



RYHALL CE ACADEMY



POLICY STATEMENT

ADMISSIONS 2018

Formulation date:

Responsibility:

PDET

Reviewed:

November 2016

Next Review Date:

November 2017

Associated Documentation:

School Admissions Code, DfE, December 2014

Summary:

Ryhall CE Academy is an Academy within the Peterborough Diocese Education Trust. The Academy Trust is the admission authority and has responsibility for setting the Admission Policy, The policy is administered by the Local Governing Body.

The Governing Body of Ryhall CE Academy will admit up to 30 pupils into each year group. This is known as the planned admissions number (PAN).

The governors will admit all pupils with a Statement of Special Educational Needs or an Education, Health & Care Plan (EHC) which names the school as appropriate provision.

Ryhall CE Academy provides a 4+ entry into school at the beginning of each academic year for those children whose 5th birthday falls between 1 September 2017 and 31 August 2018. Parents may request to defer their child's entry until later in the same school year but not beyond the point at which the child reaches compulsory school age and not beyond the beginning of the final term of the school year for which the offer was made. A child will be of compulsory school age on the prescribed day following their 5th birthday or on their 5th birthday if it falls on a prescribed day. For these purposes the prescribed days are 31 December, 31 March and 31 August.

Admission of Children Outside the Normal Age Group

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

In addition, the parents of a summer born child (ie: all children who are born from 1 April to 31 August) may choose not to send their child to school until the September following their 5th birthday and may request that the child is admitted out of their normal age group ie into Reception rather than Year 1.

Any parents wishing to make an application of this nature should contact the school in the first instance.

Any decision will be made on the circumstances of each case and in the best interests of the child. This will include:-

- Taking account of the parent's views;
- 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 been educated previously outside of their normal age group;
- Whether they may naturally have fallen into a lower age group had they not been born prematurely;
- The views of the Headteacher

When informing the child's parent of the decision about which year the child should be admitted to, they will also be given clear reasons for the decision.

How to apply

Reception Class place: Application forms must be obtained from your home Local Authority and returned to your home Local Authority. Online applications can also be made using your home Local Authority website. Details of how to accept an offer will be provided by your home Local Authority.

For a place in Year 1-6: These applications are known as 'in-year admissions' and refer to a child who is not starting primary school for the first time (normal admissions rounds) but who is changing from one primary school to another. Application forms should be obtained directly from the Academy and must be submitted directly to the Academy.

Oversubscription

When there are more applications than there are places available, the governors will admit pupils according to the following criteria which are listed below in order of priority:

1. The Governors will admit 'Looked After Children' and children who were previously looked after but immediately after being looked after became subject to an adoption, residence, child arrangements or special guardianship order. A looked after child is a child who is (a) in the care of the local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see definition in section 22(1) of the Children Act 1989).

Children with an EHC (Education Health Care) plan (formerly known as a Statement of Special Educational Needs), where the local authority has identified Ryhall CE Academy as the most suitable school for the child.

2. Children whose place of residence is within the catchment area of the school (this includes Ryhall, Belmesthorpe, Essendine and Carlby)
3. Children who have an older sibling who will be continuing to attend the school at the time of admission of the younger child (see sibling definition below)
4. The Governors will admit children on social or medical grounds where professionals have clearly identified that the school will best meet the needs of the child. (These applications must be accompanied by documentary evidence from appropriate professionals within the Health or Social Services).
5. Children who reside outside the catchment area, with no siblings but live nearest to the school by distance.

Measurement of Distance

Distance is measured from the centre point of the child's place of residence to the centre point of the main school building. The route is defined as a driving route or safe walking route, whichever is the shorter, using a computerised mapping system.

Tie Breaker

Where the Admission Number is reached within one criteria, then sub-prioritisation within the criteria will take place. For example, if there are more applicants than places available within criteria 2 (catchment area), then siblings within the catchment area will take precedence, followed by those with a special domestic, educational and domestic need, followed by those living closest. If it is still necessary to prioritise between applicants, distance from the school will be used.

Waiting Lists

Governors will admit up to the PAN using the oversubscription criteria listed above. All parents who are refused a place at the school at any time may wish to place their child's name on a Waiting List. Parents must contact the school to request that their child's name is placed on the waiting list. Pupils will be placed on the waiting list in strict order according to the oversubscription criteria on the Admissions Policy. If a place becomes available at the school, places will be allocated according to the oversubscription criteria.

The Waiting List will be revised in September at the start of the new school year and at the time of allocation of any available places. Parents wishing their child to remain on the waiting list should contact the school within 10 school days at the beginning of September. Any places that become available mid-term will be allocated as soon as possible. Parents/Carers should be aware that their place can move up or down depending on future applications

Late Applications

Late applications will be accepted but will be deemed late and therefore considered after those received by the closing date. Those refused a place due to the school having reached the planned admissions number, will be advised of their right to appeal.

Right of Appeal

Governors will admit up to the published admission number. For any child subsequently refused a place, parents/legal guardians will have the right to appeal against the decision to the independent Appeals Panel. Parents wishing to appeal should write to: The Appeals Administrator, Diocesan Board of Education, Bouverie Court, 6 The Lakes, Bedford Road, Northampton. NN4 7YD

Definition of terms used

Place of residence

Place of residence is determined to be the address of the parent or carer with whom the child spends the majority of the time as a child of a family during term-time and proof of the home address, if required, should be in the form of two utility bills. If clarification is required of the extent of the catchment area, applicants should contact the school for further details. If the child spends equal time with each parent/carers, the parents/carers must reach agreement as to which address will be classed as the child's place of residence for the application form. If agreement cannot be reached, the application received from the parent/carers in receipt of child benefit would be application to be processed. Proof of receipt of child benefit would need to be provided.

Parents and Guardians must notify the school of any change of address during admissions procedure. Please note that the school is unable to allocate a place to anyone moving into the country from abroad or within the UK prior to their arrival in the country or area. The school would then require proof of residency as stated above. The only exceptions are children of UK service personnel and other Crown Servants (including Diplomats).

Sibling

Sibling is defined as a child of the family, sharing a parent by birth or adoption or living at the same address at the time of application and until and including the date of the offer letter.

Special Educational, Medical or Domestic need

In order to be allocated a place under this criterion, supporting evidence is required, which must include the particular reasons why the school in question is the most suitable and the difficulties that would be caused if the child had to attend another school:

- i. Special Education need is not that defined in a statement of special educational need but still requires support by written evidence from a GP, educational psychologist, speech therapist or other recognised professional;
- ii. Medical need should be supported by written evidence from a GP, educational psychologist, speech therapist or other recognised professional;
- iii. Domestic need should be supported in writing by a GP, health visitor or other recognised professional and whilst it need not relate specifically to the child, the need should impact on the child's educational wellbeing.

This criterion is not intended to discriminate against or disadvantage children with special educational needs or disabilities.