



## **GREENFIELD & PULLOXHILL ACADEMY**

### **ADMISSIONS AND APPEALS POLICY 2018**

#### **Admissions**

Applications for places at the Academy will be made in accordance with Central Bedfordshire's school admissions scheme, details of which are in the Starting School Booklet. Statutory legislation applies to academies and free schools via their funding agreements.

The admission authority for an academy is its Governing Body which means that the school governors determine the applications according to the school's admission criteria. However, the Admissions Service co-ordinate first school admissions so they will formally offer places based on the criteria.

The standard number for admissions for Greenfield C of E School is 25 and Pulloxhill School is 12.

The admissions criteria are the rules that are applied where a school is oversubscribed with equal preference applications.

1. All 'looked after' children or children who were previously 'looked after' (see definitions)
2. Pupils living in the catchment area with siblings at the school
3. Other pupils living in the catchment area
4. 'Very exceptional' medical grounds
5. Other siblings
6. Any other children

Notes:

1. If applying these criteria results in there being more children with an equal right to admission to the school than the number of available places, the tie break will be the distance the pupil lives from the school, measured in a straight line, using the Local Authority's computerised measuring system, with those living closer to the school receiving the higher priority. The Local Authority will measure the distance from the address point of the pupil's home to a point on the school site agreed with the governing body of the school. The Local Authority will not give priority within each criterion to children who meet other criteria. In the event of (a) two or more children living at the same address point (e.g. children resident in a block of flats) or (b) two addresses measuring the same distance from the school, the ultimate tie-breaker will be random selection, using the School Admissions Team database to allocate the place.

2. The Local Authority will normally offer a place at the catchment area school if parents apply for a place at that school during the normal admissions round. However, a place at the catchment area school cannot be guaranteed. If a pupil moves into the catchment area outside the normal admissions round (or after the allocation process has been completed) it may be more difficult to offer a place at the catchment area school if this would mean exceeding the admission number at the school. In this case, a place will normally be offered at the next nearest maintained school/academy which caters for pupils of the same age and has places available.

3. Pupils who have a Statement of Special Educational Needs are required to be admitted to the school which is named on the statement, even if the school is full. Pupils identified for admission through the Fair Access Protocol will also be admitted even if the school is full.

4. In Year admissions are to be made directly to the school.

## **Definitions**

### **'Looked after' children**

A 'looked after' child is a child who is (a) in the care of the local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see Section 22(1) of the Children Act 1989).

### **Previously 'looked after' children**

A previously 'looked after' child is one who immediately after being 'looked after' became subject to an adoption, residence, or special guardianship order. An 'adoption order' is an order under section 46 of the Adoption and Children Act 2002. A 'residence order' is 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. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

### **Sibling**

A sibling refers to a brother or sister, half brother or sister, adopted brother or sister, step brother or sister or the child of the parent / carer's partner, and in every case, the child should be living at the same address. The sibling must be in the school at the time of application and be likely to remain in the school at the proposed date of admission.

### **'Very Exceptional' Medical Grounds**

'Very exceptional' medical grounds refers to cases where there are **exceptional** medical reasons which make it **essential** that a child should attend a particular school and where the preferred school is the **only** school locally that could meet the child's needs. A medical report from the child's doctor or consultant must be submitted with the application form, setting out valid medical reasons why it is essential for the child to be admitted to the school in question and the difficulties that would be caused if the child had to attend another school. The Local Authority reserves the right to seek further information in order to determine whether it is essential for a child to be admitted to the

preferred school on medical grounds. Admission on medical grounds cannot be considered where the medical condition relates to that of a parent / carer, brother or sister or other relative/childminder.

### **Home Address**

A pupil's home address will be regarded as the address of the parent / carer with parental responsibility with whom the child normally lives. This will not usually include grandparents, aunts or uncles. Where a child spends time with parents / carers at more than one address, the address used to allocate a school place will be the one at which the pupil is ordinarily resident and where the child spends the majority of the school week (Mondays to Fridays) including nights. If there is any query on the home address this will be checked against original official documentation e.g. council tax bill, a recent utility bill (gas, electricity or water), a rental agreement, child benefit annual statement or family tax credit information.

### **Appeals**

Greenfield & Pulloxhill Academy complies with The School Admission Appeals Code (1 February 2012) and is responsible for School Admissions Appeals. The Academy will act in accordance with this Code, the School Admissions (Appeal Arrangements) (England) Regulations, the School Admissions Code, other law relating to admissions, and relevant human rights and equalities legislation, for example, the Equality Act 2010.

Any child refused a place at the school will be placed on a waiting list which will be prioritised according to the admissions criteria. Waiting lists for the normal year of entry will be maintained until the end of the Autumn term.

The Academy participates in the co-ordinated first school admissions of Central Bedfordshire.

The timetable for appeals for each September intake is available on the Academy's website or from the school office. The full School Admission Appeals Code is available on the Department for Education website.

Appeals are heard by an independent Appeals Panel, with an independent clerk appointed to the panel. Members of the panel, and the clerk, have received appropriate training to hear appeals.

Appeals are heard within the following timescales:

- a) for applications made in the normal admissions round, appeals must be heard within 40 school days of the deadline for lodging appeals;
- b) for late applications, appeals should be heard within 40 school days from the deadline for lodging appeals where possible, or within 30 school days of the appeal being lodged;
- c) for applications for in-year admissions, appeals must be heard within 30 school days of the appeal being lodged.

Any appeals submitted after the appropriate deadline must still be heard, in accordance with the published timetable.

Notification of the decision will be communicated in writing to the appellant and the admission authority not later than five school days after the date of the hearing.

