



**Langham Church of  
England  
Primary School  
ADMISSIONS POLICY**

**September 2019**

## Admissions Policy

### Rationale

The governing body of Langham CE Primary School applies the regulations on admissions fairly and equally to all those who wish to attend this school. In drawing up our policy we refer to, and abide by, the School Admissions Code ('the Code'). This code states that: "It is the responsibility of admission authorities to ensure that admission arrangements are compliant with this Code. Where a school is the admission authority, this responsibility falls to the governing body or Academy Trust."

Langham CE Primary School is its own admission authority and is responsible for setting the criteria for admission, for their interpretation and for the administration of admissions to the School. This means that it is responsible for drafting, consulting on and implementing arrangements for admissions. These Admission Arrangements are supported by the School's Fair Access Protocol.

The Department for Education (DfE) Admissions Code 2014 requires that admissions into the Reception year group, at the beginning of an academic year, be co-ordinated by the LA for all schools regardless of who is the Admission Authority. This is in order to provide a better service to parents and carers. This coordination involves a common application form and a common timetable as described in the 'co-ordinated schemes'.

These Admission Arrangements have been drafted in compliance with The School Admissions Code ('the Code') which has been issued under Section 84 of the School Standards and Framework Act 1998 ('SSFA 1998'). This Code came into force on 19 December 2014 and applies to admission arrangements determined for admission in school year 2018/19 and any future years. The Code should be read alongside the School Admission Appeals Code and other guidance and law that affect admissions and admission appeals in England. This Code imposes mandatory requirements and includes guidelines setting out aims, objectives and other matters in relation to the discharge of functions relating to admissions.

In all cases, if there is a conflict between these arrangements and the Code then the Code will prevail, and if these arrangements are silent on any matter then the Code will be followed.

The Code states that, in drawing up their admission arrangements, Admission Authorities must ensure that the practices and the criteria used to decide the allocation of school places are fair, clear and objective. Parents should be able to look at a set of arrangements and understand easily how places for that school will be allocated

We are an inclusive school that welcomes children from all backgrounds and abilities.

### Aims and objectives

In our admission of pupils to the school our aims are that:

- All applications will be treated on merit and in a sensitive manner.
- The only restriction we place on entry is that of number. If the number of children applying for entry exceeds the places available, we enforce the procedure set out below in order to determine whether a child is accepted or not. It is our wish to allow parents the right to have a place at the school of their choice. However, this is not always possible, due to the excess demand on the school places available.

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- The level of ability of a child or any special needs that s/he may have plays no part in the admissions policy of this school.

### How parents can apply for their child to be admitted to our school

Our school is an Academy and is therefore its own Admissions Authority. The regulations for entry to our school are published each year and Parents can receive a copy of these regulations directly from the school.

There are two different categories of admission, each of which are considered and processed in a different way.

#### 1. Admission into the Foundation Year Group at the start of the academic year.

The Department for Education (DfE) Admissions Code 2014 requires that admissions into the Reception Year Group (ie children starting at Primary School for the first time), at the beginning of an academic year, be co-ordinated by the Local Authority (LA) for all schools regardless of who is the Admission Authority. This is in order to provide a better service to parents and carers. This coordination involves a common application form and a common timetable as described in the 'co-ordinated schemes'.

The LA publishes a composite booklet entitled 'Starting Primary School in Rutland' each year, which gives lots of information for parents on the admission process, timetable and about how parents can apply for a place in the school of their choice.

Parents have a right to express a preference for the school of their choice and they should do so on the application form. Expressing a preference does not, in itself, guarantee a place at this school. Application forms can be obtained from the Schools' Admission Officer at Rutland County Council and should be completed by the date stipulated on the forms. The LA notifies parents about the school place on an agreed date.

In this area, children enter school at the start of the academic year in which they become five. There is one admission date per year, in late August or early September (i.e. at the start of the school year). Therefore, parents who would like their child to be admitted to this school during the year their child is five should ensure that they complete the necessary application form by the date advertised by the LA, usually the end of January.

#### Children with a Statement of Special Educational Need – Educational Health Care Plan

In line with the Code, children whose Statement of Special Educational Needs / Educational Health Care Plan names our school, **must** be admitted.

#### 2. In-Year Admissions

Within Rutland the responsibility to co-ordinate all admission applications outside the normal admissions rounds has been passed from the Local Authority to individual Schools. These admissions 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.

An application must be submitted to the school of your choice and in our case you would submit your application to Langham Church of England Primary School. We will then send a response, in writing, to advise whether we are able to offer a school place at Langham School.

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Where our school is oversubscribed, we **will** rank applications in accordance with our determined arrangements as set out below.

### **Oversubscription Criteria**

Where there are more requests than there are places available, in either category of admission, places will be allocated in accordance with the School's oversubscription criteria in the following order of priority:

- 1) where the child is a 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order . 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).
- 2) where the child's place of residence is within the catchment area of the school. (NB. Place of residence is determined to be the address of the parent or carer with whom the child spends the majority of 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).
- 3) where there is already a sibling at the school who is expected to be on roll at the school at the time of admission of the younger 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.
- 4) Children of staff (ie people employed on a permanent contract in any capacity) at the school:
  - a. 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, and/or
  - b. the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
- 5) pupils who live nearest the school by distance.

### **Tie-breaker**

Where there are more applications in any one category, applications will be prioritised on the distance from the child's home to school.

Distance Pupils who live nearest the school by distance:

- Distance is calculated by straight line measurement using the Local Authority computerised geographical software mapping system.
- In the event that two or more addresses have the same computerised distance measurement, a representative of the school will visit the locations to determine which address is closest to the school. Distances will then be measured by the representative physically travelling a route from the front door of the child's home address (including flats) to the main entrance of the main school building, with these distances superseding those of the computerised system.

Places will be allocated in advance of a family moving into the area where suitable confirmation, such as proof of property purchase, a letting agreement or a letter from an employer has been received.

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### Children of UK service personnel (UK Armed Forces)

For families of service personnel with a confirmed posting to our area, or crown servants returning from overseas to live in our area, we **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
- when considering the application against their oversubscription criteria. This **will** include accepting a Unit postal address or quartering area address for a service child. As an Admission authority we **will not** refuse a service child a place because the family does not currently live in the area.
- as an Admission authority we **will not** reserve blocks of places for service children.
- ensure that arrangements in our area support the Government's commitment to removing disadvantage for service children. Our arrangements **must** be appropriate for the area and be consistent with the local authority's composite prospectus.

### Children from overseas

We **will** treat applications for children coming from overseas in accordance with European Union law or Home Office rules for non- European Economic Area nationals.

A Birth Certificate relating to the admission of a new pupil will be required for confirm of details on commencement of full-time education. This will be returned to the parent immediately confirmation has taken place.

### Waiting Lists

Our school **will** maintain a clear, fair and objective waiting list until at least **31 December** of each school year of admission, each added child will require the list to be ranked again in line with the published oversubscription criteria. Priority **will not** be given to children based on the date their application was received or their name was added to the list. Looked after children, previously looked after children, and those allocated a place at the school in accordance with a Fair Access Protocol, **will** take precedence over those on a waiting list.

If a parent wishes for their child to remain on a waiting list they must contact the school in September, January and April to confirm this.

### Infant class size

Infant classes (those where the majority of children will reach the age of 5, 6 or 7 during the school year) **must not** contain more than 30 pupils with a single school teacher. Additional children may be admitted under limited exceptional circumstances. These children will remain an 'excepted pupil' for the time they are in an infant class or until the class numbers fall back to the current infant class size limit.

The excepted children are:

- a) children admitted outside the normal admissions round with statements of special educational needs or Education, Health and Care Plans specifying a school;
- b) looked after children and previously looked after children admitted outside the normal admissions round;

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- c) children admitted, after initial allocation of places, because of a procedural error made by the admission authority or local authority in the original application process;
- d) children admitted after an independent appeals panel upholds an appeal;
- e) children who move into the area outside the normal admissions round for whom there is no other available school within reasonable distance;
- f) children of UK service personnel admitted outside the normal admissions round;
- g) children whose twin or sibling from a multiple birth is admitted otherwise than as an excepted pupil;
- h) children with special educational needs who are normally taught in a special educational needs unit attached to the school, or registered at a special school, who attend some infant classes within the mainstream school.

### Admission of children below compulsory school age and deferred entry to school

As an Admission authority we **must** provide for the admission of all children in the September following their fourth birthday. We **will** make it clear in our arrangements that, where we have offered a child a place at a school:

- that child is entitled to a full-time place in the September following their fourth birthday;
- 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; and
- 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.

### 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. In addition, the 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.

For all applications in this category Langham School **will** follow the guidance in the Code and make decision/s on the basis of the circumstances of each case and in the best interests of the child concerned.

### Admission appeals

If a child is not offered a place at the school, it is because to do so would prejudice the education of other children by allowing the numbers of children in the school to go above the published admissions number.

If a child is refused a place at our school, parents have a right to appeal against the decision to an independent appeal panel. None of the members of the appeal panel will work for, or have any connection with, the school.

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Parents wishing to appeal should write to:

The Clerk to the Appeals Panel  
Diocesan Board of Education  
Bouverie Court  
6 The Lakes  
Bedford Road  
Northampton  
NN4 7YD

Appeals will be heard within 30 school days of the appeal being lodged. Parents have the right to put their case in person and/or in writing to the appeal panel and to be accompanied or represented at the appeal hearing. Parents do not have the right to a second appeal in respect of the same school for the same academic year unless, in exceptional circumstances, the admission authority has accepted a second application from the parent because a significant and material change in the circumstances of the parent, child or school but still refused admission. The decision of the appeal panel is binding on both the admission authority and the parents.

An appeal panel's decision can only be overturned by the courts where the parent or admission authority is successful in applying for Judicial Review of that decision.

To make a complaint about an appeal relating to an academy you must contact the Secretary of State. You may also submit a complaint to the Secretary of State if you feel that the panel was incorrectly constituted by the admission authority or you feel that the admission authority has acted unreasonably in exercising functions in respect of the appeal process or has failed to discharge any legal duty in relation to that process. The Secretary of State cannot review or overturn decisions of appeal panels.

### **Fair Access Protocols**

Fair Access Protocols exist to ensure that access to education is secured quickly for children who have no school place. Children who are allocated a place to the school in accordance with a Fair Access Protocol will take precedence over those on the waiting list.

### **The Pupil Admission Number (PAN)**

The PAN is the number of children the school can accommodate in each year group. The standard number for our school is 30 for ALL Key Stages. We keep this number under review and the governors will change the number if circumstances allow.

### **Withdrawing Offers**

Once a place has been offered it will only be withdrawn:

- when a parent has not responded within a reasonable period of time, normally 14 days from the date of offer.
- when the offer was obtained through a fraudulent or misleading application

### **Review**

This policy will be reviewed annually in the light of any changed circumstances in our school or the local area or in relevant legislation.

## Glossary

### **Academic Year**

A period commencing with 1 August and ending with the next 31 July, as defined by Section 88M of the SSFA 1998.

### **Admission Authority**

The body responsible for setting and applying a school's admission arrangements. For community or voluntary controlled schools, this body is the local authority unless it has agreed to delegate responsibility to the governing body. For foundation or voluntary aided schools, this body is the governing body of the school. For Academies, this body is the Academy Trust.

### **Admission Arrangements**

The overall procedure, practices and oversubscription criteria used in deciding the allocation of school places including any device or means used to determine whether a school place is to be offered.

### **Admission Number (or Published Admission Number – (PAN))**

The number of school places that the admission authority must offer in each relevant age group of a school for which it is the admission authority.

Admission numbers are part of a school's admission arrangements.

### **Catchment Area**

A geographical area, from which children may be afforded priority for admission to a particular school. A catchment area is part of a school's admission arrangements and must therefore be consulted upon, determined and published in the same way as other admission arrangements.

### **Composite prospectus**

The prospectus that a local authority is required to publish by 12 September in the offer year. This prospectus must include detailed admission arrangements of all maintained schools in the area (including admission numbers and catchment areas).

### **Co-ordination / Co-ordinated Scheme**

The process by which local authorities co-ordinate the distribution of offers of places for schools in their area. All local authorities are required to co-ordinate the normal admissions round for primary and secondary schools in their area. Schools can take in-year applications directly from parents, provided they notify their local authority of each application and its outcome.

### **Determination Year**

The school year immediately preceding the offer year. This is the school year in which admission authorities determine their admission arrangements.

### **Governing Bodies**

School governing bodies are bodies corporate responsible for conducting schools with a view to promoting high standards of educational achievement. Governing bodies have three key roles: setting strategic direction, ensuring accountability, and monitoring and evaluation.

### **Home Local Authority**

A child's home local authority is the local authority in whose area the child resides.



## **Admissions Policy**

### **Infant Class Size Exceptions**

The School Admissions (Infant Class Sizes) (England) Regulations 2012 permit children to be admitted as exceptions to the infant class size limit..

### **Infant Class Size Limit**

Section 1 of the SSFA 1998 limits the size of an infant class (i.e. a class in which the majority of children will reach the age of five, six or seven during the school year) to 30 pupils per school teacher.

### **Local Government Ombudsman**

An independent, impartial and free service that investigates complaints about maladministration of certain public bodies.

### **Looked After Children (see also Previously Looked After Children)**

Children who are in the care of local authorities as defined by Section 22 of the Children Act 1989. In relation to school admissions legislation a 'looked after child' is a child in public care at the time of application to a school.

### **Maintaining Local Authority**

The area in which a school is located is referred to as the maintaining local authority.

### **National Offer Day**

The day each year on which local authorities are required to send the offer of a school place to all parents of secondary age pupils in their area. For secondary pupils, offers are sent out by the home local authority on 1 March. For primary pupils, this will be on a locally determined date in 2013, then on 16 April from 2014 onwards.

### **Normal Admissions Round**

The period during which parents are invited to express a minimum of three preferences for a place at any state-funded school, in rank order on the common application form provided by their home local authority. This period usually follows publication of the local authority composite prospectus on 12 September, with the deadlines for parental applications of 31 October (for secondary places) and 15 January (for primary places), and subsequent offers made to parents on National Offer Day as defined above.

### **Offer Year**

The school year immediately preceding the school year in which pupils are to be admitted to schools under the admission arrangements in question. This is the school year in which the offers of school places are communicated.

### **Oversubscription**

Where a school has a higher number of applicants than the school's published admission number.

### **Oversubscription Criteria**

This refers to the published criteria that an admission authority applies when a school has more applications than places available in order to decide which children will be allocated a place.

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### **Previously Looked After Children**

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).

### **Reception Class**

Defined by Section 142 of the SSFA 1998 as a class in which education is provided which is suitable for children aged five and any children who are under or over five years old whom it is expedient to educate with pupils of that age.

### **Relevant Age Group**

The age group to which children are normally admitted. Each relevant age group must have admission arrangements, including an admission number. Some schools (for example schools with sixth forms which admit children into the sixth form) may have more than one relevant age group.

### **Relevant Area**

The area for a school (determined by its local authority and then reviewed every two years) within which the admission authority for that school must consult all other prescribed schools on its admission arrangements.

### **Schools Adjudicator**

A statutory office-holder who is appointed by the Secretary of State for Education, but is independent. The Adjudicator decides on objections to published admission arrangements of all state-funded schools and variations of determined admission arrangements for maintained schools.

### **School Year**

The period beginning with the first school term to begin after July and ending with the beginning of the first such term to begin after the following July, as defined by Section 579 of the Education Act 1996.

### **Statement of Special Educational Need (SEN)**

A Statement of Special Educational Need is a statement made by the local authority under Section 324 of the Education Act 1996, specifying the special educational provision required for that child. This is being replaced by Education, Health and Care Plan (EHC).

### **Waiting Lists**

A list of children held and maintained by the admission authority when the school has allocated all of its places, on which children are ranked in priority order against the school's published oversubscription criteria.