

# Embleton Vincent Edwards C of E Primary School

## Policy for Admissions 2016-2017

This document was developed during the Autumn term 2016

It was approved by the governing body in the Autumn term 2016

This policy will be reviewed in the Autumn term 2017

A schedule for the review of this, and all other policy documents is set out in the school's cycle of policy reviews.

### 1. The Admissions Policy for Community and Voluntary Controlled Schools

For Nursery – Admission is on a termly basis. During the School Year 2014 – 15 we have trialled Rising Three Year Old Nursery Provision. Therefore children can join Nursery the term in which they turn three years old if spaces allow.

For Full time School - Admission will be once a year on a full time basis in September if the child is four by 31 August 2017. The County Council is obliged to admit all applicants to a particular school provided these do not exceed the school's Published Admission Number (PAN). Our PAN is currently 15 but may change to 12 following the consultation process.

Please contact school for up to date advice. The Published Admission Number of each school for entry in September 2017 is published in the Admissions Handbook. This publication will be available in November 2016 and can be provided by the School Admissions team on request. Full admission arrangements can be found on the Northumberland County Council website.

When a school is oversubscribed, after the admission of pupils with Statements of Special Educational Needs where the school is named in the statement, priority for admissions will be given to those children who are deemed to be 'looked after' or who have previously been 'looked after'.

The priority order for considering the remaining applications is as follows:

1. Pupils living within the catchment area of the school and those on whose behalf firm evidence is presented that they will be living in the catchment area by the appropriate admission date.
2. Pupils with special circumstances, on whose behalf evidence of exceptional medical or exceptional social need is presented. For example, where one or both parents or the child have a disability that may make travel to a school that is further away difficult. Evidence must be

supported in a written statement by a professionally involved third party, such as a doctor or a social worker.

3. Pupils with siblings already in the school and who are expected to be on roll at the school at the time of admission who live within the greater catchment area of the school partnership .

4. Pupils living within the greater catchment area of the school partnership and those on whose behalf firm evidence is presented that they will be living in the partnership catchment area by the appropriate admission date.

5. Pupils who have a sibling who already attends the school.

6. Pupils on whose behalf preferences are expressed on grounds other than those outlined above.

NOTE: Supporting evidence should set out the particular reasons why the school in question is the most suitable school and must be submitted at the time of application. You will not be allocated a place under this criterion if you omit to send to the School Organisation Manager a written statement from a professional third party.

For the purpose of admissions siblings are deemed to be brothers and sisters, step brothers and sisters, adopted brothers and sisters and other children who reside permanently in the household and are treated as siblings.

Parents will be asked to provide evidence of residency if the requested school is oversubscribed.

The Local Authority also reserve the right to withdraw a place at a school if information relating to address or any other matter is found to be false.

Where there are more applications than places available, children from multiple births will be given priority within each criterion. If a further tie break is necessary distance between home and the school will be used to prioritise applications (see below).

1.6 Should it prove necessary, because places are limited, to distinguish between pupils in any given category priority will be given to those who live nearest to the school, measured in a direct line ('as the crow flies') from the front door of the home to the main gate of the

school. The distance checker is contained within the EMS school admissions software using GIS data. Distance checking is an integral function within the school admissions software ensuring consistency in measurement.

Applications on behalf of children who are resident in other Local Authority areas will be considered in the same way as applications from Northumberland residents.

Children with disabilities will be treated no less favourably than other applicants for admission. Schools are under a duty to make reasonable adjustments to ensure that pupils with disabilities are not placed at a substantial disadvantage, and no child will be refused a place on the grounds of disability. A pupil has a disability if he or she has a physical or mental impairment that has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities.

The County Council reserves the right to vary these criteria to take account of revisions to legislation or its interpretation by the courts.

In cases when an application for a place has been unsuccessful, the child's name will be placed on a reserve list for the school in question under the appropriate Co-ordinated Scheme.

Under the Co-ordinated Scheme, reserve lists will be maintained until the end of the first term of the school year to which they relate. No further arrangements will be made to maintain reserve lists after 31 December 2017.

Those parents whose application to a school has been unsuccessful will be notified of their right of appeal to an Independent Appeal Panel. The School Standards and Framework Act 1998, gives this right to all parents whose application for a school has been unsuccessful.

The decision of an Appeal Panel is binding on both the Admission Authority and the school.

The School Admissions Appeals

Code can be found on the DfE website at: [www.DfE.gov.uk](http://www.DfE.gov.uk).

### **Co-ordinated Arrangements**

The following arrangements come under the auspices of the relevant Co-ordinated Scheme and are common to all admission authorities in Northumberland and neighbouring local authorities. The last date for receipt of requests for places for September 2017 will be determined by the relevant Co-ordinated Scheme.

Application forms submitted after the closing dates will result in late offers being made. 2.3 In line with the Co-ordinated Scheme for First or Primary Schools, parents of children starting in Reception at a First and Primary School will be informed of the outcome of their application in April 2017

Parents applying for places in other year groups in all schools will be notified under the arrangements of the relevant Co-ordinated Scheme

The parents of all pupils who are starting school must complete a parental preference form. This is referred to in the Co-ordinated Scheme as the COMMON APPLICATION FORM. This also includes anyone living in the catchment area of school or whose children are already attending a pre school setting attached to a school.

Parents should complete only one common application form but may make a request for more than one school on that form. They should rank the schools in order of preference, setting out the reasons for their preferences in accordance with the criteria used for prioritising applications. Some Admission Authorities (Governing Bodies of Voluntary Aided schools, Academies, Foundation or Trust Schools) may require parents to complete a supplementary form, but only if the additional information is necessary for the school to apply its admission arrangements. Parents may make requests for more than one school, but will only be offered one school place.

The Information for Parents publication for September 2017 entry will be available from the beginning of November 2016.

Paper copies of the application form can be requested from 01670624889

Follow the following link for how to apply on line:

<http://www.northumberland.gov.uk/NorthumberlandCountyCouncil/media/Document-store/School%20admissions/Online-Admissions-Leaflet-2017-2018-PH.pdf>

## Key Dates

1<sup>st</sup> November 2016: E-admissions portal opens

15<sup>th</sup> January 2017: Closing Date for Applications: E-admission portal closes

16<sup>th</sup> April 2017: Parents notified of the outcome of their applications for school places.

This policy will be reviewed annually

Ratified October 2016

To be reviewed in September 2017