

**Date of Review December 2020**

## **Admissions Policy**

### **1 Introduction**

1.1 The governing body of Longford 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 2020. 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.

### **2 Aims and objectives**

2.1 We are an inclusive school that welcomes children from all backgrounds and abilities.

2.2 All applications will be treated on merit and in a sensitive manner.

2.3 The only restriction we place on entry is that of number. If the number of children applying for entry exceeds the places available, we enforce the procedure set out

below in our Admissions Statement, 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.

2.4 The level of ability of a child or any special needs that s/he may have plays no part in the admissions policy of this school.

## **LONGFORD C. OF E. (CONTROLLED) PRIMARY SCHOOL - ADMISSIONS STATEMENT**

Where the number of applications exceeds the published number (PAN) of 10 pupils then the governing body will allocate places based on the following criteria:

### **Oversubscription criteria**

1. Looked after children and children who were looked after but ceased to

be so because they were adopted (or became subject to a child arrangements order or special guardianship order).

2. Children living in the normal area served by the school at the time of application and admission who have brothers or sisters attending the school at the time of application and admission
3. Children living in the normal area served by the school at the time of application and admission
4. Children not living in the normal area served by the school but who have brothers or sisters attending the school at the time of application and admission
5. In the case of voluntary controlled church schools, children whose parents request a place on religious grounds
6. Other children whose parents have requested a place

When in the case of 2, 3, 4, 5 or 6 above, choices have to be made between children satisfying the same criteria, those children living nearest to the school (measured by straight line distance) will be given preference.

### **Definitions**

**Living in the normal area** is defined as the child having settled residence in a

property which is the child's only or main residence. Documentary evidence,

including proof of residence at the property concerned, may be required e.g.

council tax/utility bills, sale/rental agreements. The County Council reserves

the right to withdraw any offer of a school place which has been obtained as a

result of misleading or fraudulent information.

**Please note** a place cannot be guaranteed for any child, even those living in a

school's normal/local area

### **The term brother or sister includes:**

(a) a half-brother and/or a half-sister

(b) a legally adopted child being regarded as a brother or sister

(c) a step-brother and/or step-sister residing in the same family unit

Parents seeking a place at a voluntary controlled school on religious grounds

need to have a supplementary form completed by a Minister, Priest or Pastor or Religious leader if the child is a member of another Christian Church or world Faith, who know the family and can confirm regular attendance at public worship (Regular worship is defined as attendance at public worship at least once a month). The form is available from the Admissions and Transport Team or online and should be returned to the Admissions and Transport Team. Baptismal certificates, where appropriate, should also be supplied. Exceptional circumstances will be considered if explained in writing by the relevant religious leader.

**Route Measurement** 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 Public will normally be the centre of the school for primary phase schools or the nearest gate or entrance for secondary phase schools.

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

3.1 As our school is an Academy, the school determines the admission arrangements in agreement with the LA. The school is therefore the 'Admissions 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.

3.2 The LEA 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

Education Department of the LA and should be completed by the date stipulated on the forms. The school notifies parents about the school place as soon as all the applications have been considered.

3.3 In this area, children enter the school in the academic year they become five. There is one admissions date per year, early 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 their child is five should ensure that they complete the necessary application form and return them in accordance with Derbyshire's Co-ordinated

Admissions Scheme Intake Timetable – details of which are available at [www.derbyshire.gov.uk/admissions](http://www.derbyshire.gov.uk/admissions).

#### **4 Admissions appeals**

4.1 If we 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.

4.2 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 appeal 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 February 2012)

#### **5 The Published Admission Number**

5.1 The standard number is the number of children the school can admit. The standard number for our school is 10. We keep this under review and the governors will apply to change the number if circumstances allow.

#### **6 Infant class size**

6.1 We teach infant children (aged four to seven) in classes that have a maximum number of 30 children.

#### **7 Review**

7.1 This policy will be reviewed annually with the Admissions Authority in the light of any changed circumstances in our school or the local area.

The school will follow the LA's coordinated scheme for matters such as waiting lists, late applications, appeal dates etc. Individual pupils who have a statement of special educational needs which names the school will be admitted.