

# Swanmore CE (Aided) Primary School

## Admissions Policy 2019/20



### Admissions to Year R

This policy will apply to all admissions from 1 September 2019, including in-year admissions. It will be used during 2018/19 for allocating places for September 2019 as part of the normal admission round for Year R.

The Governing Body of Swanmore Church of England (Aided) Primary School is the admission authority for **The School**. The admission arrangements are determined by the Governing Body, after statutory consultation.

The Published Admission Number (PAN) for Swanmore Church of England (Aided) Primary School (**The School**) is 60. The PAN is the number of places for children available in the year group above.

A guiding principle of admissions to this school is that a church school should serve its local community, defined in the Trust Deed of 1863 as the Ecclesiastical Parish of Swanmore. The policy aims to be clear, fair and objective and to comply with all relevant legislation.

Outside the normal admissions round, the Local Authority's Fair Access protocol will be applied alongside the policy to secure the admission of vulnerable pupils from specific groups.

The governors will admit any pupil whose Education Health and Care Plan (EHCP) names **The School**. Where possible such children will be admitted within the PAN.

If **The School** is oversubscribed, places will be offered in the following priority order. Places for applications received after the deadline will be allocated using the same criteria:

### Admission Criteria

1. **Looked after children or children who were previously looked after.** (see Definition A)
2. **(For applicants in the normal admission round only)** The child or their family who have a **serious medical, physical or psychological condition** which makes it **essential** that the child attends the preferred school rather than any other. (Appropriate medical or psychological evidence must be provided in support must be provided at the time of application). (see Definition B)
3. **Children of staff at the school.** Where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made.
4. A child **living in the catchment area of The School** (see Definition C) who at the time of admission has a **sibling** (see Definition D) on the roll of **The School**.
5. A child **living out of the catchment area of The School** who at the time of admission, has a sibling on the roll of the **The School**.
6. A child **living in the catchment area of The School**.
7. Other children.

## Definitions

**A** Looked-after children and children who were previously looked after, but ceased to be so because, immediately after being looked after, they became subject to an adoption, child arrangements or special guardianship order.”

\*Note: By a “looked-after child” we mean one in the care of a local authority or being provided with accommodation by a local authority in the exercise of its social services function. An adoption order is one made under the Adoption Act 1976 (Section 12) or the Adoption and Children Act 2002 (Section 46). A ‘child arrangements order is one settling the arrangements to be made as to the person with whom the child is to live (Children Act 1989, Section 8, as amended by the Children and Families Act 2014, Section 14). A ‘special guardianship order’ is one appointing one or more individuals to be a child’s special guardian/s (Children Act 1989, Section 14A). Applications under this criterion should be accompanied by evidence to show that the child is looked after or was previously looked after (e.g. a copy of the adoption, child arrangements or special guardianship order).”

## **B Serious medical, physical or psychological condition**

Where a place is requested for a child or family who have a serious social or medical, condition, you must supply supporting independent evidence at the time of application confirming the reason(s) why attendance at **The School** is essential rather than any other school. You must also describe the difficulties that would be caused if the child had to attend another school. The evidence should be provided by a suitably qualified medical professional. The evidence will be considered carefully in confidence by the admissions committee of The Governing Body, who will endeavour to reach a fair and equitable decision.

Children with an Education, Health and Care Plan (EHCP) plan naming **The School** will always be offered places.

## **C The Catchment Area**

The catchment area for Swanmore Church of England (Aided) Primary School is the Ecclesiastical Parish of Swanmore. The child’s permanent residence is where they live, normally including weekends and during school holidays as well as during the week, and should be used for the application. The permanent address of children who spend part of their week with one parent and part with the other, at different addresses, will be the address at which they spend most of their time.

### **Moving home & UK service personnel & crown servants**

Places can only be offered on the basis of future moves on the basis of:

- a letter from the solicitor (or equivalent) confirming exchange of contracts to buy a property relevant to the application;
- a tenancy agreement confirming the renting of a specific property relevant to the application;
- a letter from a housing association confirming that the parent(s) will be living at a specific address relevant to the application; or
- in the case of UK service personnel and Crown servants, an official government letter (MOD, FCO or GCHQ) letter declaring a relocation date to the relevant parish of **The School** (or to establish distance from **The School**).

To be considered all evidence must be submitted at the time of application.

## **D Siblings**

‘Sibling’ refers to a brother or sister, half brother or half sister, adoptive brother or adoptive sister, foster brother or sister, step brother or step sister, and includes children living as siblings in the same family unit. It will also be applied to situations where a full, half or adopted brother or sister are living at separate addresses. Category includes children who at the time of application have a sibling for whom the offer of a place at the preferred school has been accepted, even if the sibling is not yet attending.

## Additional Information

### **Tie-breaker**

If **The School** is oversubscribed from within any of the above criteria or sub-criteria, straight line distance will be used to prioritise applications; applicants living nearer **The School** have priority. The Local Authority’s Geographic Information Systems (GIS) will be used to determine distances from the defined point of the home address point to defined point of **The School**.

Distances to multiple dwellings will give priority to the ground floor over the first floor and so on. On individual floors, distances will be measured to the stairs leading to the communal entrance. If distances are equal (for example within a block of flats), lots will be drawn by a person independent of The Governing Body to determine the allocation of a place.

### **Who can apply**

Only a parent can apply for a place at a school. A parent is any person who has parental responsibility for or is the legal guardian of the child, as set out in the Children Act 1989.

### **How to apply**

The Local Authority operates a Co-ordinated Admissions scheme which processes all main round (ordinary) admission applications. They also publish a Composite Prospectus which details all admission arrangements for schools within the Local Authority. Please see [www.hants.gov.uk](http://www.hants.gov.uk) for the prospectus and details of the scheme.

### **Admission to Key Stage 2 in a Primary School**

The Governing Body admits more children than the PAN for **The School** into Key Stage 2 classes, where 64 children are admitted for year groups Year 3 – Year 6.

### **Offering places**

The Governing Body will consider first all those applications received by the published deadline of **midnight on 15 January 2019**. Notifications to parents offering a place will be sent by the Local Authority on **15 April 2019**.

Applications made after **midnight on 15 January 2019** will be considered after all on-time applications have been fully processed unless exceptional circumstances merit consideration alongside on-time applications.

For the normal admission round, all on-time preferences will be considered simultaneously and ranked in accordance with the admission criteria. If more than one school can offer a place, the parent's highest stated available preference will be allocated.

### **Pupils with a statement of special educational needs**

The governors will admit any pupil whose Education, Health and Care plan (previously a final statement of special educational needs) names **The School**. Where possible these children will be admitted within the PAN.

### **Multiple births**

Where a twin or child from a multiple birth is admitted to a school under this policy then any further twin or child of the same multiple birth will be admitted, if the parents so wish, even though this may raise the number in the year group above **The School's** PAN.

### **In-year applications (ordinary)**

The allocation of any places which may become available during the year will be made on the basis of the current Admissions Criteria. There are no deadline dates for in year applications. Applications must be made using the Local Authority Admission Form available on line at [www.hants.gov.uk](http://www.hants.gov.uk). Any parent with parental responsibility can apply for a place for their child at any time to any school. The Governing Body will decide whether a place can be offered at **The School**.

### **In-Year Fair Access placements by the local authority**

The local authority must ensure that all pupils are placed in schools as quickly as possible. It may therefore sometimes be necessary for a pupil to be placed by the local authority, or a local placement panel acting on behalf of the authority, in a particular school even if there is a waiting list for admission. Such placements will be made in accordance with the provisions of the local authority's In-Year Fair Access Protocol. The Protocol is based on legislation and government guidance.

### **Waiting lists**

When all available places have been allocated a waiting list will be operated by **The School**.

Waiting lists for any academic year will be maintained until the beginning of the following academic year.

Any places that become available will be allocated according to the criteria of the admission policy with no account being taken of the length of time on the waiting list or any priority order expressed as part of the main admission round. Fair Access admissions and school closure arrangements will take priority over the waiting list.

The waiting list will be reviewed and revised:

- each time a child is added to, or removed from, the waiting list;
- when a child's changed circumstances affect their priority;

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- periodically when parents, with a child on the waiting list, will be contacted and asked if they wish to remain on the list for the following school year.

At the time of receiving an offer of a school place parents will be advised of the process for adding their child's name to a school's waiting list. Parents may keep their child's name on the waiting list of as many schools as they wish and for as long as they wish.

### Starting school and deferred entry to Year R

Pupils born between 1 September 2014 and 31 August 2015 (inclusive) are entitled to full-time schooling from September 2019. Parents can request that their child's admission is deferred until later in the school year (usually at the start of a school term), but not beyond the point they reach compulsory school age, at the beginning of the term following their fifth birthday. Parents can request that their child attends part-time until the child reaches compulsory school age.

Children with birthdays between:

- 1 September and 31 December 2014 (inclusive) reach compulsory school age on 31 December 2019, and must be in school at the start of the Spring term.
- 1 January and 31 March 2015 (inclusive) reach compulsory school age on 31 March 2019, and must be in school at the start of the Summer term;
- 1 April and 31 August 2015 (inclusive) reach compulsory school age on 31 August 2019, and must be in school at the start of the new school year in September.

Parents of children with birthdays between 1 April and 31 August 2015 (inclusive), whose child has not started in a Year R class during the 2019-20 school year, may wish to request admission to Year R in September 2020 rather than admission to Year 1. In these circumstances, all relevant factors will be considered in assessing the request; parents would be expected to state clearly why they felt admission to Year R was in their child's best interests.

It is recommended that parents considering such a request contact **The School** in the Autumn term 2018 to ensure that an informed decision is made.

Parents may decide not to apply for a Reception place in the school but to apply for a Year 1 place in September 2020. Parents should be aware that the Year 1 group may have no vacancies as it could be full with children transferring from the 2019-20 Reception Year group. Alternatively, they may decide to apply in the normal round (no later than 15 January 2020) for a Reception Year place in September 2020, but would need to provide strong supporting reasons for seeking a place outside the normal year group and apply via the protocol outlined above.

### **Notes on compulsory school age and summer born children**

*A child is not required to start school until they have reached compulsory school age following their fifth birthday. For summer born children this is almost a full school year after the point at which they could first be admitted. Compulsory school age is set out in section 8 of the Education Act 1996 and The Education (Start of Compulsory School Age) Order 1998. A child reaches compulsory school age on the prescribed day following his fifth birthday (or on his fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.*

*All children born from the beginning of April to the end of August reach compulsory school age in the September following their fifth birthday. It is likely that most requests for children to be admitted out of their normal year group will come from parents of children born in the later summer months or those born prematurely.*

### **Admission of children outside their normal age group**

Parents who have deferred entry into Year R or of a gifted and talented child or a child who has experienced problems or missed part of a year, for example due to ill health, can request a place outside the normal age group. The Governing Body will make a decision on the basis of the circumstances of each case. Parents do not have a right to appeal if they have been offered a place and it is not in the year group they would like.

### **Admission Appeals**

If you are unsuccessful in being offered a place for your child at **The School** you will be informed by the Local Authority in writing, be given reasons for the refusal and informed of your right to an independent appeal against the decision.

### **Warning**

Places are withdrawn every year because parents give false information on application forms, e.g. a false 'home address'. This includes cases where parents take out a short-term let or buy a property solely to use its address on the application form without any intention of taking up permanent residence there. In fairness

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to all parents, all allegations of fraudulent practice brought to The Governing Body attention will be investigated. The Governing Body reserves the right to withdraw the offer of a place if fraudulent or intentionally misleading information has been used on an application.

### Legislation

This policy takes account of all relevant legislation including the legislation on sex discrimination, race relations, and disability, together with all relevant regulations and the School Admissions Code (published by the DfE in 2014).

### Further Information

If you require further information about applying for a place at Swanmore Church of England School, please contact **The School**.

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