



Cottesmore
Millfield Academy



Admissions Arrangements 2018

Policy Date: March 2017
Review Date: January 2018

COTTESMORE MILLFIELD ACADEMY ADMISSIONS POLICY

1. Introduction

Millfield Community Trust (the Trust) is the admissions authority for Cottesmore Millfield Academy (the Academy). Admissions arrangements for the Academy incorporate the Rutland co-ordinated admissions procedure.

Cottesmore Millfield Academy admits pupils in-line with the Equality Act (2010), School Admissions Code (2014), the School Admission Appeals Code (2012), Human Rights Act (1998) and the School Standards and Framework Act (1998).

Applicants will find the following documents useful. All are available to download from the website www.rutland.gov.uk/admissions

- *Rutland County Council In-Year, Primary and Secondary Co-ordinated Schemes 2018-2019*
- *'Starting Primary School in Rutland' – the process for Rutland Residents*
- *'In-Year Admissions' – transferring from one school to another*

Our published admission number (PAN) is 51.

Cottesmore Millfield Academy provides for the admission of all children in the autumn term following their fourth birthday.

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

- a) the child is entitled to a full-time place in the autumn term 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) at a parent's request and by discussion with the academy, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.
- d) parents of a summer born child may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to reception rather than year 1.

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

2. Education Health Care Plans

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) where the school is named. Remaining places will be allocated in accordance with this policy.

For entry into foundation stage in autumn, places are allocated to children whose parent or carer has returned an application before the closing date for applications before applications are considered for those who have not.

The oversubscription criteria are listed in order.

3. Oversubscription criteria

- A. Looked after children and all previously looked after children ¹
- B. There is a brother or sister² at the school who will still be attending when the child is due to start.
- C. The school is the nearest one to the home address³.
- D. The distance from the home to the school, priority will be given to the child living closest the school⁴

Definitions and notes

(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.

Previously looked after children are 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).

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). Brother or sister. A full brother or sister, whether or not resident in the same household. Another child normally living for the majority of term time in the same household, where an adult in the household has parental responsibility as defined by the Children Act 1989. Or any child in the household where an adult in the household is defined as a parent for the purposes of Section 576 of the Education Act 1996.

In the case of twins, or brothers and sisters in the same year group, where there is only one place available in the school, both will be considered together as one application. The school will be allowed to go above its admission number by one, except in cases where infant class regulations prevent this from happening. If this happens we can only legally offer one place. We will offer the parent one place for one child and a different school for the other child. Alternatively we could offer both children a place in another school and if this school qualifies for free transport we will provide it for both children.

(3). Measurement of distance

- *Driving distance as calculated from the Post Office Address Point of the home to the Post Office Address Point of the school.*

By home we mean the address where the child lives for the majority of the school term time with a parent who has parental responsibility as defined in the Children Act 1989. Or any child in the household where an adult in the household is defined as a parent for the purposes of Section 576 of the Education Act 1996. This could include a person who is not a parent but who has responsibility for her or him.

It could include a child's guardian 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 their property.

Where your child lives normally during the school week with more than one parent at different addresses, the home address for the purposes of school admissions will be that of the parent who lives closest, as measured by driving distance, to the school in question.

If you have more than one home, we will take as the home address the address where you and your child normally live for the majority of the school term time.

(4). The nearest address to the school is found by measuring the distance from your address to the school by driving distance along public highways. We measure along public highways using the post office address point of the home to the post office address point of the school.

If any of the oversubscription criteria have too many applicants then distance using the method in note 4 is applied.

4. Application Process

Arrangements for applications for places in Reception year at Cottesmore Millfield Academy are made in accordance with Rutland County Council's co-ordinated admission arrangements, the timetable for which is provided in appendix A of this policy. Parents resident in Rutland can apply online at www.rutland.gov.uk/admissions or by post. The Rutland common application form is available to download from the website or a copy can be requested by contacting the Admissions Service on 01572 722577 or emailing admissions@rutland.gov.uk

Applications for children residing outside the Rutland Local Education area must be made to the applicant's home local authority. Cottesmore Millfield Academy use the Rutland 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.

5. In-year admissions

The governors accept admissions into other year groups where a place is available. Where there are more applications than places the oversubscription criteria is applied. When a school place cannot be offered due to over subscription applicants are informed of their right to appeal.

6. 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 or if the child is summer born. The term 'summer born' is used to refer to children born from 1 April to 31 August. These children are not required to start school until a full school year after the point at which they could first have been admitted.

Parents wishing to make these requests must contact their home local authority for guidance on the process. It is important for parents to note that they will have the opportunity and responsibility to provide any evidence they wish to support their request.

Cottesmore Millfield Academy will make a decision based on circumstances of each case and in the best interests of the child concerned. This includes taking account of:

- parent's views;
- available information about the child's academic, social and emotional development;
- where relevant, their medical history and the views of a medical professional;
- whether they have previously been educated out of their normal age group;
- any evidence that the child may naturally have fallen into a lower age group if it were not for being born prematurely
- the views of the head teacher

There is a statutory right of appeal against a refusal of a place but this right does not apply if they are offered a place in another year group at the school.

7. Fraudulent or Misleading Applications

As an admission authority the Trust has the right to investigate any concerns it may have about an application and to withdraw the offer of a place if it considers there is evidence that a fraudulent claim has been made or misleading information provided; for example a false address.

The Trust reserves the right to check any address and other information provided so the oversubscription criteria can be applied accurately and fairly.

8. Fair Access Protocols

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. For details of the Rutland Fair Access Protocol please go to www.rutland.gov.uk/admissions

9. 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, Governors will:

- Allocate a place in advance of the family arriving in the area provided the application is accompanied by an official letter that declaring 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.

10. Reserve list

For admission into foundation stage, a reserve list is maintained. Where a place is refused due to oversubscription applicants are automatically put on this list, unless the applicant has been offered a higher preference school.

This list is kept in 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 placed higher under the oversubscription criteria. The Trust does not take account of the time an application has been on the reserve list when allocating places.

For annual intake into foundation stage the list is kept by the Schools Admission Team until the end of August after which time the school admissions code requires the Trust to keep the reserve list until the end of the autumn term.

11. Appeals

The procedure for appeals relating to admissions is in accordance with legislation. The appeals panel is independent and entirely separate from the admission system. The decision of the appeal panel is binding on all parties.

Policy approved by:

Headteacher _____

Date _____

Chair of Governors _____

Date _____

Appendix A

Rutland County Council co-ordinated admission arrangements

Admission to primary school in September 2018
Summary of process – timetable

Date	Action
Monday 15 January 2018	Closing date for Rutland residents to submit a common application form to RCC (their 'home' LA).
By Friday 2 February 2018	RCC to inform other LAs of any applications received for a place at a school within their LA areas.
By Friday 9 February 2018	RCC to forward a list of all applications received for Rutland VA and Academy schools to the school direct for processing and ranking.
By Friday 2 March 2018	Rutland VA and Academy schools to return a confirmed, ranked list of applications for their school to RCC.
By Friday 23 March 2018	RCC and other LAs to exchange information about the outcome of applications for places at schools within their areas.
By Thursday 12 April 2018	RCC to send each Rutland primary school a finalised list of offers to be made to their school.
Monday 16 April 2018	RCC to send offers to Rutland residents.