1. PRINCIPLES UNDERLYING THE POLICY

The Willowdown Primary Academy (The Academy) will comply with all statutory provisions, and will follow the guidance in The School Admissions Code set out under Section 84 of the Schools Standards Framework Act (SSFA) 1998 and most recently updated in the Schools Admissions (England) Regulations 2012, which come into effect as from February 2012.

It is the intention of the Academy Trust to ensure the admissions arrangements to the Academy are:

- clear, objective and do not disadvantage one pupil over another and
- provide a system where all parents feel they have the same opportunities to apply to the Academy

2. PROCEDURE FOR RECEPTION APPLICATIONS

These admission arrangements apply to all applications for admissions to Willowdown Primary Academy for reception entry in September 2016 and any in year applications from 1st September 2016.

The Willowdown Primary Academy has an agreed Published Admissions Number of 30 students for the year commencing September 2016.

The closing date for reception year applications in September 2016 is 15 January 2016. Outcomes will be sent by the Local Authority on behalf of the Academy by e-mail or second class post on the published outcome date, 16 April 2016.

Any applications received after the closing date will be recorded as late and cannot then be administered until all on time applications have been considered by which time places may no longer be available within the Published Admission Number. Any Supplementary Information Forms must be submitted by the date given on the form.

Places will be allocated strictly in accordance with the National Equal Preference with Ranking allocation method.
The Academy will follow the procedures used by the LA for its co-ordinated scheme. The Local Authority is responsible for coordinating all admissions into schools and Academies and ensures that parents and carers receive information and an application form. Further details can be obtained from the local Authority web-site www.somerset.gov.uk/admissions or by telephoning 0845 456 4038.

The Academy will not ask for any supplementary information except where such information has a direct bearing on decisions about acceptable oversubscription criteria (e.g. proof of residence).

3. PROCEDURE FOR IN YEAR APPLICATIONS

Applications for a place during the academic year must be made directly to the school office, by completing the in-year application form available from the Academy. Applications will not be processed more than six weeks or half a term in advance of the place being required. Proof of address is required to be submitted with the application. This will be either the formal ‘exchange of contracts’ letter from the solicitor for a house buy, a recent utility bill or the signing of a minimum of a six month tenancy agreement. The Governing Body reserve the right to seek further documentary evidence to support a claim of residence.

The Governors admissions committee will consider applications on a weekly basis with a 4pm deadline every Friday. Decisions in relation to admissions within PAN have been delegated to the Principal and the Business Manager. All decisions to refuse or offer a place over PAN will be taken by the Governing Body. Where possible, applicants will receive a written response within 10 school days following receipt of the application. Where a school place is offered it will be held open for 14 school days and applicants will need to confirm acceptance within this time.

4. OVERSUBSCRIPTION CRITERIA

In the event of oversubscription the governors aim to apply fair oversubscription criteria.

The school will be required to admit any child with a Statement of Special Educational Needs (SEN) or Education, Health and Care plan (EHC), if the school is named, then;

Priority will be applied in the following order:

a) children in public care including those who were looked after, but ceased to be so, because they were adopted or became subject to a residence order or special guardianship order.
b) children for whom it is essential that they be admitted to the Academy because of a significant medical or social need 4.

c) children who are eligible for the pupil premium funding2

d) siblings of pupils who will be registered pupils at the school on the first day of the term when the applicant pupil would be joining the school 3

e) children living in the catchment area

f) children of staff employed for at least two years at the school or recruited to meet a skills shortage.

g) children who live nearest to the school 5.

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1 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). Adoption is defined under the terms of the Adoption and Children Act 2002.

2 See Supplementary form on Pupil premium eligibility

3 Siblings are children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters

4 All applications under this criterion must be supported with relevant written evidence from a qualified professional source, declared in writing at the time of the application and where such submissions offer specific evidence that necessitates attendance at this particular Academy. Any evidence of a more general medical condition offered without such focus is deemed inadmissible, although the application will then be considered under other criteria. Applicants should also state clearly why the Academy is more suitable than any other school and what the difficulties would be if their child was not offered a place.

5 For the purpose of measuring home to school distance, all calculations will be measured using a straight-line measurement from the address point of the home to the address point of the school using a GIS mapping system. (Address point is a dataset that uniquely defines and locates residential, business and public postal addresses in Great Britain. It is created by matching information from Ordnance survey digital map databases with more than 27 million addresses recorded in the Royal Mail.) In the case of multi level dwellings such as flats, the staircases will be included in the distance measurement.

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**Waiting Lists**

Where an application has been refused in any year group, the child will be placed on a waiting list. This will be kept strictly in order of oversubscription criteria by the Governing Body, and the child will remain on the waiting list until the end of the term the refusal was made in. If a parent wishes for their child to remain on the waiting list they must request this in writing. It is the parent’s responsibility to make this request
to the school. Where places become available within the Admission Number they will be allocated to the highest ranked eligible child on the maintained list.

Children who are the subject of a direction by a Local Authority to admit or who are allocated to the school in accordance with the In-Year Fair Access Protocols, will take precedence over those children on a waiting list.

6. TIE BREAKER

In the event of oversubscription within any of the over-subscription criteria listed above, preference will be given to applicants who live closest to the school, as measured in a straight line by a Geographical information System (GIS) method from the address point of the school site to the address point for the pupil's home. Where two distances are equal and it is therefore not possible to differentiate between them, priority will be determined by independent drawing of lots.

7. ADMISSIONS OUTSIDE THE NORMAL AGE RANGE

The Academy will consider each application on its own merits.

8. MULTIPLE BIRTH APPLICATIONS

In the case of multiple birth applications, where it would only normally be possible to admit one child within Admission Number, a place(s) will be allocated above Admission Number at the point of allocation. This will ensure that multiple birth siblings can be allocated places at the same school (sibling definition still applies).

8. WITHDRAWAL OF OFFERS

The school will only withdraw any offers where lawful, and in compliance with the relevant paragraphs of the Code.

9. HOME ADDRESS

The home address is very important, as school places are allocated on the basis of the home address of each child. A child’s home address is considered to be where the child spends the majority of their time with parents or carers.

Documentary evidence of home ownership or suitable rental agreement may be required, together with proof of permanent residence at the property concerned. Places cannot be allocated on the basis of an intended future address, unless the
house move can be confirmed through the formal ‘exchange of contracts’ or the signing of a minimum of a six month tenancy agreement. An address change due to a move to live with family or friends will not be considered until the move has taken place and suitable proof of residency has been obtained. Proof that a move from the previous address has taken place may also be required eg proof of the house sale, a tenancy agreement showing the end date of the tenancy or a notice to quit from the landlord. The Governing Body reserve the right to seek further documentary evidence to support a claim of residence.

An address used for childcare arrangements cannot be used as a home address for the purpose of applying for a school place. Fraudulent claims relating to the home address of a particular child may lead to the withdrawal of any offer of a school place.

The Admissions Authority must be notified of any change of address during the admissions procedure.

10. CHILDREN FROM OUTSIDE THE UK

The Governing Body will consider applications for children who are citizens of the European Economic Area (EEA) if proof of the Somerset address and the expected date of arrival in the UK are provided by 15 January for primary phase applications and 31 October for secondary phase applications. The application can then be considered on this address. If proof of the Somerset address is not available by the dates above the application will be considered on the current address. Please click on this link for a list of the countries in the EEA. [http://www.dwp.gov.uk/international/social-security-agreements/list-of-countries/](http://www.dwp.gov.uk/international/social-security-agreements/list-of-countries/)

The Governing Body will also process applications for UK citizens living in any other country if proof of the Somerset address and the expected date of arrival back in the UK are provided by 15 January for primary phase applications and 31 October for secondary phase applications. The application can then be considered on this address. If proof of the Somerset address is not available by the dates above the application will be considered on the current address. The only exceptions are children of UK Service personnel and other Crown servants (including Diplomats) returning to the area.

The Governing Body will not allocate a place to any non EEA citizen moving into Somerset from outside the UK prior to their arrival in the country. The Governing Body will require copies of the passports, appropriately endorsed visas and proof of residency – see home address definition.
11. INDEPENDENT APPEALS

Parents/carers will have the right to appeal to an Independent Appeal Panel if they are dissatisfied with an admission decision of the Academy. The Appeal Panel will be independent of the Academy. The arrangements for Appeals will be in line with the Code of Practice on School Admission Appeals published by the Department for Education. The determination of the appeal panel will be made in accordance with the Code of Practice on School Admission Appeals and is binding on all parties. The Academy will prepare guidance for parents/carers about how the appeals process will work and provide parents/carers with a named contact who can answer any enquiries parents/carers may have about the process.

12. EQUAL OPPORTUNITIES

This policy should be read in conjunction with the policies on equal opportunities, race equality, SEN and the Disability Equality statement.

Special educational needs

The Academy will admit any pupil with a statement of special educational needs which names the Academy. Special educational needs children without statements will be treated as fairly as other applicants.

Children with disabilities

Children with disabilities will not be treated less fairly than other children. The Academy will provide details of adjustments in place for disabled children and the accessibility of the premises, facilities and curriculum for disabled pupils.

Pupils with challenging behaviour

The Academy will not refuse to admit a pupil on the basis of his/her behaviour, except where:

- (in accordance with the Code) a pupil has been excluded from two or more Academies; or
- where, exceptionally, to admit a child with challenging behaviour would prejudice the provision of efficient education.

Children hard to place

The Academy will co-operate with the LA’s Fair Access protocol for admitting children hard to place.
Academy uniform

The governing body aims to ensure that no family feels unable to apply for admission on account of high uniform cost;

10. ACADEMY TRANSPORT

Details on school transport can be obtained on the Local Authority web-site www.somerset.gov.uk or by telephoning 0845 345 9155.

REVIEW

In accordance with the 2012 regulations the Academy will consult on its admission arrangements every seven years, if no changes are proposed.

Signed: ____________________________  Date: _________________

Chair of the governing body