

Admissions Policy

Ermine Primary Academy



This Policy has been approved by the Headteacher

Signed..... Date.....

This Policy has been approved by the Governing Body

Signed..... Date.....

Reviewed September 2015

Next Review Date of Policy –September 2017

Ermine Primary Academy is an all through Primary Academy with a nursery facility. The admission authority is the Governing Body). The PAN is 60 in each year group. We do not enforce a staggered or part time start arrangements policy.

The local authority last determined this policy in 2014.

Ermine Primary Academy provides for the admission of all children in the September following their fourth birthday.

Where we have offered a child a place at our school:

- a) that child is entitled to a full-time place in the September following their fourth birthday;
- b) the child's parents can defer the date their child is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which it was made, whichever is the sooner;
- c) where the parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

Parents interested in deferring admission or arranging part-time attendance must contact the school to discuss this.

Consideration of applications

Ermine Primary Academy will consider all applications for places.

As a Foundation Academy, where Ermine Primary has more applications than places, the Governing Body will apply the following criteria in the order listed.

Children who have an Education Health Care Plan

In accordance with legislation the allocation of places for children with the following will take place first; Statement of Special Educational Needs (Education Act 1996) or Education, Health and Care Plan (Children and Families Act 2014). Remaining places will be allocated in accordance with this policy.

1) Students in the care of the local authority.

A 'looked after child' or 'previously looked after child'

2) There is a sibling who will still be attending the Academy when the child is due to start.

3) Children where the parent 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 and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

4) Distance in the following order:

- i) Whether this is the Academy closest to the home address.
- ii) The distance from the child's home to the Academy.

This means that, in most cases, pupils who live closest to the Academy are given priority.

Please note: Children of UK service personnel (UK Armed Forces)

For families of service personnel with a confirmed posting to the area, or crown servants returning to live in the area from overseas, the Governors will:

- Allocate a place in advance of the family arriving in the area provided the application is accompanied by an official letter that declares a relocation date and a Unit postal address or quartering area address to use when considering the application against the school's oversubscription criteria.

- Accept a Unit postal address or quartering area address for admissions purposes for a service child.

The Governors will not refuse a service child a place because the family does not currently live in the area.

Explanations and definitions

1. 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.

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's Act 2002 (see section 46 adoption orders).

Child arrangements orders are defined in s.8 of the Children Act 1989, as amended by s.12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order.

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

2. Sibling:

- A full brother or full sister, whether or not resident in the same household.
- Another child normally resident for the majority of term time in the same household, for whom an adult in the household has parental responsibility as defined in the Children Act 1989 or Section 576 of the 1996 Education Act.
- In the case of twins (or two siblings in the same age cohort) and where there is only one place available in the Academy, both will be considered together as one application. The Academy will be authorised to exceed its admission number by one, except if this breaches infant class size regulations. In this case, parents will be given the choice, either to accept the one place available and a place in a different Academy for the other twin (or sibling) or to accept places in the nearest Academy with two places. In the latter instance, the County Council will provide free transport for both children, provided the distance from home to Academy qualifies.

3. Designated Area for Academy Transport

The County Council's policy on the provision of Academy transport determines to which Academies parents are entitled to free transport for their children. Parents are informed of these Academies in the letter sent to them about admission to primary and secondary Academies. At other times, parents should check this carefully with the Academies Administration Section of the County Council.

4. Distance from home to Academy

The way we measure distance is as follows:

Driving distance as calculated by Lincolnshire County Council school admissions team from the Post Office Address Point of the home to the Post Office Address Point of the school.

If two or more children are tied for the last place a lottery will be drawn by an independent person, not employed by the school or working in Children's Service Directorate at the local authority.

5. Home address

This is the address where the child lives for the majority of the Academy term time with a parent who has parental responsibility as defined in the Children Act 1989 and a parent includes a person who is not a parent but who has responsibility for her or him. This could include a pupil's guardians but will not usually include other relatives such as grandparents, aunts, uncles etc unless they have all the rights, duties, powers and responsibilities and authority which by law a parent of a child has in relation to the child and her or his property.

Where a child lives normally and habitually during the Academy week with more than one parent at different addresses, the home address for the purposes Academy admissions will be that of the parent who lives closest, as the crow flies, to the Academy in question.

Equally, where a family possesses more than one home, the Governing Body will take as the home address the address where the family and child normally live for the majority of the Academy term time.

The Governing Body has the right to investigate any concerns it may have with respect to the accuracy of information provided by parents on an application form and to withdraw the offer of a Academy place if there is evidence that parents have made fraudulent claims, for example concerning parental responsibility or address given.

Any parent of a child who has been refused a place by the Governing Body's Admissions Committee (except a parent of a child who has been permanently excluded twice from two Academies) may appeal to an Independent Appeals Panel by giving written notice to the Clerk of the Governing Body at Ermine Primary Academy. The Clerk of the Governing Body will send the notice to the Clerk of the Independent Panel who will convene a meeting and invite the parent concerned. You should send your appeal to the Academy by the end of March.

6. Reserve list

For admission into the intake year the governors will keep a waiting list which we call a reserve list.

If we have to refuse a place at our school your child is automatically put on the reserve list, unless you have been offered a higher preference school.

This list is in the order of the oversubscription criteria, as required by the school admissions code. This means that names can move down the list if someone moves into the area and is higher placed under the oversubscription criteria. The governors must not take account of the time you have been on the list.

For the intake year the list is kept by the Schools Admission Team until the end of August.

After this the school admissions code requires that schools keep the reserve list until the end of the autumn term.

We do not keep the reserve list beyond the legal minimum for Reception age children and also for any other year groups. For further information contact Ermine Primary Academy.

7. Mid-year admissions

The governors will accept admissions into other year groups if there are places. If there are more applications than places then the oversubscription criteria will be used to decide who should be offered the place. If there are no places then you will be told of the independent appeal system.

8. Process of application for the normal intake year

Arrangements for applications for places in (YR) will be made in accordance with Lincolnshire County Council's co-ordinated admission arrangements; parents resident in Lincolnshire can apply online at www.lincolnshire.gov.uk/schooladmissions , they can also apply by telephone, or ask for a hard copy

application form, by telephoning 01522 782030. Parents resident in other areas must apply through their home local authority. Ermine Primary will use the Lincolnshire County Council's timetable published online for these applications and the relevant Local Authority will make the offers of places on their behalf as required by the School Admissions Code.

8. Fair Access

Local Authorities are required to have Fair Access Protocols in order to make sure that unplaced children who live in the home local authority, especially the most vulnerable, are offered a place at a suitable school as quickly as possible. This includes admitting children above the published admissions number to schools that are already full.

9. Appeals procedure

Arrangements for appeals panels

Parents will have the right of appeal to an Independent Appeal Panel if they are dissatisfied with an admission decision of Ermine Primary Academy. The arrangements for Appeals will be in line with the Code of Practice on School Admission Appeals published by the Department for Education. The determination of the Appeal Panel will be made in accordance with the Code of Practice on School Admission Appeals and is binding on all parties. The School will prepare guidance for parents about how the appeals process will work and provide a named contact who can answer any enquiries they may have about the process.

10. Fraudulent or misleading applications

As an admission authority we have the right to investigate any concerns we may have about your application and to withdraw the offer of a place if we consider there is evidence that you have made a fraudulent claim or provided misleading information, for example a false address was given which denied a place to a child with a stronger claim.

We reserve the right to check any address and other information provided so we can apply the oversubscription criteria accurately and fairly.

11. Admission of children outside their normal age group

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health.

Parents wishing to make these requests must contact their home local authority for guidance on the procedure to follow.

It is important for parents to note that they will have the opportunity and responsibility to provide whatever evidence they wish to support their request.

11. Review

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

To be updated January 2017