

EXCALIBUR PRIMARY SCHOOL

PROPOSED ADMISSIONS POLICY For Admissions from September 2019

The Admissions Policy in respect of Excalibur Primary School has been discussed and adopted by the Governing Body

Chair of Governors/Committee: *Vicky Alsop / Mike Cross*

Head Teacher: *Lise Houldsworth*

Agreed at the meeting of the Standards and Curriculum Committee on:
Ratified at the meeting of Full Governing Body on:

To be reviewed April 2019

Admissions Policy

1. Aims

This policy aims to:

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

2. Legislation and statutory requirements

This policy is based on the following advice from the Department for Education (DfE):

- School Admission Code 2014
- School Admission Appeals Code 2012

As an academy, the school is required by its funding agreement to comply with these codes, and with the law relating to admissions as set out in the School Standards and Framework Act 1998.

This policy complies with our funding agreement and articles of association.

3. 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 their home local authority.

Looked after children are children who, at the time of making the 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 functions

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

4. How to apply

For admission in the normal admission round you should use the application form that can be obtained from the local authority's website (either online or paper version) to express your preference for a minimum of 3 state-funded schools, in rank order.

The application form should be submitted/returned to the Local Authority by the date stipulated on the website. Late applications are considered after 'on-time' applications. The key dates can be found on the Cheshire East admissions website in Applying for School Places booklet.

You should apply to your home local authority (regardless of which local authority the schools are in).

You will receive an offer for a school place directly from your local authority.

5. Requests for admission outside the normal age group

Parents are entitled to request a place for their child outside of their normal age group. This must be put in writing to the headteacher.

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 interest of the child concerned. In accordance with the School Admission 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 medical professionals
- 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 admission round. They will be considered on the basis of the admission arrangements laid out in this policy, including the oversubscription criteria listed in section 6. Applications will not be treated as 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 the right to appeal if they are offered a place at the school but it is not in their preferred age group.

6. Allocation of places

6.1 Admission number

The school has an agreed admission number of 30 pupils for entry in reception.

6.2 Oversubscription criteria

All children whose education health and care (EHC) plan names the school will be admitted before any other places are allocated.

If the school is not oversubscribed, all applicants will be offered a place.

In the event that the school receives more applications than the number of places it has available, places will be given to those children who meet any of the criteria set out below, in order until all places are filled.

1. Looked after children and all previously looked after children.
2. Children on the basis of particular medical or social need which, in the Governing Bodies' view, justifies admission to this school. Supporting evidence from a registered professional, such as a medical practitioner, psychologist or social worker, must be provided which sets out the particular reasons why this school is the most suitable school and the difficulties that would be caused if the child had to attend another school. The Governing Body will consider the information presented and will determine whether the evidence is sufficiently compelling to apply this criterion to the application. The Governors, if it is considered appropriate, will seek the views of the School Doctor or Educational Psychologist in the event of parents requesting

admission on medical or psychological grounds. This criterion cannot be considered if the required documents have not been received. Few applications fall within this category.

3. Siblings. Pupils with elder brothers or sisters, step-brothers or step-sisters, half-brothers or half-sisters, adopted brothers or adopted sisters living together as part of one household, already attending this school (in years Reception through to Year 5) and expected to continue at the school in the following school year. (i.e. at the time of admission).
4. Children resident within the designate catchment zone of the school. Children will be classed within this category if they and their parents/carers are resident within the area served by the school on the closing date for applications.
5. Pupils living nearest to the school measured using the National Land and Property Gazetteer (NLPG) which measures straight line distances in miles from the school's coordinate point to the point of residence's coordinate point.

6.3 Multiple births and Notes to the admission criteria

In relation to children of multiple births, exceptionally it may be necessary to offer places over the published admission number to ensure that, as far as possible, siblings (i.e. twins, triplets or children from other multiple births) can attend the same school.

Where the school cannot accommodate all pupils qualifying under one of the criteria stated above, the next criteria will also be applied to determine priority for admission. For example, if the school cannot accommodate all siblings for whom an application has been received, all sibling applicants will be prioritised in the order of:

- i. Siblings (criterion 3) who live within the school's designated catchment area (criterion 4).
 - ii. Siblings (criterion 3) who do not live within the school's designated catchment area (criterion 5).
- b. All applicants within each criterion will be put into a distance order with priority being given to those that live nearest to the school, as stated in criterion 5 above. Council Tax records will be used for verification of addresses, where required.

6.4 Tie Break

Where it is identified that there are a limited number of places available and the Governing Body cannot differentiate between the applications using the nearest school criterion (criterion 5) a random allocation tie-breaker will be applied. This may be required for example, where applicants reside in the same block of flats or are children of a multiple birth living at the same address.¹ The system will be independently verified.

7. In-year admissions

You can apply for a place for your child at any time outside the normal admission round. As is the case in the normal admission round, all children whose statement of SEN or EHC plan names the school will be admitted.

Likewise, if there are places available in the year group you are applying for, your child will always be offered a place.

If there are no places available at the time of your application, your child will not be offered a place.

If we do not offer a child a place at this school, this will be because to do so would prejudice the education of other children by allowing the number of children in the school to increase too much.

All in year applications must be made on a form that can be obtained from the local authority's website (either online or paper version), and should be submitted/returned to the Local Authority. The Local Authority will notify the Academy of applications and the Academy will notify parents and carers and the Local Authority of the decision as soon as the application has been processed and within the timeframe stipulated.

8. Fair Access Protocol

Excalibur School is part of the Fair Access Protocol agreed with Cheshire East Local Authority to ensure that the needs of all pupils, both existing and potential, continue to be met in suitable provision. The Fair Access Protocol is designed to ensure that unplaced children, especially the most vulnerable, are offered a place at a suitable school as quickly as possible. The agreed protocol ensures that no school (including those with available places) is asked to take a disproportionate number of children who have been excluded from other schools, or who have challenging behaviour. The protocol includes how the local authority will use provision to ensure that the needs of pupils who are not ready for mainstream schooling are met.

9. Sizes of classes for infants

Infant classes are those in which the majority of children turn 5, 6 or 7 during the course of the school year ie; Reception, Year 1 and Year 2 classes. We teach infant children in classes that have a maximum number of 30 children in line with The School Admissions (Infant Class Sizes) (England) Regulations 2012 which limits the size of an infant class during an ordinary teaching session to 30 pupils per school teacher.

Infant class size legislation makes allowance for the entry of an additional child in very limited circumstances where it would be prejudicial to his or her interests not to admit them ('excepted pupils').

10. Late Applications

Late applications for places will be considered after all applications received on time (unless there are very exceptional reasons for a late application which must be explained at the time of application).

11.Repeat Applications:

If the initial application to the school in the academic year is refused and/or an appeal declined, then there cannot be a repeat applications unless there are significant changes in the circumstances of the applicant or the school.

12.Waiting lists:

For entry into the reception year, waiting lists are held until the end of the Autumn term (31st December), in criteria order, by the bCheshire East Local Authority.

Waiting lists for 'in year' are not held by the school.

13. Admission 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 obtain an appeal form from the school by emailing admin@excalibur.heshire.sch.uk or contact 01270 685136. In the form you set out the grounds for appeal in writing and email it back to admin@excalibur.cheshire.sch.uk or post to Excalibur Primary School, Ivy Lane , Alsager, Cheshire, ST7 2RQ.

You can find details of the school's appeal timetable on the following webpage:
<http://www.excalibur.cheshire.sch.uk/page/admissions/6329>.

14. Monitoring Arrangements

This policy will be reviewed and approved by the Standards and Curriculum Committee every year.

Whenever changes to the admission arrangements are proposed (except where the change is an increase to the agreed admission number), the governing board will publicly consult on these changes.