



Ladygrove Park Primary School

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Admission Policy 2017/18

In accordance with legal requirements, children who have an Education Health Care Plan or Statement of Special Educational Needs that names the school in either Part 4 of a statement or section I of an EHCP, will be admitted to that school.

The admission rules are shown below in descending order of priority:

1. Children who are looked after by a local authority within the meaning of Part 1 of the Children and Families Act 2014 at the time of their application and previously looked after children. The term “previously looked after children” refers only to 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).
2. Disabled children who need to be admitted to a school on the grounds of physical accessibility. The definition of disability is that contained within the Equalities Act 2010, Part 2.
3. Children of members of staff. In accordance with the Admissions Code of Practice, 2014, 1.39, the school defines ‘staff’ as full or part-time teaching members of staff with a minimum of 2 consecutive years working at the school, or a teacher recruited to fulfill a vacancy with a demonstrable skill shortage.
4. Children who live in the school's designated area. If there are more applicants than places in this category priority will be given in the following descending order:
 - a. First priority in category 4 will go to those children with a brother or sister on roll at the time of application who will still be attending the preferred school at the time of entry. However, if there are more applicants than places in category 4(a) priority will be given, within this group, to those children who live closest to the school by the nearest designated public route as defined on the Directorate for Children, Education & Families’ Geographic Information System.
 - b. Second priority in category 4 will go to those children who live closest to the school by the nearest designated public route as defined on the Directorate for Children, Education & Families’ Geographic Information System
5. Children living outside the designated area who have a brother or sister on roll at the time of application who will still be attending the preferred school at the time of entry. If there are more applicants than places in this category priority will be given within this group to children who live closest to the school by the nearest designated public route as defined on the Directorate for Children, Education & Families’ Geographic Information System.

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6. Those children who live closest to the school by the nearest designated public route as defined on the Directorate for Children, Education & Families Geographic Information System.

Measuring distances from home to school

Children who live closest to the school using the shortest designated route as defined on the Directorate for Children, Education and Families' Geographic Information System.

For all schools where the Local Authority (LA) is the Admissions Authority (AA) for the school and any schools where the Admissions Authority (the Governing Body) has a policy to use the LA's measuring system, the route from home to school has been measured using the "shortest designated route" since September 2005 *.

The start point of a measurement is the "seed point" of the home address. The "seed point" is provided by Ordnance Survey from information compiled from Royal Mail and/or district or city councils. The seed point normally falls within the bounds of a property. The accuracy of seed points is to the nearest ten centimetres. It is possible to move the location of an individual seed point, but this is not necessary for most addresses. It is not possible to verify the individual location of every seed point prior to measuring due to the number of addresses in Oxfordshire and surrounding areas.

From the seed point the route firstly connects to the nearest point of the digitised network namely the road on which the house is situated. The positioning of front doors, driveways and back gates are not relevant to the route or the measurement and are not programmed to be used by the measuring system.

The digitised network is constructed from road data supplied by Ordnance Survey called the Integrated Transport Network (ITN). The Integrated Transport Network has been accurately digitised to measure along the centre of roads and takes corners at right angles. This is the same underlying information as used by internet-based mapping solutions (e.g. Google Maps). However, the LA has a more accurate start point than internet-based mapping solutions and the ITN has been augmented by the LA to take into account other available public routes (e.g. alleyways, public footpaths, bridleways, etc). Ordnance Survey assures that the augmented ITN used by the LA is accurate to at least 1 metre. All 548,000 kilometres of roads in Great Britain are accurately mapped in a consistent and logical network. The network does not include routes that are not defined as public; these include crossing parks with no paths where the park is not open and available all the time, "shortcuts" across patches of open land without paths, or footpaths across private land which are not defined by Ordnance Survey as public routes.

The end point of the "shortest designated route" is the nearest open gate of the school first arrived at from the direction of travel from the seed point officially available for use by students for entry and exit to the school site at the start and end of the school day. The location of these gates has been set by the LA and consulted with each individual school to ensure accurate placement of the gate and its availability for use.

The shortest designated route is established using an algorithm within the bespoke software used by the LA. This software is called RouteFinder and is produced by Higher Mapping Solutions (www.highermappingsolutions.com). This programme integrates with the LA's database (ONE) which is supplied by Capita Children's Services (www.capita-cs.co.uk).

RouteFinder measures in kilometres and the measurement is converted into miles accurate to three decimal places, which gives an accuracy up to 1.609344 metres. The "shortest designated route" is not necessarily a driving route because it may use in whole or in part a non-driveable route (e.g. footpaths). The "shortest designated route" is also not necessarily a walking route for example, where roads are used, the measurement is along the centre of the road not along the edge (pavement or equivalent) of the road. Other measuring systems may give a different measurement but the LA cannot take a measurement from another measuring system into account because this would constitute maladministration of the admissions process by the Admissions Authority for the school. * A small number of 'Own Admission Authority' schools measure using a straight-line distance from home to school. The LA also calculates these distances for those particular schools.

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Home Address Policy

Home Address: The address on the application should be the child's address at the time of application. This is the address at which the child spends the majority of term-time school nights (Sunday night to Thursday night).

Changes of Address

Changes of address which occur after 15 January 2017 but before 6 February 2017 can be taken into account if proof of this change is provided (see below). To confirm your new address we need one of the following:

- _ A solicitor's letter advising contracts have been exchanged (if the property is being purchased); or
- _ A copy of a tenancy agreement (if the property is to be rented). If this tenancy agreement comes to an end before September 2016 we may not accept the address for admissions purposes; or
- _ A copy of your Council Tax Bill showing the same name(s) as in Section 5 of the CAF.

We may also ask for proof from HM Revenue & Customs, Child Benefit Division or Tax Credits Division. Such correspondence must pre-date the application you have made.

Multiple Addresses

Where children spend time with parents at more than one address then the address given on the form should be the one that they live at (i.e. sleep at) for the majority of term-time school nights (Sunday night to Thursday night). If children spend time equally at different addresses then this should be declared in writing and signed by all parties with parental responsibility. We may ask for proof of the living arrangements (i.e. a court decision) and we may ask for confirmation of an address you have given. If it is accepted by the Local Authority that a child spends time equally at two different addresses (for example, one week with each parent in turn during term-times), the address used for admissions purposes will be the address most favourable (i.e. closest) to the first preference requested.

Fraudulent Applications

If a place has been obtained on the basis of a fraudulent or intentionally misleading application (for example, a false claim to residence in a designated/ catchment area) and this results in the denial of a place to a child with a stronger claim, the admission authority for the school may withdraw the offer of the place. This follows the guidance in paragraphs 2.12 and 2.13 of the School Admissions Code (December 2014) published by the Department for Education:

"[2.12] Where an offer is withdrawn on the basis of misleading information, the application must be considered afresh, and a right of appeal offered if an offer is refused.

[2.13] A school must not withdraw a place once a child has started at the school, except where that place was fraudulently obtained. In deciding whether to withdraw the place, the length of time that the child had been at the school must be taken into account. For example, it might be considered appropriate to withdraw the place if the child has been at the school for less than one term."

Brothers and Sisters (siblings)

For admissions purposes, a brother or sister is defined as one of the following: A brother or sister (both parents the same) living at the same home address; or A half- brother or half-sister (one parent the same) living at the same home address; or A step-brother or step-sister (sharing a parent who is married or in a civil partnership) living at the same home address; or An adopted child who, by reason of the adoption, now shares one or more parents with a child living at the same home address.

Time of Entry: The admission rules give a high priority to those with a brother or sister attending the relevant school at the applicants "time of entry". This means that in the normal admissions round there will be no sibling connection for admission purposes for those applicants for F1 who have a brother or sister in Year 6 at a primary school. Similarly, there will be no sibling connection for admission purposes for those applicants for admission to F1 at an infants' schools who have a brother or sister in Year 2.

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Twins and Children from Multiple Births

Where the parent has made the same preferences of school and through the normal operation of the admission arrangements the last available place at a school has been allocated to one twin, or child from a multiple birth, the other twin, or the other children from the multiple birth, will normally be offered a place at that school. This means that in these circumstances the Published Admission Number would be exceeded.

Random Allocation:

If the distance “tie break” produces an identical result for two or more applicants the Local Authority will use random allocation to determine who will be offered a place.

Admission to an older or younger age group:

Children considered for late transfer to primary or infants’ school would almost certainly have a Statement of Special Educational Needs.

Discussion relating to late transfer would normally be initiated within an annual review of the child’s Statement of Special Educational Needs.

Any early admission of a child, for example admission to F1 when of F2 age, would require evidence of the need for such an action and the agreement of the LA. Early admissions of this kind are likely to be very uncommon.

Where, through the agreed procedure, a pupil is transferring school outside the normal year they will be treated equally to other children in the transfer group.

Deferring and Out of Year Admission - These are two separate procedures.

Deferring

Paragraph 2.16 on page 24 of the Admissions Code says that admission authorities must offer a full-time place to pupils in the September following their fourth birthdays.

However: “the child’s parents can **defer** the date their child is admitted to the school until later in the school year but not beyond the point at which the child reaches compulsory school age and not beyond the beginning of the final term of the school year for which [the offer] was made”.

Out of Year Admission

On rare occasions, a parent may wish to request that their child is admitted outside of his/her year group (ie. that the child starts in reception instead of year 1). A request for **admission out of year** group is different to a deferral request, and admissions authorities do not have to comply with parental wishes. Instead, the admissions authority will decide whether to admit out of year on a case-by-case basis, keeping the best interests of the child in mind. There is no set criteria for ‘out-of-year’ admission but all cases will most likely involve a child with severe special educational needs or disability. If a request to be admitted **out of year** is not granted, parents do not have the right to appeal. They can only appeal if the child is not offered a place within his/her age group.

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