

In the summer term, prior to children starting school the following arrangements apply;

- A meeting for all parents to discuss school arrangements and answer any queries;
- Activity sessions for children so that they can experience learning in their new classroom, and new children are invited, with their parents to school events.
- visits to preschools by Early Years Leader and Headteacher

### Introductory visits for mid-year admissions

As part of our induction process, parents are encouraged to visit the school with their children prior to them starting. An appointment at a convenient time of day will be made to enable parents and children to see our school at work. Any issues arising from the visit will be discussed in the

Headteacher's office. Any parents visiting should be mindful that the school is a place for learning and that visits will be short and focussed. Children are also invited to spend time in their new class prior to starting.

### **Admissions Policy for all children joining Welton St Mary's CE Primary Academy**

The school's Planned Admission Number (PAN) is 60 and in accordance with current Government legislation, pupil numbers in Key Stage 1 classes will not exceed 30 pupils.

#### **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 or who were in care or who now has been adopted or become subject to a residence order or special guardianship order

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.

**In the case of twins or multiple births** and where there is only one place available in school, 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 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 size 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 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. The government's school admissions code makes an exception to the infant class size limit in this situation.

3. **Children of staff at the school**

The academy gives priority to children of staff for either of the following circumstances:

- a) 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
- b) The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

4. **Parish of Welton** (see map)

5. **The distance from home to school** is found by measuring the straight line distance from home to school using geo-codes of the home and school.

By home we mean

- The address where the child lives for the majority of the school term time with a parent who has parental responsibility as defined in the Children Act 1989.
- Where an adult in the household is defined as a parent for the purposes of Section 576 of the Education Act 1996.

This could include a person who is not a parent but who has responsibility for her or him. It could include a child's guardians but will not usually include other relatives such as grandparents, aunts, uncles etc. unless they have all the rights, duties, powers and responsibilities and authority, which by law a parent of a child has in relation to the child.

If you have more than one home, we will take as the home address the address where you and your child normally live for the majority of the school term time

### **Reserve list**

For admission into reception the governors will keep a waiting list which we call a reserve list. If you do not get a place at your first preference school your child is automatically put on the reserve list for any schools above the one you were offered. This list is in the order of the oversubscription criteria. Names can move down the list if someone moves into the area and is higher placed on the oversubscription criteria. Schools will keep the reserve list until the end of the autumn term and possibly longer, you should contact the school for information about the reserve list.

Schools are not required to keep any lists for any other year groups however Welton St Mary's does.

If there are no places then you will be told of the independent appeal system. If parents choose not to go to appeal or are unsuccessful at appeal, the school offers the opportunity to place the child's name on a reserve list. In the event of more than one child being on the reserve list when a place becomes available the over subscription criteria will be used to determine which child is offered a place.

### **Appeals**

The procedures for appeals relating to admissions will be in accordance with all relevant legislation. They are independent and organised by the County Council Legal Services Section and entirely separate from the admission system. The decision of the appeal panel is binding on all parties.

You should send your appeal to the school by the end of March and your papers will be passed onto the Legal Services Section

### **Fraudulent or misleading applications**

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 oversubscription criteria accurately and fairly.

### **Fair Access**

The government has asked that all local authorities must have a Fair Access agreement that allows hard to place children, for example those that have been permanently excluded, to be

given a place before any oversubscription criteria are applied and before anyone is considered from the reserve list. Full details of the Fair Access Protocol can be found on the Lincolnshire Website.

### **For Mid-year Admissions**

The governors will accept admissions into other year groups if there are places. In all year groups other than reception there will be a limit of six school weeks to hold a place after acceptance which is applied from the offer date. In line with LA policy, we do not offer a place until there is a binding legal commitment to an address in the area (this means exchange of contracts or signature of a tenancy agreement).

### **UK Armed Forces**

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. For late coordinated applications and mid-year applications we will aim to remove the disadvantage to UK service personnel (UK Armed Forces) by applying the schools oversubscription criteria to their intended 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 (if any) on offer day. If the address is within the distance governors will be asked to consider admitting providing all children in public care and siblings have already been admitted. 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 school. If this is the case, the Local Authority will approach the second and third preferences stated.

We will need the notice of posting or official government letter and posting address before we can consider an application under these arrangements. Subject to the above we allocate a school as soon as possible by applying the policies and practices set out in this policy.

### **Supporting Documents**

For further information regarding applications and admissions please refer to [www.lincolnshire.gov.uk/schooladmissions](http://www.lincolnshire.gov.uk/schooladmissions)

### **Review**

This policy will be reviewed in line with the Local Authority's policy.

**This policy was approved by Governors on 12 October 2017**