Ley Top Primary School– Admissions Policy

Where the number of preferences for a school exceeds the number of places available, priority will be given to children in the following categories:

1. Looked after children or children who were previously looked after but ceased to be so because they were adopted or became subject to a residence or special guardianship order.

2. Children who have exceptional social or medical needs, supported by a written recommendation from the child's paediatrician/consultant or 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.

3. Sisters and brothers of children living at the same address, who are at present on roll at the school, and will still be attending the school at the time of admission (see Note 2).

4. Other children.

Tie Break

When demand exceeds places in any of the above criteria, the distance between the child's home and school, measured by a straight line distance from the Ordinance Survey address point of the home to the main entrance to the school building, will be used to decide who is given a place, those living nearest being given the available places. 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 random selection.

Children with a statement of special educational needs or Education, Health and Care Plan EHCP)

The admission of pupils with a statement of special educational needs or EHCP is dealt with by a separate procedure. Such children will be admitted to the school named on the statement without reference to the oversubscription criteria below.

Twins and triplets

Where a family of twins or triplets request admission and only one of the siblings can be offered a place, the remaining sibling(s) will also be offered places above the admission number.

Notes

The following notes apply to schools in sections A – D above.

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. *The term 'sisters' and 'brothers' refers to children who live with the same family at the same address. Children living with the same family e.g. foster, adopted children and step-sisters and brothers are also included.*
3. *'Home address' refers to the child's permanent home at the date of admission. Where the child lives with parents with shared responsibility, it is for the parents to determine which address to use when applying for a primary school. Proof of residency may be required at any time during or after the allocation process.*
4. *'Nearest Church of England School' is measured by a straight line distance from the Ordnance Survey address point of the home to the main entrance of the nearest Church of England primary school, including those in neighbouring local authorities.*