

## **Admissions Policy**

### **1 Introduction**

The governing body of Tatham Fells CE (VC) Primary School applies the regulations on admissions fairly and equally to all those who wish to attend this school. The School Standards and Framework Act 1998 introduced a new framework for school admissions as of September 2000. This policy conforms to the regulations that are set out in that Act and also further explained in the statutory School Admissions Code of Practice and the statutory Appeals Code of Practice.

### **2 Aims and objectives**

We are an inclusive school that welcomes children from all backgrounds and abilities.

All applications will be treated on merit and in a sensitive manner.

The level of ability of a child or any special needs that s/he may have plays no part in the admissions policy of this school.

### **3 How parents can apply for their child to be admitted to our school**

Our school is a Voluntary Controlled Primary School; the school determines the admission arrangements in agreement with the LEA. The LEA is therefore the 'Admissions Authority' for our school. The regulations for entry to each school, where the Admissions Authority is the LEA, are published each year by the LEA. Parents can receive a copy of these regulations directly from the LEA or from school.

The LA publishes a composite admissions prospectus each year, which gives information about how parents can apply for a place in the school of their choice. Application forms can be obtained from the Education Department of the LA and should be completed by the date stipulated on the forms.

### **4 The standard number**

The standard number is the number of children the school can accommodate in each year group. The standard number for our school is **8**. We keep this number under review and the governors will apply to change the number if circumstances allow.

### **5 Infant class size**

We teach Foundation Stage and KS1 pupils (aged three to seven) in one class that has a maximum number of 30 children.

## **Nursery Admissions Policy**

Children may be admitted to the nursery the term after their third birthday. There will be 3 intakes a year in September, January and April.

The steps below explain how to apply for a nursery place in our school

1. You may place your child's name on the record of interest list for our school.
2. Information regarding our nursery and contact points is available in school.
3. Ask school for an application form which you can either complete whilst at our school or take home to complete and return to school by the closing date indicated on the form
4. When completing the application form you should provide as much information as you can to support your application. If your circumstances change, please notify the school immediately.
5. The School's Admission Committee will meet each term. When a school or class receives more applications than it has places available, then the Admissions Committee will apply its oversubscription criteria.

In Community and voluntary Controlled Nursery Schools, priority is given to:

- a) Children whose Statement of Special Educational Needs names the nursery. Children in this criterion may be additionally supported by the Authority's Outreach Services.
- b) Children who have social, medical or developmental needs according to the County Council's Children in Need categories. This will include children in public care, also known as Looked After Children.
- c) Children who live nearest to the school using home to nursery school distance, following an accepted walking route.

### **Offers of places**

1. You will receive a letter from the school offering your child a place. You will be asked to return a form of acceptance of the place to the school.
2. Before accepting a place, which will be five sessions a week, you should be committed to taking your child regularly to school. If your child's attendance is unsatisfactory, the place may be withdrawn.
3. If you are not offered a place, you will be told that your child's name has been placed on a waiting list. If places subsequently become available, these will be offered according to the reserve list on that date.
4. Places are normally offered to commence at the beginning of the term after the child's 3<sup>rd</sup> birthday and we will invite you and/or your child to visit during the term prior to admission.
5. We will offer **five places** for up to **five sessions**, if all the sessions offered are not taken up then these will be offered to subsequent applicants following the criteria laid down by the Lancashire Education Authority for Voluntary Controlled Schools.

### **Reception Admissions Policy**

The proposed policy for admission to community and voluntary controlled primary schools is listed below:-

An admission number will be published showing the maximum number of pupils that the school will admit in the Autumn Term. If a school is oversubscribed, the following criteria will be applied in priority order:

When a school is oversubscribed on parental preference, then the following priorities apply in order:

1. Children in public care at the time when preferences are expressed and who are still expected to be in public care at the time of their admission to school, then
2. Children for whom the Local Authority accepts that there are exceptionally strong medical social or welfare reasons which are directly relevant to the school concerned (see note (i) below, then
3. Children with older brothers and sisters who will still be attending the school at the time of transfer,(See note (ii) below) then
4. Remaining places are allocated according to where a child lives. Those living nearest to the preferred school by a walking route recognised by the Local Authority will have priority.(see note (iv) below.

#### **Notes**

- (i) The medical, social and welfare criterion will consider issues relevant to the child and/or the family. This category may include children without a statement who have special needs. Children who have a statement for special needs which names a particular school have priority for admission and are considered under a separate admission procedure. Written evidence from an appropriate professional is usually required before the Authority considers medical, social or welfare reasons for admission. This should accompany the application form. Only exceptional reasons relating to the suitability of the preferred school are normally accepted in this category.
- (ii) Brothers and sisters includes step children, half brothers and sisters fostered and adopted children living with the same family at the same address (consideration may be given to applying this criterion to full brothers and sisters who reside at different addresses).
- (iii) If there are more children in any of the admission categories 1 to 3 than there are places remaining, then those children living nearest to the school measured by a walking route recognised by the Local Authority will have priority. If the Local Authority is unable to distinguish between applicants using the published criteria (eg twins or same block of flats) places will be offered via a random draw.
- (iv) When considering the shortest walking route, the distance is along public highways and footpaths between the nearest gate of the child's permanent address to the nearest available entrance (currently in use by pupils) of the main building of the school.

- (v) A child's permanent address is the one where he/she normally lives and sleeps and goes to school from. Proof of residence may be requested at any time throughout the admissions process.
- (vi) The Local Authority keeps a waiting list for each oversubscribed school. This is kept in priority order using the school's published admission criteria. The list is kept until 31 December and then passed to the school. Parents who wish to remain on a waiting list must contact the school direct to confirm that this is the case.
- (vii) Children will not normally be able to start school other than at the beginning of the term unless they have moved into the area or there are exceptional circumstances.
- (viii) Applications for school places which are received late will not usually be dealt with at the same time as those received by the set deadline. The reasons for a late application may be requested and where these are not considered exceptional the relevant admission criteria will be initially applied to all others received on time. The late application will be dealt with after this process.
- (ix) Where a child lives with one parent for part of the week and another for the rest of the week only one address will be accepted for a school admission application. This will normally be the one where the child wakes up for the majority of school days (Monday to Friday).

## **6 Admission appeals**

If parents wish to appeal against a decision to refuse entry, they can do so by applying to the LEA. An independent appeals panel then meets to consider all appeals by parents who have been refused a place at our school and who wish to appeal against this decision. An appeals panel's decision is binding for all parties concerned. 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.

## **7 Review**

This policy will be reviewed annually with the Admissions Authority in the light of any changed circumstances in our school or the local area.

## **Tatham Fells CE (VC) Primary School**

### **Admissions Policy**

Signed (Headteacher):

Signed (On behalf of the Governing Body):

Date: February 2019

Review date: September 2019