

RYHALL CE ACADEMY



POLICY STATEMENT **ADMISSIONS 2022-23** **August 2022-July 2023**

Responsibility:	PDET
Reviewed:	October 2020
Next Review Date:	October 2021

Associated Documentation:

School Admissions Code, DfE, December 2014

Summary:

Ryhall CE Academy is an Academy within Peterborough Diocese Education Trust. The Trust is the Admission Authority and has responsibility for setting the Admission Policy, but the policy is administered by the Academy Governance Committee (AGC).

The Published Admission Number (PAN) for the Reception year of entry is 30.

The Academy Governance Committee (AGC) will admit children with an Education, Health and Care Plan (EHC Plan) which names the School.

Oversubscription criteria

Where there are more applications than there are places available, children will be admitted according to the following criteria, which are listed in order of priority:

1. Looked after children and children who were previously looked after but immediately after being looked after were adopted or became subject to a child arrangements order, or special guardianship order. (*See definition below*).
2. Children, living in the catchment area of the school (this includes Ryhall, Belmesthorpe, Essendine and Carlby), 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).
3. Children whose place of residence is within the catchment area of the school
4. Children, living outside the catchment area of the school, 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).
5. Children of staff (i.e. 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.
6. Children who reside outside the catchment area with no siblings, but live nearest to the school by distance.

Tiebreaker

If the admission number is exceeded within any criterion, priority will be given to those who live closest to the School. (*As to how this distance is measured – see “Distance Measurements” below*).

Notes and Definitions

Children in Care i.e. Looked After Children (LAC) and Previously Looked After Children

Looked after children are children who are (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 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).

Distance Measurements

Distances are measured on a straight line basis from the address point of the child's home to the address point of the School, using a geographical information system. Each address has a unique address point established by the most valuable elements from the National Land and Property Gazetteer (NPLG), Ordnance Survey Master Map, Royal Mail Postal Address File and The Valuation Office Agency. The address point for a property does not change.

In the case where there are multiple applications from the same shared dwelling (e.g. Flats) or where there are two homes where the distance from the address point of the home to the address point of the school (using the system referred to above) is identical, random allocation, supervised by a suitable independent person, will be used to decide the priority in which applicants are selected in the event of a tiebreaker.

Definition of child's home address/residence

The child's home address means the permanent residence of the child at the time of application. Parents / carers may be asked to provide proof of a claim of residence at any time during the admission process.

The address must be the child's only or main residence that is either:

- ❖ Owned by the child's parent(s) or carer(s);
- ❖ Leased to or rented by the child's parent(s) or carer(s) under a lease or written rental agreement of not less than 6 months' duration. The property leased must be where the family lives.

Please note – if false or misleading information is used to try and gain a place, this may lead the AGC to reject the application or to withdraw the offer of a place.

Definition of Sibling

A brother or sister living at the same address as the applicant (i.e. within a family unit) including:

- ❖ a brother or sister sharing the same parents;
- ❖ a half-brother or half-sister where two children share one common parent;
- ❖ a step brother or step sister, where two children are related by a parents' marriage/civil partnership;
- ❖ a child who has been adopted or is fostered by parents / carers who have other children.
- ❖ children living in the same family unit, even if they are not biological brothers and sisters

Separated parents

If a child lives with separated parents, the home address will be treated as the place where the child sleeps for most of the school week (i.e. Sunday night – Thursday night inclusive). If the child spends an equal amount of time at 2 addresses, the parents must decide which address they wish to use as the child's main address for the application. **Please note** – if false or misleading information is used to try and gain a school place, this may lead AGCs to reject the application or to withdraw the offer of a place.

Late applications

Late applications are any application forms (*known as Common Application Forms (CAFs)/Preference Forms*) received by the local authority after its deadline of 5pm on 15 January 2022. Late applicants will not receive an offer of a school place by the local authority on offer day (16 April) but their application will be processed in the next round of allocations (*for details of when these are – refer to the local authority's composite prospectus*).

Waiting lists

All parents / carers who are unsuccessful at gaining a place for their child at Ryhall CE Academy may wish to place their child's name on the waiting list. To do so, parents / carers must contact the school and request that their child's name is placed on the waiting list. This should be done by email/in writing to the Office Manager office@ryhall.rutland.sch.uk.

If a place becomes available at the School, it will be allocated according to the oversubscription criteria (see above), not on a first come, first served basis.

A child's name will remain on the waiting list until the end of the school term in which the application was made. If parents / carers wish their child's name to stay on the waiting list for the remainder of the academic year, they must email/write to the School at the beginning of each term to renew their interest i.e. in January and /or following the Easter break (April / May). Please note a new application form will have to be completed if parents / carers want their child's name to remain on the waiting list in the following academic year.

Please note – placing a child's name on the waiting list does not affect parents' / carers' right to appeal.

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

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 2022 and 31 August 2023 (for Sept 2022 intake). 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.

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.

Right of appeal

If a parent / carer is refused a place at the School, they have the right to appeal against the decision to an independent Admission Appeals Panel. Those wishing to appeal should write to or email as follows:

*The Clerk to the Appeals Panel
Bouverie Court
6 The Lakes
Bedford Road
Northampton
NN4 7YD*

Email – education@peterborough-diocese.org.uk

Date agreed by the Academy Governance Committee: 15th October 2020