

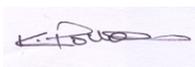
# ADMISSIONS POLICY

2018-2019

Revised and Agreed by Governors: March 2017

To be Reviewed: Spring 2018

Signed:



Chair of Children and Families Committee

Signed:



Headteacher



The Governing Body is the Admissions Authority for Shiphay Learning Academy. This policy details the admission arrangements for the Academy and should be read in conjunction with the primary and in year co-ordinated schemes and other agreed policies of Torbay Local Authority. All policies and procedures seek to comply with the requirements of the School Admissions Code.

There will be 60 Reception places available in September 2018.

### **Timing of Entry to Reception Classes**

Children are admitted to school during the academic year in which they reach 5 years of age. All Schools in Torbay admit children as “rising fives” under a one-point entry arrangement.

Children are not admitted to school earlier than a “rising five” under these arrangements in view of the wide availability of universal, suitable pre-school provision.

The arrangements do not apply to those being admitted for nursery provision including nursery provision delivered in a co-located children's centre. Parents of children who are admitted for nursery provision need to make a separate application for a place at the school if they want their child to transfer to the Reception class.

Attendance at the nursery or co-located children's centre does not guarantee admission to the school.

If parents wish, their child may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

### **Deferred Admission to Reception**

Parents can request that the date their child is admitted to the school is deferred until later in the school year or until the term in which the child reaches compulsory school age. This allows parents to apply for a school place and to take up that place during the Reception year without jeopardising the offer of a place.

Children born between	Normal Date of Admission	Deferred Admission
1 Sep 2013 -31 Dec 2013	Autumn Term	Spring Term
1 Jan 2014– 31 Aug 2014	Autumn Term	Spring or Summer Term

A child reaches compulsory school age on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August. A school place can be deferred but not beyond the point at which a child reaches compulsory school age and not beyond the beginning of the final term of the school year for which the application was made.

### **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 (i.e. born between 1 April and 31 August) may choose

not to send that child to school until the September following their 5th birthday. Parents of these children may apply for them to be admitted to Reception rather than to Year 1. If a parent is applying for a place for a child outside their normal age group, they should apply for a place in the normal age group **AND** submit a request in writing to apply outside the normal age group at the same time. A response to the request for delayed admission will be given before the Primary Allocation Day. Parents will be asked to provide supporting information for their application, together with professional evidence if relevant. Each request for admission outside of year group will be considered on its individual merits. The final decision lies with the admission authority who must agree that it would be in the best interests of the child. Once a child has been admitted to a year group outside their chronological year group, they will normally continue with this group throughout their schooling.

### **The need to apply**

All parents must make an application for their child to be admitted to our school, using the common application form.

Places are **not** allocated to a child automatically, even where:

- there is an older sibling attending here;
- a child attends a particular pre-school or nursery;
- a parent has expressed an interest at any time in the school;
- the child has always lived close to the school.

No places will be held in reserve for a child who applies late; the governing body cannot hold empty places if another child applies for admission.

We will share information with the Local Authority and will publicise the need to apply but the responsibility for making an application will be with the parent.

### **How to apply for a place at the normal admission round**

The normal round of admissions is when children can join our school in their Reception year; the September before their child's 5<sup>th</sup> birthday. So that all parents who wish to apply for a place in the Reception class of any school can do so, each Local Authority co-ordinates applications for the schools in its area. This means parents will receive **one** offer of a school place at the same time as other parents. For our school, Torbay is the Local Authority that co-ordinates all applications for a place. This is a national strategy and therefore statutory and it should be noted that we play no part in the allocation of places except where our Admissions Committee will rank applications according to the oversubscription criteria and return the ranked list to the LA. Under equal preference the LA will eliminate multiple offers and offer a place at the highest ranked school.

*The important dates for 2018 admissions are:*

**1 November 2017** – website opens for online applications and TIPS paper forms available

**15 January 2018** - closing date for submission of Common Application Form.

**16 April 2018** – Allocation Day: Online applicants notified of allocation by e-mail. Other applicants sent letter by second class post.

**1 May 2018** – deadline for parents to accept offer of place.

**11 May 2018** – decisions on late applications

**18 May 2018** - Closing date for receipt of 1<sup>st</sup> round appeals to be heard during main summer term session

**June/July 2018** – appeals

## **Allocation of Places**

Children who have an Education, Health and Care Plan where the school is named on the Plan will have automatic entitlement to a place at the Academy. If there are enough places for everyone who has applied, every child will be offered a place.

If we have more applications than there are places, we will offer places according to the following criteria:

1. Looked after children or children who were previously looked after but immediately after being looked after became subject to an adoption, Child Arrangements Order or Special Guardianship Order (see note 3.)
2. The children of staff employed by Shiphay Learning Academy.
3. Siblings of children attending Shiphay Learning Academy at the time of application (see note 1.)
4. All other children

## **Tie Break**

Where there are more applications than places available in a particular category, those living closest to the school will have priority for any places available, (i.e. the shorter the distance the higher the priority). Measurements are taken by a straight line distance using the Council's electronic mapping system - the shorter the distance the higher the priority. Measurements will be taken from an internal point of the building concerned (usually the visual centre of the building). This is for admissions purposes only and is not used to determine eligibility for school transport. In the event that applicants cannot be separated using the distance tie-breaker (i.e. they live identical distances from the school), the allocation of a place will be by lot.

Where applications are received from families with multiple birth siblings (twins, triplets, etc.) every effort will be made to allocate places at the same school, including offering place(s) above the Published Admission Number (PAN) wherever possible. Where applications are made at the same time for two children not falling within multiple birth siblings, (sometimes referred to as contemporaneous admissions) the application will not be considered under the 'sibling' criteria.

## **Notification of Places**

In accordance with the co-ordinated admissions policy, on **16th April 2018** the local authority will make the formal offer of a place to parents or guardians on behalf of the Governing Body of the Academy. Parents should contact the Academy by telephone or

letter before **1st May 2018** to either accept or reject the offer of a place. This will in no way affect parents' right of appeal for a place at another school.

## **Appeals Procedure**

Parents who wish to appeal against the decision not to offer their child a place at the school have the right of appeal. The appeal will be heard by an independent appeals panel. Information about the appeals procedure can be obtained from Admissions and Student Services, telephone 01803 208908. Appeals should be addressed to the Democratic Services at Torbay Council by the **18th May 2018**.

Parents will receive advanced notification of the date and time of their appeal hearing, to which they can go and make their case. If they wish, parents may be accompanied by an advisor or friend. Following the appeal, the Clerk to the appeals panel will write to parents with the decision.

## **Waiting List**

A waiting list will be drawn up from unsuccessful applicants, giving priority in accordance with the tie break arrangements. Each added child will require the list to be ranked again in line with oversubscription criteria. Looked after children and 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 the waiting list. If a child has been placed on the waiting list, parents will be informed during **May 2018** and asked to confirm that they wish to leave their child's name on the list, which will be retained until the end of the Autumn Term.

## **Designated areas**

Maps showing the designated areas for schools are published in the TIPS 5 booklet and are also available from Children's Services.

## **How To Apply Outside The Normal Round: In-Year Admissions**

Requests for admission to Reception made after the normal round of admissions, from *1 September 2018*, or for places in other Year Groups, should be made directly to the Academy. Information about in-year admissions will be made available via our website or from the Academy's Admissions Officer 01803 613556.

## **Fair Access Protocol**

The LA and other Admission Authorities in Torbay have a Fair Access Protocol in place which governs the admission of children who have no school place and those with challenging behaviour. A copy of the Protocol can be seen on Torbay Council's web site [www.torbay.gov.uk](http://www.torbay.gov.uk)

## **Notes for Clarification**

### **Note 1**

*Siblings*

For these purposes, children must be living as brothers and sisters at the same address including natural siblings, adopted siblings, step-siblings and fostered siblings. The definition does not include cousins or families sharing a house.

## **Note 2**

### *Home address*

For admission purposes, the home address is address of the person with parental responsibility for the child and with whom the child lives for 80% of the school week, at the time of application, supported through a court order. Where a child resides through shared custody, or where there is no legal evidence of an alternative arrangement, the address will be with the parent who receives or would be eligible for child benefit. For children in public care the address will be the carer's address.

Children of UK service personnel and other Crown Servants will be treated as meeting the residency criteria for that designated area even if no house is currently owned in the area once proof of the posting has been received.

When we make an offer, we assume your address will be the same in the following September but you must use your current address. If you move after the deadline of **15<sup>th</sup> January 2018**, you must inform the Academy and Torbay Local Authority Admissions of your new address.

## **Note 3**

*Looked after child*: 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).

*Adopted child*: under the terms of section 46 of the Adoption and Children Act 2002. This came into effect on 31 December 2005 so only applies to adoptions after that date.

*Child Arrangements Order*: an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by s. 14 of the Children and Families Act 2014.

*Special Guardianship Order*: under the terms of section 14A of the Children Act 1989, an order appointing one or more individuals to be a child's special guardian (or special guardians).