

REDHILL PRIMARY SCHOOL

ADMISSIONS POLICY

This policy is subject to changes in law regarding pupil admissions.

Definitions

Sibling

The term sibling is defined as:

A brother and/or a sister

A half-brother and/or a half-sister

A legally adopted child being regarded as a brother or sister

A step-brother and/or step-sister residing in the same family unit

Children in Care

A looked after child is a child who is in the care of a local authority or provided with accommodation by that authority.

Capacity

Pupils will be admitted without reference to ability or aptitude and there will be no discrimination on the grounds of sex, race, religion, disability or status.

The school has an approved admission number of 30 for all Key Stage 1 (Infant) classes and 32 for the Key Stage 2 (Junior classes). This gives an overall capacity of 218 when all classes are full.

Classes are organised, according to the educational philosophy of the school, on a year group basis and the Governors intend that the approved admission number will apply to all classes.

Procedures for admission into the Reception Year Group

Points of Admission

There will be one point of entry:

September, at the beginning of the autumn term, for all reception children who will have their fifth birthday between 1 September and 31 August;

Parents can request that the date their child is admitted to school is deferred until later in the academic year or until the term in which the child reaches compulsory school age. Parents can request that their child takes up the place part-time until the child reaches compulsory school age.

Parents wishing to send their children to Redhill are invited to contact the school to register their interest in making a future application and receive notification of any open mornings or evenings. All applications for the Reception Year Group must be returned to Derbyshire LEA in accordance with the Derbyshire Local Education Authority Coordinated Primary Admissions Scheme, and any arrangements the LEA may publish from time to time.

Further information regarding this scheme and timetable for applications can be found on Derbyshire County Council's website, www.derbyshire.gov.uk/admissions

All children whose statement of special educational needs (SEN) or an Education, health and care (EHC) plan names the school must be offered a place in line with the Schools Admissions Code section

Where applications exceed the approved admission number, after the admission of pupils with a Statement of Special Educational Needs where the school is named in the statement, priority for admission will be given to those children who meet the criteria set out below, in order. Parents will be notified of the admission decisions by Derbyshire LEA on behalf of the Governing Body of the school.

Pupils who are allocated places will not then be subject to the over subscription procedures should the admission limit be subsequently over-subscribed.

Derbyshire LEA will establish a waiting list for all Derbyshire Primary Schools where the number of applications has exceeded the number of places available. Names of children will automatically be placed on the waiting list for a school where they have been refused a place where it ranked above that at which a place has been offered to the parent. After the start of the academic year if parents apply for a place in the Reception class and are refused a place due to over subscription, they need to inform the Headteacher in writing if they wish to have their child's name held on the Reception Year waiting list. Places which become vacant will be offered to candidates using the over subscription criteria detailed below.

Over subscription criteria

Parents are advised that priority is given to pupils who live in Ockbrook but this in itself does not guarantee a place.

Where applications for admission into the school exceed the number of places available, the following criteria will be applied in the order set out below, to decide which children to admit. Where after the application of any criterion, there is still a case of oversubscription, the next criterion in the list shall be applied. If after application of all criteria set out in the list there is still oversubscription, then the remaining places available shall be determined by the drawing of lots.

- I Children in care or a child who was previously in care but immediately after being looked after became subject to an adoption, residence, or special guardianship order.
- II Children living in the designated area, which is the parish of Ockbrook as defined by the LEA in 1993;
- III Children who have siblings currently attending the school at the time of application; who also will be on the school roll at the time the child starts school: (The Schools Admission Code 2007 states that a child cannot be allocated a place at a school on the basis that a sibling or other relative is a former pupil, including siblings who were on the roll at the time of application but will have left by the time the child starts school)
- IV Where parents can demonstrate that admission to the school is necessary for the social or medical well-being of their child. Supporting evidence from a doctor or social worker will be required at the time of application. This statement should provide independent evidence which sets out why the child's needs would be better met at Redhill Primary than elsewhere.
- V Children of staff at the school-where the member of staff has been employed by the Governing Body of the school for two or more years at the time at which the application for admission to the school is made.

- VI Other children by distance from the school, with priority for admission given to children who live nearest to the school as provided to the School by the Derbyshire County Council Children's Services Department's Geographic Information System (GIS), with those having the shortest distance taking the highest priority. Should Derbyshire County Council not provide this information then the proximity shall be measured by the distance as the crow flies from the entrance to the School reception to the front door of the child's home with those having the shortest distance taking the highest priority.

When in the case of II to V1 above, choices have to be made between children satisfying the same criteria, those children living nearest to the school (measured by -straight line distance available) will be given preference. The distance will be measured using Derbyshire County Council Children and Younger Adults Department's Geographic Information System (GIS)

Procedures for admission into Year Groups 1- 6 (& Reception outside of the normal admissions round)

Parents wishing to apply for places may do so at any time by contacting the school directly and completing an application form or by applying online via the Derbyshire County Council website (www.derbyshire.gov.uk/admissions). Each application will be considered using the over subscription criteria set out above where applications exceed places available.

If unsuccessful in obtaining a place for a specific year group, the child will automatically be placed on a waiting list for the remainder of that academic year. If parents wish to remain on the waiting list after this date, they are required to make a new in year application at the start of the next academic year.

Where no places are available

Where places are not available because the approved admission number for the relevant year group has been reached, the Governors reserve the right to refuse admission on the grounds that to admit children in excess of the approved admission number would prejudice the provision of efficient education or the efficient use of resources.

Parents who are refused admission will be advised about the relevant procedures to exercise their right of appeal and will be offered the option of placing their child on the waiting list for that Year group.

Note

The Children's Services Department has a Geographic Information System (GIS) to measure the straight line distance. It is measured by a standard straight line distance calculated to within two metres. This measurement is taken from the postal address file, normally the house front door. For schools, the grid reference is taken from the postal address file and will normally be the centre of the school for primary phase schools.

Reviewed February 2019

