

Sabden Primary School



Admissions Policy

Introduction

The governing body of Sabden 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.

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 by the LA. The only restriction they place on entry is that of number. If the number of children applying for entry exceeds the places available, they enforce the procedure set out below in order to determine whether a child is accepted or not. It is our wish to allow parents the right to have a place at the school of their choice. However, this is not always possible, due to the excess demand on the school places available. The level of ability of a child plays no part in the admissions policy of this school. Exceptional medical/social/welfare reasons directly relevant to school is the second criteria and siblings in attendance at school is third.

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

The LA is the 'Admission Authority' for our school. The regulations for entry to each school, where the Admissions Authority is the LA, are published each year by the LA. Parents can receive a copy of these regulations directly from the LA.

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. Parents have a right to express a preference for the school of their choice and they should do so on the application form. Expressing a preference does not, in itself, guarantee a place at this school. Application forms can be obtained from the School Office or Education Department of the LA at The Globe Centre, St. James Square, Accrington BB5 0RE and should be completed by the date stipulated on the forms. The LA notifies parents about the school place as soon as all the applications have been considered. In this area, children enter school in the academic year they become five. There is one admissions date per year, in September (i.e. at the start of the school year). Therefore, parents who would like their child to be admitted to this school during the year that their child is five should ensure that they complete the necessary application form either on-line or in paper form by the end of October, the year before.

Admission appeals

If the LA do not offer a child a place at this school, it is because to do so would prejudice the education of other children by allowing the numbers of children in the school to increase too much. If parents wish to appeal against a decision to refuse entry, they can do so by applying to the LA. 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. (Details of appeal arrangements are set out in the Code of Practice on School Admissions Appeals, which came into force in September 1999).

When we are oversubscribed on parental preferences, then the following priorities apply in order:

1. Children in public care at the time when preferences are expressed and who are still in public care at the time of the offer of a school place, and those who have been previously looked after, (see note xii below), then
2. Children for whom the Local Authority accepts that there are exceptional 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 attending the school when the younger child will start, (see note (iii) below), then
4. Remaining places are allocated according to where a child lives. Those living nearest to the preferred school by a straight line (radial) measure will have priority, (see note (v) 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.
- (ii) As required by law, all children with a Statement of Special Educational Needs naming a school will be admitted before the application of the over-subscription criteria. Children who have a statement for special needs have their applications considered separately.
- (iii) 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).
- (iv) The distance criterion which will be used as the tie breaker if there is oversubscription within any of the admission criteria is a straight line (radial) measure. If the Local Authority is unable to distinguish between applicants using the published criteria (e.g. twins or same block of flats) places will be offered via a random draw.
- (v) The distance measure is a straight line (radial) measure centre of building to centre of building.
- (vi) 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, (including after a child has accessed a school place).
- (vii) The Local Authority will keep waiting lists for all Lancashire primary schools until 31 August 2018. These are kept in priority order using the school's published admission criteria. From 1 September 2018 for one school term only waiting lists will be retained by individual admission authorities (the Local authority for community and voluntary controlled schools and individual voluntary aided and trust schools will each retain their own list).
- (viii) 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.
- (ix) Applications for school places which are received late will not necessarily 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 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.
- (x) The highest priority must be given to looked after children and children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order). Further references to previously looked after children in the Code means children who were adopted (or subject to residence orders or special guardianship orders) immediately following having been looked after. Application forms received after the published closing date will only be considered within the initial allocation exercise if the following conditions apply: (a) If the number of preferences

received for the school is below the published admission number or: (b) If there are in the opinion of the Local Authority extenuating circumstances justifying the consideration of a late application.

These may include:

(a) Parents moving into the County after the closing date;

(b) Parent/carer illness which required hospitalisation for the major part of the period between the publication of the composite prospectus and the closing date for applications.

(xi) 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).

The highest priority must be given to looked after children 1 and children who were looked after, but ceased to be so because they were adopted 2 (or became subject to a residence order 3 or special guardianship order 4). Further references to previously looked after children in the Code means children who were adopted (or subject to residence orders or special guardianship orders) immediately following having been looked after.

The standard number

The standard number is the number of children the school can accommodate. The standard in take number for our school is 15. We keep this number under review and the governors will apply to change the number in circumstances allow.

Infant class size

We teach Key Stage One children (aged five to seven) in classes that have a maximum number of 30 children.

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.

Admissions for Older Children

If children wish to attend Sabden Primary School other than for the Reception Class, then parents need to contact the headteacher. Unless there are exceptional circumstances, children can be admitted to school at the start of a new term, (September, January and April). Places will be offered if there are spaces available. Before contacting the headteacher, parents are advised to discuss the desire to move schools with their current head teacher.

Document Control

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Review Period: Annually