

**Atwood Primary Academy**

# **Admissions Policy for Reception Entry 2023**



**Date: February 2022**

**Review Date: February 2023**

**(or to meet new legislation and practices)**

## Atwood Primary Academy - Admissions Criteria 2022

The Admission Number for Atwood Primary Academy is 60. Pupils will be admitted into Reception classes in the autumn term of the school year in which they become five. Please see section below marked *Admission of children outside their normal age group* \*

All applications must be made to the Local Authority (LA) online at [www.eadmissions.org.uk](http://www.eadmissions.org.uk). Please contact the LA if you are unable to make an application online.

Atwood Primary Academy does not require a Supplementary Form.

Children with Special Educational Needs or Disabilities (SEND) sit outside of the normal admissions process. However, they will be taken into account when determining and applying a school's admission number. Accordingly, children with Educational Health Care Plans (EHCP) already admitted to a school will be counted towards the admission number when considering whether there is still a place available for another child without an EHCP.

If the number of applications is smaller or equal to the number of places, all children will be offered a place. If the number of applications for the school is higher than the number of places available, then allocations will be made in the following order:

### **1. Looked after children and previously looked after children\***

Looked-after children are defined as 'children in public care at the date on which the application is made'. If an application is made under the 'looked after' criterion, it must be supported by a letter from the relevant Local Authority (Children's Services) Department.

**\*\*Previously looked after children** are children who were looked after, but ceased to be so because they were adopted or became subject to a residence order or special guardianship order, immediately after being looked after. This includes children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted.

A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation or any other provider of care whose sole or main purpose is to benefit society.

If an application is made under the 'looked-after' criterion, it must be supported by:

a letter from the relevant local authority children's services department and/or relevant documents

or evidence which demonstrates that a child was in state care outside of England and left that care as a result of being adopted.

## 2. Siblings

Children with a brother or sister\* who will be in attendance at the school at the time of enrolment of the new pupil; sibling priority is also accorded to children, other than brothers and sisters, who are part of a single family unit and who are resident at the same address.

(Note: sibling status is granted only where the applicant has parental responsibility for all the children concerned. It does not apply to children of different family units living at the same address).

\*A sibling is defined as a brother or sister, half brother or sister, step brother or sister or adopted brother or sister, foster brother or sister whose main residence is at the same address.

## 3. Medical

Pupils with serious medical reasons for needing to attend Atwood Primary Academy.

Supporting evidence should be set out on the medical form which is available on our website giving the particular reasons why this school is the most suitable and the difficulties that would be caused if the child had to attend another school. The medical reason must be verified by a GP or consultant, and both the completed medical form and the supporting statement from the GP or consultant must be submitted with the application.

The need to attend this school because of a parent's serious and continuing medical condition may also be relevant. The medical reasons must be verified by a doctor or consultant **at the time of application** if known at the time. Claims for priority of admission on medical grounds will not be considered if submitted after a decision on the original application has already been submitted. Decisions on priority of admission on medical grounds will be made by the Governing Board.

"Parent" is defined as the father, mother, foster father, foster mother, legal guardian, or the person who has full parental responsibility for the child.

## 4. Distance

The distance will be measured in a straight line from the child's home address to the designated entrance(s) of the school using a computerised measuring system (GIS) and geographical reference points as provided by the National Land and Property Gazetteer (NLPG). Those living closer to the school will receive higher priority. If a child lives in a shared property such as flats, the geographical references will determine the start point within the property boundaries to be used for distance calculation purposes.

"Home" is defined as the address where the child normally resides as their only or principal residence. Addresses involved in child minding (professional or relatives) are excluded.

Parents will be asked to provide documentary evidence to confirm an address and parental responsibility. The Authority must be notified of changes of address immediately. Failure to do so could result in the child being denied a place at a preferred school. In the event that the number of applications exceeds the places available within any of the above categories, random allocation will be used to decide between applications.

**Child-minding factors cannot be taken into account when allocating places.  
Parents of children attending the nursery class must still apply in the usual way.  
These children are not guaranteed a reception class place at the school.**

### **Children of UK Service Personnel and other Crown Servants**

The academy will treat an application for admission of a child from a UK armed forces family with a confirmed posting to the academy's area, or from a Crown servant family returning from overseas to live in the academy's area, as if they live in the area of the academy even if a residential address has not been identified at the date of the application.

The application must be supported by a letter from the relevant government department (for example, the Ministry of Defence, the Foreign and Commonwealth Office or Government Communications Headquarters) indicating the likely address of the unit or quarters, for the purpose of applying the academy's oversubscription criteria.

For further information, please contact Children's Education Advisory Service.

## **5. Late applications**

If you submit an application or change your existing preferences, or order of preferences, after the LA's published closing date for admissions applications, without good reason for doing so, the whole application will be treated as late, and this may jeopardise the possibility of your child being offered a place at one of your preferred schools.

Applications which are late for no good reason will not be considered in the initial allocation round but will be allocated available places after all on time preferences have been processed, or added to the school's waiting list (see below) if no places exist. The LA will accept late applications within the coordinated process only if they are late for a good reason and no later than the date provided in the prospectus under 'Late Applications'. Examples of what will be considered as good reason include: when a single parent has been ill for some time, or has been dealing with the death of a close relative; a family has just moved into the area or is returning from abroad (proof of ownership or tenancy of a property within this LA will be required in these cases). Other circumstances will be considered and each case decided on its own merits.

## **6. In-year Admissions**

Applications for a place at the school in-year must be made using the in-year application form of the local authority (LA) where the child resides. This form must be returned to the LA.

The governors will use the same criteria to rank the application as that listed above. The offer of a place at the school will be made by the LA on behalf of the governors. In the event of the governors deciding that a place cannot be offered parents will be offered the opportunity of placing their child's name on the waiting list. This does not prevent parents from exercising their right to appeal against the decision not to offer a place. Please refer to point 8.

## **7. Admission of children outside their normal age group**

Parents who want their child to be admitted outside of their normal age group for any reason (for example, because their child is gifted or talented and they want their child to be admitted to the year above their normal age group, or because their child has experienced problems such as ill health and they want their child to be admitted below their normal age group), may do so by attaching their written request to their application for admission, setting out in detail their reasons for making the request and attaching documentation from medical, health, educational or other professionals who support the request. Parents must apply to both the LA and Atwood Primary Academy for this to be considered.

\*In the case of summer born children (i.e. those born between 1 April and 31 August) seeking to delay starting school for one school year and then to be admitted into Reception Year below their normal age group, an application for admission into Reception Year with the child's normal age group should be made in the usual way accompanied by a request to be admitted into Reception Year the following year with supporting evidence, as set out above.

The request will be considered by the Academy on the basis of the circumstances of each case and in the best interests of the child to whom the request relates. The Academy will take into account the parents' views, the views of the Head teacher of the Academy, information about the child's academic, social and emotional development, the child's medical history and the views of the child's medical or health professionals (where relevant), whether the child has previously been educated outside of his or her normal age group, and whether the child would naturally have fallen into a lower age group if it were not for being born prematurely.

Parents should therefore take these factors into account when writing their request and considering what supporting documentation to attach to their request.

Where the Academy agrees to a request for admission of a child outside of his or her normal age group, the Academy will write to the parents confirming the decision and clearly setting out the reasons for it. The application for admission will then be considered with all other applications in the usual way, applying the oversubscription criteria as necessary. The Academy will not discriminate against a child because it has been agreed that they may be admitted outside of their normal age group.

In the case of summer born children seeking to delay starting school for one school year and then being admitted into Reception Year, the agreement to the request will close their application for admission to Reception Year with their normal age range, and a new application for admission into Reception Year will need to be made the following year accompanied by a copy of the letter confirming the decision of the Academy. That application will not receive priority over other applications, and will be considered with all other applications in the usual way, applying the oversubscription criteria as necessary. This means that, although the parents may have obtained the Academy's agreement to their child being admitted below its normal age range into Reception Year, one school year after being eligible to start school, their child may not achieve a place in Reception Year at the Academy the following year.

Where the Academy refuses a request for admission of a child outside of his or her normal age group, the Academy will write to the parents confirming the decision and clearly setting out the reasons for it. The application for admission into the child's normal age group will then be considered in the usual way, applying the oversubscription criteria as necessary.

Where the child is not offered a place in his or her normal age range, the parents have a statutory right to appeal against the refusal in the usual way. Where the child is not offered a place in a year group outside of his or her normal age range, there is no statutory right to an admission appeal, however it is open to the parents to submit a complaint to the Academy in accordance with its published Complaints Policy.

## **8. Waiting Lists**

If your application for a reception place is unsuccessful, the Local Authority will automatically put your child's name on their centrally held waiting list for all the schools above your offered place. The Local Authority holds this waiting list for the first term of the reception year (until 31<sup>st</sup> December), and thereafter, applicants are required to complete the local authority's in-year application form if they wish to remain on the waiting list.

In-year waiting lists are maintained by the Local Authority for one academic year, after which you will need to re-apply in July.

The school will not, therefore, maintain an ordered waiting list. Information can be provided to parents about the order of priority of applications being held at a particular time by the Local Authority but no guarantee can be given that higher priority applications will not be received by the time a place becomes available.

## **9. Appeals**

Parents whose applications for places are unsuccessful may appeal to an Independent Appeal Panel set up in accordance with section 85(3) of the School Standards and Framework Act 1998. Appeals must be made in writing and must set out the reasons on which the appeal is made. Appeals should be made to the Admissions Appeal Clerk at the school address. Parents/Carers have the right to make oral representations to the Appeal Panel.

## **10. Fair Access Protocol**

The school participates in the local authority's Fair Access Protocol to allocate places to vulnerable and other children in accordance with Section 3 (3.8 – 3.15) of the School Admission Code 2014. Admitting pupils under the protocol may require the school to admit above the planned admission number for the relevant year group.

## **11. Infant class size limit**

We adhere to the statutory infant class size limit of 30 pupils per class. However, if you are applying for twins, or children from a multiple birth, and there is only one place available at the school, legislation allows us to admit them all i.e. all siblings from a multiple birth. The government school admissions code does state that infant classes must not contain more than 30 pupils with a single school teacher, but the code considers multiple birth to be an 'exceptional circumstance' and they can be admitted in excess of the published admission number.