



Guiding us
step by step
into the future

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Admissions Policy 2018

Member(s) of staff responsible	Head
Governor responsible	Chair of Governors
Sub-Committee responsible	Full Governors
Date agreed with staff	N/A
Date discussed with pupils	N/A
Date agreed at Sub-Committee	See minutes
Date approved at Governing Body	See minutes
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Document Version Control

Issue Number	Issue Date	Summary of changes
1	October 2015	New policy
1.1	October 2016	Amended
1.2	September 2017	Reviewed

WARDEN HILL PRIMARY SCHOOL

Admissions Policy 2018

IAN: 60

The school will admit up to a maximum of 30 into any one of two Reception classes. In general pupils will be admitted in the school year in which they reach their fifth birthday. This will be without reference to ability or aptitude, subject to the maximum number of places available.

This policy and criteria should be read in conjunction with the Guide for Parents and Carers. Parents are now encouraged to apply for a school place online at www.gloucestershire.gov.uk/schooladmissions If you would like to apply in writing you should contact the Admissions and Transport Team Shire Hall, Gloucester, GL1 2TP and request that the relevant forms.

Where applications for admission exceed the number of places available, the following criteria will be applied in the order set out below to decide which children to admit:

1. Children in Public Care – (Looked After Children).

The highest priority for admission will be given to a 'looked after child'.

(1) A 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school. In Gloucestershire, such children are referred to as Children in Care.

(2) This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see section 46 adoption orders).

(3) Under the provisions of s.12 of the Children and Families Act 2014, which amend section 8 of the Children Act 1989, residence orders have now been replaced by child arrangements orders.

(4) See Section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

2. Children who have a sibling* attending the school and who will continue to do so when the younger child is admitted. *Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner as well as children who are brought together as a family by a same sex civil partnership. In every case, the child must be living in the same family unit at the same address, at the time of application.

3. Children of full or part time salaried members of staff who have been employed at Warden Hill Primary School for two years or more at the time of the application for admission, or of a member of staff recruited more recently to fill a vacant post for which there is a demonstrable skill shortage.
4. Children for whom only one particular school is appropriate due to an exceptional medical condition. *Applications under this criterion will only be considered if they are supported by a written statement from the child's doctor. This must demonstrate that there is a very specific connection between the medical need and the facilities or resources of the school concerned.*
5. Children with the strongest geographical claim, measured in a straight line from the ordnance survey address point of the child's home address (including flats) to the ordnance survey address point of the school, using the Local Authority's computerised measuring system, with those living closer to the school receiving the higher priority

Tie-Break

Where any particular category at points 1-4 is oversubscribed, criterion 5 (strongest geographical claim based on straight line distance) will be used to determine which child will be offered a place."

In the event of a tie between two or more children when applying criterion 5 (strongest geographical claim based on straight line distance) where there are not enough places available to offer all children a place at the school, a process of random allocation will be followed by the Governing Body.

Appeals.

An appeals procedure exists in the event of oversubscription. A copy of the procedure is included in Appendix 1.

Special Educational Needs.

We are required to admit a child with a statement of Special Educational Needs (SEN) or Educational Health Care plan (EHC) that names Warden Hill Primary School in their statement, even if the school is full.

Admission of Summer Born Children for Reception Entry

The Governing Body acknowledges the updated advice from the Department of Education that, parents/carers of "summer born" children (born between 1 April and 31 August) may request to start the Reception Class of a school a whole academic year later. The Governing Body will make a decision on behalf of Warden Hill Primary School. We follow the Local Authority process which states that parents can only apply for a Reception place at a school once and must apply for a place during the standard application process timeline for their chronological year group, stating their reasons for requesting deferred entry to the following year. The Governing Body will decide whether the deferred entry can be approved for the school. A form for application for a deferred place is available from

<http://www.gloucestershire.gov.uk/startingprimary>

Normal Admission Round

The term 'normal admissions round' refers to all applications for admission to the main year of entry of the school i.e. Reception for Infant and Primary Schools. Applications made during the normal admissions round will be made in advance of the academic year in which the child is due to start at the new school. Children are entitled to a full-time place, however, may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

Waiting Lists

If the school is oversubscribed, a waiting list will be held for (at least) the first school term (ie until the December holiday). The waiting list will be prioritized according to the school's oversubscription criteria. (Para 3.19 of new code).

Waiting lists for other year groups will be held by the school if that year group is full and a parent requests to be placed on the waiting list having been unsuccessful in obtaining a place. The list will be held until that year group leaves the school.

Parents who have placed their children on the waiting list will be notified if a place becomes available in line with the admissions criteria.

Fair Access Protocols

The school has signed up to the In-Year Fair Access Protocols held by the Local Authority. Should a vulnerable child within these Protocols require a place at the school, they will take precedent over any child on the waiting list. (Para 3.21 of new code).

Service Families Protocol

Parents in Service Families are directed towards the GCC Guidance Booklet: <http://www.gloucestershire.gov.uk/schooladmissions> This protocol is devised to ensure that the school complies with the requirements of the School Admission Code 2014 to ensure that our procedures or criteria do not disadvantage children who arrive in the area outside the normal admissions round and the particular challenges for children of UK service personnel and other Crown Servants.

In Year Admissions.

Any applications for a school place made outside the normal year of entry to the school must be made directly to the school office. In accordance with their statutory duty, the Resources Committee will be responsible for offering school places to children on behalf of the Governing Body. This will follow the admissions criteria. (see appendix 2)

In year applications are all those made outside the normal round of admissions for children of compulsory school age i.e. those applications made during the academic year for a school place in Reception. The Local Authority will no longer be responsible for offering places to children on behalf of all schools/academies, but the Local Authority does maintain the statutory duty of being aware of all pupils and vacancies within schools/academies within Gloucestershire. To apply for a place at Warden Hill Primary, parents should therefore contact the school in the first instance.

Transport.

No school transport is available to the school.

If the circumstances change between the date of allocation and the starting date, the place may be withdrawn. There is an appeals procedure for unsuccessful applicants and details are available from the Chairman of Governors or the Clerk to the Governors.

Warden Hill School supports the Local Authority Admissions protocols. These can be found at www.gloucestershire.gov.uk/schooladmissions.

Admissions arrangements are available through the school website and the Local Authority.

APPENDIX 1

THE APPEALS PROCESS

Right of appeal

Any parent whose child is refused any school place(s) for which they applied, has a statutory right of appeal to an independent appeal panel.

Where a child has been refused entry to a school, parents should receive, in writing, full reasons why the application was unsuccessful, in light of the published admissions criteria for the school. The letter to parents must inform them of their right of appeal, including details of how to make an appeal (a pre-printed form can be used) and the person to whom they should send their notice of appeal.

During the normal admissions round all of the above actions are undertaken by the County Council on behalf of the school.

Lodging an appeal

Parents should lodge their appeal within the period specified by Governing Body but this should not be less than 14 days (10 working days) from the date of notification to parents that their application for a place at the school was unsuccessful. Sometimes parents submit a late appeal because of difficult circumstances or because they did not understand what was required. The Governing Body should not unreasonably refuse to accept a late appeal.

Notice given to parents of the date for the appeal hearing

Parents will receive written notice at least 14 days (10 working days) before the date their appeal will be heard, unless they have agreed to a shorter period. If they do agree to a shorter period, parents should confirm this with the clerk to the panel in writing. Appeal hearings will be held within a reasonable time – normally within 30 school days of an appeal being made or, for appeals made during the normal admissions round, within 30 school days of the specified closing date for receipt of appeals.

The admission/appeals timetable

One appeal panel will hear all the appeals for the school.

The venue for the appeal

The appeal will not be held on the school grounds but at a more neutral location.

Panel members

Constitution of the appeal panel:

The panel must also consist of three or five members appointed by the governing body or bodies from the following categories:

- people who are eligible to be lay members. This means people without personal experience in the management of any school or the provision of education in any school (disregarding experience as a school governor or

in any other voluntary capacity). **There must be at least one lay member of the panel;**

- people who have experience in education, who are acquainted with educational conditions in the area, or who are parents of registered pupils at a school. There must be **at least one panel member from this category.**

The following people are *disqualified* from membership of an appeal panel arranged by a governing body (or jointly with other governing bodies):

- any member of the school's maintaining LEA (i.e. Councillors) or the governing body or bodies in question;
- anyone, other than a teacher, employed by the LEA or the governing body or bodies;
- any person who has, or has ever had, any connection with the school's maintaining LEA or the school itself, or with any employee of the LEA or the governing body (other than a teacher), such that doubts might be reasonably raised over his or her ability to act impartially regarding the LEA or the school. Employment by the LEA as a teacher is not in *itself* a reason for disqualifying someone from membership – unless there is another reason to call into question their ability to act impartially – but a person who is a teacher at the school which is the subject of the appeal cannot be a panel member.

Ensuring that there is a quorum of panel members

Where a panel with five members has begun considering an appeal and any of the members die or have to withdraw for any reason, the panel may continue to sit, provided that:

- there are three remaining members; and
- they comprise at least one member from each of the categories stated above

When panel members receive their set of papers for the appeal, they should notify the clerk to the panel if they know any of the appellants so that the appropriateness of their being on the panel can be considered.

It is good practice to inform parents in advance of the names of panel members, where possible, and the category they come under (i.e. lay member or person with experience in education), so that they can raise any doubts as to the impartiality of particular panel members before the hearing itself.

Each panel must have the services of a clerk. This will not be a member of the school staff.

Chairperson

The chairperson should explain at the start that the panel is independent and that if it upholds the parents' appeal, the decision will be binding on the admission authority concerned. The chairperson should conclude the hearing by asking parents if they have been able to raise all the issues they wanted to, and if there are any additional points they would like to make.

The presenting officer

The admission authority arranging the appeal should provide a presenting officer who must present their decision not to admit the child as clearly as possible and giving all the relevant information. The officer should be prepared to answer detailed questions about the case being heard and questions about the school and its admission arrangements, and will need to be present throughout the hearing to be able to do so.

Preparation and production of evidence

At least 7 days (5 working days) before the hearing (unless parents have waived their right under this guidance to a period of 14 days' notice of their appeal), the admission authority should supply the clerk of the appeal panel with the following documents which should be circulated to the panel members and sent to the parents:

- a written statement summarising how the admission arrangements for the school(s) apply to the parent's application, with any relevant background information. Where the parent's appeal relates to the LEA's administration of co-ordinated arrangements (e.g. because an error has allegedly been made, or because application of those arrangements has led to the child being offered a place at one of two or more preferred schools they could have been offered), details of co-ordinated arrangements or a statement from the LEA should be provided;
- a written statement summarising the reasons for the decision, for instance, full supporting information that prejudice to the provision of efficient education or use of resources would arise from the admission of the child (or children) concerned. A statement referring to accommodation, class sizes, capacity, etc should be supported by factual information, as panel members cannot be led on 'tours' of schools to make their own assessments – this would call into question their independence, and could lead to allegations of lobbying (if considered necessary, evidence can be produced in the form of photographs or a video, as well as layout plans of a building);
- where another place has been offered, as identified under co-ordinated arrangements, either the relevant extract of the published scheme or a statement from the LEA, should be provided;
- copies of any information or documents which are to be put to the panel at the hearing, including anything which has been submitted by the parents.

Parents should also be informed that there is no statutory time limit for submitting information about their appeal, and that they may be able to submit information after lodging their appeal, but before the hearing.

Representation

Parents should be encouraged to attend the hearing and it is important to arrange a time and a place that enables them to do so. Nevertheless, in some cases, particularly with multiple appeals, it may not be possible to offer parents alternative times for their hearing unless there are exceptional reasons why they cannot attend the appeal at the original time which has been offered (see also paragraph A.5 on religious holidays or religious observance). If it is not practical to offer an alternative date, the appeal will have to be decided on whatever information is available.

The panel should allow the parent to be accompanied by a friend or to be represented.

Parents are entitled to decide how to organise their presentation to the appeal panel but it is unlikely to be necessary for witnesses to attend.

Conduct

The Clerk to the Appeals Panel will brief the parent(s) and/or representatives before the hearing begins.

They will then be invited into the panel room as well as the Governing Body's representative.

At the start of the hearing the Chairperson will welcome the parent(s) and/or representatives, introduce those present and explain the procedure. It will be stated that the panel is independent of the governors and that its findings are binding on them.

The order of hearing will be as follows:

- the case for the governing body
- questioning by the parent
- the case for the parent
- questioning by the governing body
- summing up by the governing body
- summing up by the parent

The Appeals Panel may ask questions at any time. The Clerk may be called upon in an advisory capacity during the hearing.

When the discussion has been completed, everyone except the panel will leave the room.

Record of proceedings

In addition to notes taken during appeals to assist the panel's decision-making process the clerk of an appeal panel should keep brief notes of the proceedings, the attendance, the voting and the decisions (together with the reasons for these decisions) in such form as the admission authority may agree is appropriate. Such documents are the property of the appeal panel and should not normally be available to the parties. Notes of the proceedings may be typed or hand written and should be clear.

Decisions taken by the appeal panel

The decision of the Admission Appeals Panel is binding on the Governing Body and can only be overturned by the courts. Appeal panels should aim to arrive at unanimous decisions. If this is not possible, appeals must be decided by a simple majority of the votes cast. In the case of an equality of votes, the chair to the panel will have a second or casting vote.

Notification of the decision to parents

The panel must communicate the decision, and the grounds on which it is made, in writing to parents and the admission authority.

Entry to the school at times other than the normal admissions round.

Parents moving into the district or considering sending their children to the school are invited to contact the Head Teacher to arrange a visit. Entry into the school will follow exactly the same procedures as entry into Reception at the normal admission time.

As explained at the beginning of this policy the number of children we can accept into each year group is 60.

If a parent wishes their child to join the school and the year group is full parents should appeal to the Governing Body and the appeal process outlined above will be followed.

However, where a child has been permanently excluded from two or more schools and at least one of those exclusions took place after 1 September 1997, the parents' right of appeal against a decision not to offer their child a school place is effectively suspended for two years after the second or any subsequent exclusion.

Further guidance can be found in the document:

The School Admission Codes 2012

Copies of which can be downloaded from the DFE website:

<http://www.education.gov.uk/schools/adminandfinance/schooladmissions/a00195/codes-regs>



APPLICATION FORM FOR AN ADMISSION APPEAL HEARING

A date for a hearing will be advised ONLY AFTER RECEIPT OF THIS FORM which must be returned to the school office no later than

PLEASE USE BLOCK CAPITALS throughout

	PARENT/GUARDIAN 1	PARENT/GUARDIAN 2
Title: (please circle) (Mr/Mrs/Miss/Ms/Dr/Other)		
First Name:		
Surname:		
Full Address with postcode:		
Email address(es):		
Telephone nos:	Home: Work: Mobile:	Home: Work: Mobile:
Child's <u>Full</u> Name: (including surname)		Child's Date of Birth:
Present or recent School: (if applicable)		Class Year requested at this appeal: (eg. Year 1/Year 8 etc)
School originally requested at YR/Y7 (if applicable)		
School allocated by the Local Authority: :		
Other school(s) for which you are appealing	1. 2. 3.	
Are there other supporting documents to follow?	YES/NO <i>(If 'Yes', please list & see next page)</i>	1. 2. 3. 4.
a. Has your child an Educational	YES / NO	

Health & Care Plan (EHCP)? b. Is your child on the Special Needs Register?	YES / NO	
Who will be attending the appeal hearing?	<i>(Please circle)</i> Parent/Guardian 1 YES / NO Parent/Guardian 2 YES / NO	<i>(Please state the name and status of any friend or supporter who will be coming)</i>

Please note:

- a. Only parents with legal responsibility for the care of the child are permitted to request an appeal. If anyone else has joint legal responsibility for the care of the child assigned through the courts, who may be living at a different address, proof must be provided before the appeal hearing.
- b. If a court order has not been obtained, written agreement for the appeal to be made must be provided by both parents unless one parent cannot be contacted.

- a. **I wish to appeal for a place in Year Reception for September 201....**
OR:
- b. **I wish to appeal for an 'in-year' place in Year starting as soon as possible.**

GIVE YOUR REASONS HERE FOR WANTING A PLACE AT THIS SCHOOL:

If necessary, continue on a separate sheet of paper.

(If you are submitting supporting documents not available at this time, do not delay in returning the form but please tell the school office when they might be available.)

SIGNED:**Relationship to child**.....

SIGNED:**Relationship to child**.....

DATE: