



## Deanshanger Primary School Admissions Policy

### Aims

This policy aims to

- Explain how to apply for a place at Deanshanger Primary School
- Set out how the school's arrangements for allocating places to pupils who apply
- Explain how to appeal against a decision not to offer your child a place

### Statutory requirements

This policy is based on the local authority's general admission policy for primary schools and the general DfE regulations - School Admissions Code 2014 and School Admission Appeals Code 2012. The school is required to comply with these codes, and with the law relating to admissions as set out in the School Standards Framework Act 1998.

### Definitions

The **normal admissions round** is the period during which parents can apply for state-funded school places at the school's normal point of entry, using the common application form provided by the their home local authority.

**Looked after children** are children who, at the time of making an application to a school, are:

- In the care of a local authority, or
- Being provided with accommodation by a local authority in exercise of its social services function.

**Previously looked after children are children** who were looked after, but ceased to be so because they:

- Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
- Became subject to a child arrangement order, or
- Became subject to a special guardianship order

A child reaches **compulsory school age** on the prescribed day following or on his or her fifth birthday. The prescribed days are 31 December, 31 March and 31 August.

### Admission number

The admission number for admission into Foundation Stage is set by the local authority at 60 pupils. This is based on our capacity and perceived local needs but may change in future years due to the growth of the village community. This limit will only be exceeded in exceptional circumstances at the request of the LA and with the agreement of the school governors. However, an appeals panel may choose to offer places to additional pupils which would take us over this limit.

*Updated and presented to governors for approval April 2018 As with all policies it will be reviewed on an annual basis.*

## Summary of admission arrangements

- Children will be admitted into Foundation Stage in the September following their 4<sup>th</sup> birthday. Initially most children will attend mornings only and most will start to attend full-time (i.e. until 3.15pm) after two weeks of 'settling in'. The exact date at which each individual child makes this transition will be agreed between the parents and class teacher.
- Children moving into our linked area (see below) other than at the start of Foundation Stage may be admitted with the agreement of the local authority. Parents must make an application to the LA for a school place.
- If we receive requests for admission for children living in or moving into the linked areas of other Northamptonshire schools, we will encourage the parents to visit their local school if they have not already done so.
- If we receive requests for admission for children already attending a Northamptonshire school, we will follow the local authority's procedure which includes the completion of a form which confirms the parents have consulted with the head teacher of their child's current school. We will also contact the child's current head teacher as a matter of courtesy.
- Parents are welcome and warmly encouraged to visit the school prior to making their application.

## Admission Criteria

Following the allocation of places to pupils who have an Education Healthcare Plan (EHC) which names the school as appropriate provision and when there are more applications for places than there are places available, priority will be given in the following order:

1. Children in public care or previously in public care but immediately after being looked after became subject to an adoption, residence or special guardianship order.
2. Children with specific medical and social needs, supported by written evidence from an appropriate professional person. Parents must provide evidence from an appropriate professional detailing why only this school can provide for the needs of the child and why other local/alternative schools cannot. The administration committee of the school governors will consider the request.
3. Pupils who live in the linked area and who have an older sibling continuing at the school at the time of admission of the younger child.
4. Other pupils who live in the linked area.
5. Other pupils who do not live in the linked area and who have an older sibling continuing at the school at the time of admission of the younger child.
6. Other pupils.

If the admission number is exceeded within criterion 3 or 5 priority will be given to those who live further from the nearest alternative school. If the admission number is exceeded within any other criterion priority will be given to those who live closest to the school.

### **Requests for admission outside the normal age group**

Parents are entitled to request a place for their child outside of their normal age group. Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of each case and in the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

- Parents' views
- Information about the child's academic, social and emotional development
- Where relevant, their medical history and the views of a medical professional
- Whether they have previously been educated out of their normal age group
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely
- The headteacher's views

Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round. They will be considered on the basis of the admission arrangements laid out in this policy, including the oversubscription criteria. Applications will not be treated as a lower priority if parents have made a request for a child to be admitted outside the normal age group.

Parents will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents do not have a right to appeal if they are offered a place at the school but it is not in their preferred age group.

### **Application procedure**

For places in Foundation Stage, in the autumn of the year prior to admission parents must complete an NCC application form on-line. Assistance is available for parents who would otherwise find this procedure prohibitive. In exceptional circumstances, the LA may issue a paper application form. To make parents aware of this procedure, we will publicise the need to complete an application in our school newsletters and through posters displayed in the local community. The LA will inform parents if they have a place in the spring prior to admission, and we will follow this up with an invitation to our induction programme.

- For admission into other year groups or at other times of year, parents must make an application to the LA. The school will be pleased to assist parents in this procedure.

*Updated and presented to governors for approval April 2018 As with all policies it will be reviewed on an annual basis.*

## **Appeals**

If your child's application for a place at the school is unsuccessful, you will be informed why admission was refused and given information about the process for hearing appeals. If you wish to appeal, You must set out the grounds for your appeal in writing and send it to the school address addressed to the Chair of Governors - Appeal for School Places.