



**PRIMARY SCHOOL**

## **Policy Documentation**

# **Admissions and Appeals for the admission year 2019/20**

**Responsibility for Review: Executive Principal**  
**Date of Next Review: 01/09/2018**

# Admissions

## Statement of Policy

The Academy is committed to:

- admitting an intake reflecting all local communities;
- resolving a situation where there are many more applications than places available;
- ensuring a consistency of approach in a potentially extremely emotive area;
- demonstrating that we are applying our oversubscription criteria equally and fairly;
- ensuring that children with Special Needs and vulnerable children are not treated less favourably than other applicants;
- working collaboratively with Central Bradford Schools to improve behaviour and reduce exclusions by agreeing to the Fair Access Protocol.

## The aims are:

- to ensure that places are awarded fairly and openly;
- to ensure that all prospective parents are aware of the admissions procedures;
- to guarantee that all legitimate applications will be processed efficiently and within an agreed time span;
- to demonstrate that our procedures comply with the School Admissions Code;
- to provide an appropriate Appeal procedure for those who are dissatisfied with the outcome of their applications.

## Procedures

### The admission arrangements are:

- a) There are 60 places available.
- b) Applications for places at the Academy will be made in accordance with the local authorities Coordinated Admission Scheme, as published on local authorities' websites and in Bradford Local Authority's booklet "A guide for parents about admission arrangements to Primary Schools". Where the Academy receives more applications than places available, the oversubscription criteria for admission will apply.
- c) Applications have to be made on the Common Application Form (CAF) provided by the local authorities.
- d) Children attending the academy's nursery are not guaranteed a place in the reception class and a separate application must be made.

### Oversubscription criteria

The Academy will admit up to 60 children in the relevant age group each year if sufficient applications are received. All applicants will be admitted if 60 or fewer apply.

If the Academy is oversubscribed, after the admission of children with a Statement of Special Educational Needs or an Education, Health and Care Plan, where the Academy is named, priority for admission will be given to those children who meet the criteria in the order set out below:

- a) Looked-after children or children who were previously looked after e.g. because they were adopted or became subject to a child arrangement or special guardianship order. (See note 1 for a definition of the term 'looked-after child'.)
- b) Children who have *exceptional* social or medical need, supported by a written recommendation from the child's paediatrician/consultant or a professional from Children's Services. The letter must explain why the school is the only suitable school to meet the child's needs and why no other school could provide the appropriate support for the child.

Allocation of a place will be decided based on receipt of a letter by the governors of the Academy and where the governors consider that a place should be offered on these grounds.

- c) Children whose siblings live at the same address, currently attend the Academy, and will continue to do so on the date of admission (see note 2 for a definition of sibling). If demand exceeds places at this point, places will be decided based upon proximity to the Academy as detailed at point d).
- d) Admission of children on the basis of proximity to the Academy using straight line measurement from the main entrance of the Academy to the main entrance to the child's home (see note 3). Where the offer of places to applicants with equi-distant addresses would lead to oversubscription, the decision of who will be offered the place will be made by applying a random allocation process.

Where a child is allocated a place and they have a sibling/s (brothers or sisters) applying for the same year group, the sibling/s will also be offered a place/s (see note 4).

### Notes

1. A 'looked after child' is a child who is in the care of the local authority, or being provided with accommodation by a local authority in the exercise of their social services functions (as defined in the Children Act 1989).
2. In addition to brothers and sisters, the term sibling includes legally adopted or fostered children, and step- and half-brothers or sisters *living at the same address*. Please note that we are heavily oversubscribed and we cannot always guarantee to offer a place to every sibling.
3. 'Home address' is as identified by the local authority i.e. 'the child's permanent address at the time of admission'.
4. Where twins or triplets or siblings (brothers or sisters) are applying for the same year group and only one place is available, the remaining sibling/s will also be offered a place/s above the admission number.

### Deferred entry

Parents will be offered a full-time place in the September of the school year in which their child's fifth birthday falls. Parents can request for their child to start their schooling on a part-time basis or to defer the start until their child reaches compulsory school age; these requests should be addressed to the Principal. In such instances children will commence schooling at the beginning of a term.

Where entry is deferred, the school will hold the place and not offer it to another child during the remainder of the school year for which the application was made. Parents cannot defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the beginning of the summer term of the school year for which they applied.

## **Calendar for admission**

*December 2018*

An Open Event will be held.

*15<sup>th</sup> January 2019*

Deadline for submission of the local authorities' CAF.

Deadline for receipt of any documentation in relation to applications under exceptional social or medical need.

*16<sup>th</sup> April 2019*

Local authorities write with offers made to parents for all schools in their schemes.

In the event of oversubscription, those children who cannot be offered a place will automatically remain on the waiting list at the Academy until the end of December.

## **In-year admissions**

- There are 60 places in each of the year groups.
- All parents must also complete an in-year application form, available from the local authorities, as part of the co-ordinated admission scheme.

Where vacancies occur, places are not offered based on the length of time names have been on the list. They are filled in co-ordination with the local authorities in line with the oversubscription criteria above. It is, therefore, possible that a child may be added to the waiting list who qualifies higher within the admissions policy than children already on the list.

## **Waiting lists and appeals**

If your child is not offered a place at the Academy, your child's details will automatically remain on the waiting list until the end of December in that admission year. After this date, you will need to contact the Academy on an annual basis, to ask for your child's details to be kept on the waiting list in case a place becomes available.

You will also need to complete the local authorities' in-year application form and contact them to remain on the waiting list.

Where places become available they will be allocated in accordance with the oversubscription criteria above.

If you are dissatisfied with the admission decision, you will have the right of appeal. The Appeals Panel is independent of the Academy. The Panel's decision is final and binding on the Academy.

If you are considering an appeal, please contact the Appeals Coordinator for further information and advice.

Tel: 01274 424350 – please ask for the Appeals Coordinator

E-mail: [appeals@dixonsacademies.com](mailto:appeals@dixonsacademies.com)