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 2014*, which come into effect as from December 2014.

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

The Academy trust has delegated responsibility for admissions arrangements to the Local Governing Body

2. **PROCEDURE FOR RECEPTION APPLICATIONS**

These admission arrangements apply to all applications for admissions to Willowdown Primary Academy for reception entry in September 2017 and any in year applications from 1st September 2017.

The Academy has an agreed **Published Admissions Number of 30** students for the 2017/18 academic year.

The closing date for reception year applications in September 2017 is 15 January 2017. Outcomes will be sent by the home Local Authority on behalf of the Academy by e-mail or second class post on the published outcome date, 16 April 2017 (or next working day).

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 0300 123 2224.

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 Local Governing Body reserve the right to seek further documentary evidence to support a claim of residence.

The Local Governing Body 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 Local 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 Local Governing Body 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/child arrangement order or special guardianship order.¹
b) children for whom it is essential that they be admitted to the Academy because of a significant medical or social need⁴
c) 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 school³
d) children living in the catchment area
e) children currently registered at a Collaborative Academies Trust academy
f) children who are eligible for the pupil premium funding²
g) children of staff employed for at least two years at the school or recruited to meet a skills shortage.
h) children who live nearest to the school⁵.

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.)

5. TIE BREAKER

In the event of over-subscription 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.
6. 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 over-subscription 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. **The waiting lists will be re-ordered in accordance with the oversubscription criteria whenever a child joins or leaves the waiting list.** 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.

7. DEFERRED ENTRY

Parents offered a place for their child have a right to defer entry, or to take a place up part-time, until the start of the term beginning immediately after their child has reached compulsory school age. However, places cannot be deferred until the next academic year.

8. SUMMER BORN CHILDREN

Parents of summer born children may request that they are admitted into reception rather than year one when they become of compulsory school age. Applications will be considered as set out below (see admissions outside the normal age range).

9. ADMISSION OF CHILDREN OUTSIDE THEIR NORMAL AGE RANGE

Parents may request that their child is admitted outside their normal age group. When such a request is made, the Local Governing Body will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the Executive Principal, Head of School and any supporting evidence provided by the parent.

The process for requesting such an admission is as follows:

- The parent/carer is required to make an application for their child’s normal age group but can submit a request for admission out of the normal age group at the same time.
- The parent/carer is required to submit a request for admission out of the normal age group and attaching supporting evidence as necessary. The Governing Body have the right to request further evidence that may be required.
The Governing Body will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned.

The Governing Body will write to the parent with the outcome and set out clearly the reasons for their decision.

In the case of applications for summer born children to be admitted out of their normal age group the parent will receive the outcome before the primary national offer day.

If their request is agreed, their application for the normal age group may be withdrawn before a place is offered. If their request is refused, the parent must decide whether to accept the offer of a place for the normal age group, or to refuse it and make an in year application for admission to year one for the September following the child’s fifth birthday.

Where a parent’s request is agreed, they must make a new application as part of the main admissions round the following year.

One admission authority cannot be required to honour a decision made by another admission authority on admission out of the normal age group. Parents, therefore, should consider whether to request admission out of the normal year group at all their preference schools, rather than just their first preference schools.

10. MULTIPLE BIRTH APPLICATIONS (for example twins)

Where the last place within the Published Admission Number is allocated to a multiple birth application, a place(s) will be allocated to any siblings above the Published 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).

This includes situations whereby admitting a multiple birth siblings would breach the Infant class size legislation of a statutory limit of 30 infants (Key Stage 1 children) per qualified teacher.

11. WITHDRAWAL OF OFFERS

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

12. PARENT/CARER

Natural parents, whether they are married or not, any person who, although not a natural parent, has parental responsibility for a child or young person. Any person who, although not a natural parent, has care of a child or young person (having care of a child or young person means that a person with whom the child lives and who looks after the child, irrespective of what their relationship is with the child is considered to be a parent in education law).
13. 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 from a letting agency or housing association. 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 e.g. proof of the house sale, a tenancy agreement showing the end date of the tenancy or a notice to quit from the landlord. The Local Governing Body reserve the right to seek further documentary evidence to support a claim of residence which could include contacting the estate agent, solicitor landlord or relevant professional body.

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.

14. CHILDREN FROM OUTSIDE THE UK

The Local Governing Body will process 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. 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 Local 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. 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.

15. 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. Information on the timetable for the appeals process is available on the school website by 28 February each year.

16. CATCHMENT MAP

The Local Governing Body prioritise some school places on the basis of living within a designated catchment area. Details of the catchment boundaries can be found at;

http://www.somerset.gov.uk/education-learning-and-schools/choosing-a-school/check-catchment-school1/

17. CHILDREN OF UK SERVICE PERSONNEL

The Admissions Authority endeavours to ensure that their admission arrangements support the Government’s commitment to removing disadvantage for service children. In year applications are usually considered for admission up to a maximum of half a term in advance of the place being taken up. An exception is made for children of UK service personnel with a confirmed posting to the area and crown servants returning from overseas to live in the area where a place can be made
available up to a year in advance of being required providing the appropriate documentation is provided as proof of posting (an official government letter (e.g. MOD, FCO or GCHQ) declaring a relocation date and intended posting.)

Usually, a place may be allocated prior to actual residency, only on receipt of exchange of contracts or a formal signed rental agreement. An exception is made for children of UK service personnel with a confirmed posting to the area and crown servants returning from overseas to live in the area. This means that, providing the application is accompanied by an official government letter (e.g. MOD, FCO or GCHQ) declaring a relocation date and intended posting, The admissions authority will process the application on that address. If proof of a home address is not available at this stage the admissions authority will accept a unit postal address or quartering area address.

If the parent/carer is moving to the area as a result of leaving the armed forces then no special consideration will be given to the application under the grounds of the application being made by a service family.

For further information please refer to the DfE explanatory note on Admission of Children of Crown Servants;


18. SUPPLEMENTARY INFORMATION FORM (SIF)

In order for applications to be considered against criterion (b) or (e) applicants will need to use the appropriate Supplementary Application Form (SIF) to demonstrate their ability to meet the particular criterion.

19. 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/Education, Health and Care plan that names the Academy providing the Academy has been involved in creating the plan. 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 schools or 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;

20. ACADEMY TRANSPORT

Details on school transport can be obtained on the Local Authority web-site www.somerset.gov.uk or by telephoning 0300 123 2224.

REVIEW

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

Signed: ___________________________ Date: _________________
Chair of the Local Governing Body