



Summary of Proposed Changes to 2019/20 Admission Arrangements

Willowdown are consulting on removing criterion 3 from their admission arrangements which gave priority to children registered at a Collaborative Academies Trust.

Willowdown have made some general changes to the policy wording for clarification purposes and in line with Department for Education model wording.



WILLOWDOWN PRIMARY ACADEMY 2019/20 ADMISSIONS POLICY (PRIMARY)

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*.

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 2019 and any in year applications from 1st September 2019.

Willowdown Primary Academy has an admission number of 30 for entry in year in 2019.

The academy/school will accordingly admit this number of pupils each year if there are sufficient applications. Where fewer applicants than the published admission number(s) for the relevant year group are received, the Academy Trust will offer places at the academy to all those who have applied.

Applications must be submitted to the home LA. If this is Somerset applications can be made on-line at www.somerset.gov.uk/admissions. Paper applications are available to download from the Somerset County Council website at www.somerset.gov.uk/admissions, or upon request by telephoning Somerset Direct on 0300 123 2224. Any supporting



information must be received by the closing date for applications using the appropriate Supplementary Information Form (SIF) where relevant.

Applications must be received by 23:59 hours on 15 January 2019, otherwise the application will be recorded as late. Late applications will be considered after those received on time. Please see the Somerset LA co-ordinated scheme for full details.

Outcomes for on time applications will be sent out by email (for on line applicants) or second class post on 16 April 2019 (or next working day if this falls on a weekend or bank holiday).

3. PROCEDURE FOR IN YEAR APPLICATIONS

In year applications must be submitted directly to the school using the in-year application form which can be obtained on the school website or by request to the school office.

The Governors' Admissions Committee will consider batches of applications on a weekly basis with a 4pm deadline every Friday (term time only) for receipt of applications. If more applications are received than there are places available, the over-subscription criteria will be applied

A decision will be notified in writing to the applicant within ten school days. Where a school place is offered it will be held open for 10 school days and applicants will need to confirm acceptance within this time.

Proof of address may be required to be submitted with the application. This will be either the formal 'exchange of contracts' letter from the solicitor for a house purchase, 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.

Where there are more applications than places available within a particular year group, applications will be considered against the published oversubscription criteria and allocated up to the admission number/ limit.

Places will not be allocated more than six school weeks or half a term in advance of being required. The only exceptions are children of UK service personnel and other crown servants (including diplomats) returning to the UK with a confirmed posting to the area (see Children of UK service personnel).



4. OVERSUBSCRIPTION CRITERIA

When the academy/school is oversubscribed, after the admission of pupils with an Education, Health and Care plan naming the school, priority for admission will be given to those children who meet the criteria set out below, in priority 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 who are eligible for the pupil premium funding²
- 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 school⁵.

Commented [LB1]: Please see email.

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). For Children Previously Looked After: this includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted Adoption is defined under the terms of the Adoption and Children Act 2002(see section 46 adoption orders).

² Pupils registered as eligible for free school meals (or eligible to be registered, for reception admissions)

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 who, in any of these cases, will be living with them at the same address at the date of their entry to the school/academy.

⁴ All applications under this criterion must be supported with relevant written evidence from a qualified professional source (e.g. a letter from a doctor or social worker), 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 geocoded point of the home to the geocoded point of the school site using a GIS mapping system.

5. TIE BREAKER

If in categories a-h above a tie-break is necessary to determine which child is admitted, the child living closest to the school will be given priority for admission. Distance is measured in



a straight line by a Geographical information System (GIS) method from the geocoded point of the school site to the geocoded point of the pupil's home.

Random allocation by drawing lots supervised by someone independent of the school, will be used as a tie-break in categories a-h above to decide who has highest priority for admission if the distance between a child's home and the school is equidistant in any two or more cases.

However, if children of multiple birth (twins and triplets) are tied for the final place, those siblings will be admitted over PAN as permitted by infant class size rules.

6. WAITING LISTS

The academy will operate a waiting list for each year group until the end of the term the refusal was made for. This will be maintained by the Governing Body and any child refused a place will automatically be placed on 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.

Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list.

7. DEFERRED ENTRY

Parents offered a place in reception for their child have a right to defer entry, or to take the 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 beyond the beginning of the final term of the school year for which the offer was made.

Children reach compulsory school age on the prescribed day following their 5th birthday (or on their fifth birthday if it falls on a prescribed day). The prescribed days are 31 August, 31 December and 31 March.]



8. FULL-TIME SCHOOLING

Parents have a right to a full-time place at school for their child from the September following their fourth birthday.

10. 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)

11. ADMISSION OF CHILDREN OUTSIDE THEIR NORMAL AGE RANGE

Parents may request that their child is admitted to a year group outside their normal age range, for instance where the child is gifted or talented or where a child has suffered from particular social or medical issues impacting his or her schooling.

When such a request is made, the 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 headteacher and any supporting evidence provided by the parent. If a request is refused, the child will still be considered for admission to their normal age group.

The parent is required to make an on-time application for the child's normal age group (if relevant) but can submit a request for admission out of the normal age group at the same time. The LA will ensure the parent is aware of whether the request for admission out of age group has been agreed before National Offer Day and the reason for any refusal.

Requests for admission out of the normal year group will be considered alongside other applications made at the same time. An application from a child who would 'normally' be a year 1 child for a reception place will be considered alongside applications for reception.

If a request for delayed admission is agreed, the school place application may be withdrawn before a place is offered and a new school place application will need to be made as part of the normal admissions round the following year.

If a request for a child to be admitted to school a year early is agreed, the school place application will be processed and an outcome will be sent on the National Offer Day.



If a request for delayed admission is refused, the parent must decide whether to accept the offer of a school 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.

If a request for a child to be admitted to school a year early is refused, the school place application will not be processed and a new school place application will need to be made as part of the normal admissions round the following year.

There is no right of appeal against the decision not to allow your child to be admitted outside of their normal age group.

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.

For further information and important things you should consider please visit;

<http://www.somerset.gov.uk/education-learning-and-schools/choosing-a-school/starting-or-transferring-school-early-or-late/>

12. WITHDRAWAL OF OFFERS

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

13. 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).



14. 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. Please note private letting agreements may not be accepted as proof of residence. 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. A representative of the Governing Body may carry out a home visit/s without prior notice to verify a pupil's home address.

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.

Where shared residence arrangements are in place and it is necessary to determine the home address, each parent may be required to write to the Governing Body and inform them of the number of days each week the child spends with them. Where the child spends equal time with both parents the Governing Body may ask for additional information including evidence of which parent/carer is in receipt of child benefit, and/or the name of the GP surgery at which the child is registered.

The information on shared residency arrangements will also apply if it is necessary in order to determine a sibling's permanent home address.

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



15. CHILDREN FROM OUTSIDE THE UK

The Governing Body will treat applications for children coming from overseas in accordance with European Union law or Home Office rules for non-European Economic Area nationals.

The Governing Body will process applications for children who are citizens of the European Economic Area (EEA) and for UK citizens living abroad. If proof of the Somerset address is not available 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 UK with a confirmed posting to the area (see Children of UK service personnel).

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. In such cases the Governing Body will require copies of the passports, appropriately endorsed visas and proof of residency – see home address definition. Applicants who are citizens of countries from outside the EEA should first check that their visas will not be invalidated by taking up a maintained school or academy place before applying. If in doubt, parents should contact the Home Office.

16. 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.

17. 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/>



18. 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;

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/461481/Admission_of_children_of_crown_servants.pdf

19. 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.



20. 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.

20. ACADEMY UNIFORM

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

21. 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 2014 regulations the Academy will consult on its admission arrangements at least every seven years, if no changes are proposed.

Signed:  _____ Date: 14/12/2017 _____

Ross Edwards Chair of the Local Governing Body