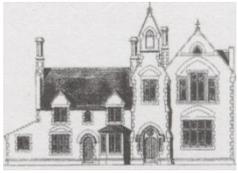


# King William Street CE Primary School

## Admissions Policy 2018-2019

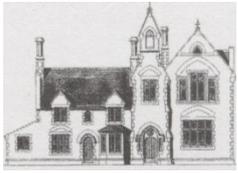
Approved Date: February 2017

Review Date:



### History or most recent Policy changes

Date	Page	Change	Origin of change e.g. TU request, change in legislation



King William Street CE Primary School is an Academy which means the Governors of the school are responsible for their own admission policy and arrangements. Swindon Local Authority administers all admissions for the school, on behalf of the Governing Body.

As a school King William Street CE Primary School is committed to serving its local community and feels that in terms of admission this is best reflected in working closely with those around it. Our admission policy is therefore in line with the Local Authority.

Pupils will normally be admitted at age four in the September of the school year in which they reach their fifth birthday. Parents have the right to defer their child's start date at school until the term after their child's fifth birthday. A child must legally be in full-time education in the term following their fifth birthday.

### **Admissions Procedure**

Applications must be made through the Local Authority's Coordinated Scheme and all instructions and deadlines in the scheme should be adhered to by applicants. Late applications are dealt with in accordance to the scheme procedures.

Full details of the scheme can be found on their website at [www.swindon.gov.uk](http://www.swindon.gov.uk)

In brief the scheme is outlined below:

Parents / carers are able to make an online application or apply using a hard copy application form. All applications must be submitted to Swindon Local Authority and the Admissions Team. If you make an online application you do not need to also make a hard copy application.

Parents can express a preference for up to 3 schools.

The closing date for all applications is the 15th January 2018. All applications must be submitted by this date.

Offers will be made to parents by Swindon Local Authority on the 17th April 2018.

Any child refused a place at a school will be put on a waiting list for that school and informed of their right to appeal against this decision.

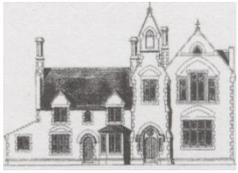
Parents / carers must accept or refuse the offer of a school place by the 3<sup>rd</sup> May 2018.

### **Published Admissions Number (PAN)**

The published admission number for Reception in September 2018 will be 30.

### **Oversubscription Criteria**

When applications for admission exceed the number of places available in any year group the following oversubscription criteria will be applied in the order set out below, to decide which students to admit:



***A child who has a Statement of Special Educational Needs or Education, Health and Care Plan is required to be admitted to the school named on the child's statement.***

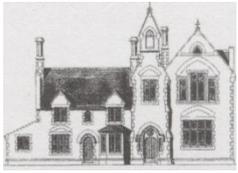
1. A 'Looked After Child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order. A Looked After Child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services function defined by Section 22 (1) of the Children Act 1989.
2. Any child who has a sibling attending King William Street CE Primary School the school at the same time as he or she is due to be admitted.
3. Any other child by distance from the school with priority for admission given to children who live near to the school. This is measured as a straight line from the centre point of the School site to the centre point of the child's home address. (Where Parents/Carers have shared responsibility for a child and the child lives for part of the week with each Parent/Carer, the nearer address will be considered as the Home address') Priority is given to those living closest to the school.

**Decider**

In all cases where schools are oversubscribed, distance will be used to prioritise applications within the over-subscription criteria. If the direct distance does not separate applicants, places will be offered by random allocation. The random process will be repeated and any previous random order will be discarded. In the case of multiple births the Governing Body of King William Street CE Primary School may decide to admit all children.

This oversubscription criteria listed above will continue to be used to allocate any places that become available for in year admissions.

**Definitions and Details**



### **Sibling**

Sibling refers to a child who has 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 where the child for whom the school place is sought is living in the same family unit at the same address as the sibling who is attending King William Street CE Primary School at the time of admission.

### **Multiple Births**

The school will endeavour to place siblings born at the same time (e.g. twins, triplets etc). If necessary the school will admit over its PAN to accommodate such children. In the case of Infant Class Sizes (Reception, Year 1 and Year 2) class sizes must not contain more than 30 pupils with a single school teacher. However, additional children may only be admitted in limited exceptional circumstances, and in accordance with the School Admissions Code, twins and children from multiple births are classed as 'excepted pupils' to this legislation. Therefore, if one child of a multiple birth is offered the last available space at the school (according to the PAN), then offers will be made to all the children of that particular multiple birth. Those children would remain an exception to infant class size for the entire time they are in an infant class size or until the class numbers fall back to the current infant class size limit.

### **Looked After Child**

A Looked After Child is a child who is

- (a) in the care of a local authority, or
- (b) being provided with accommodation by a local authority in the exercise of their social services function defined by Section 22 (1) of the Children Act 1989.

This also applies to a 'Looked After Child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order. If children have ever been Looked After or Adopted or subject to a residency or special guardianship order evidence would need to be provided.

### **Home Address**

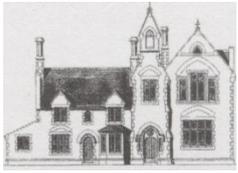
The home address given on the application form must be the address where the child resides for most of the week with his or her parent or carer. Where a child has a joint address, then the address where the child benefit is paid will be taken as the child's home address. Evidence may be required in this instance.

### **Late Applications**

The closing date for applications is the 15th January 2018. Applications may be submitted after this date but they will be considered as late application, which means they will not be considered until all the on time applications have been considered. The LA will endeavour to deal with late applications before the offer date, but it may not be possible to do this in every circumstance.

### **Children with Special Educational Needs (SEN) or Education, Health and Care Plan**

Pupils with a statement of special educational needs or Education, Health and Care Plan at the time of allocation are required to be admitted to the school named on their statement or



plan. Once statement reaches the formal proposed stage the administration of the admission of the young person becomes the responsibility of Special Educational Needs Assessment Team (SENAT) at which point this policy ceases to apply

### **Summer Born Children**

A parent of a child born between 1st April and 31st August defined as “summer born” may request for the child to be admitted to a year group later than that of their natural cohort. The Local Authority with King William Street CE Primary School will take into consideration the individual circumstances of the case to determine whether the request can be granted. This may include but not be limited to include whether they were born prematurely, whether delayed social, emotional or physical development is adversely affecting their readiness for school, the possible impact of attending a year group which is not their natural cohort.

Evidence will be required to be able to assess the individual case from a Senior Medical Consultant, Educational Psychologist and/or other relevant professionals. Where the request is granted, a place will not be allocated prior to the normal admissions round for the year of entry and the parent will be required to reapply during the admissions round in order to ensure that they are fairly considered against the admission criteria for the schools they wish to apply for. Where a parent of a summer born child wishes to admit their child into a year group lower than that of their natural cohort, they should contact the Local Authority and school as soon as possible.

### **Availability of place**

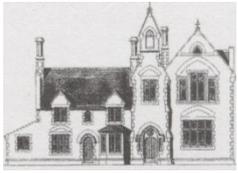
All children are entitled to a full time place in the September following their 4th birthday. Parents can defer parents the date their child is admitted to school until later in the school year but not beyond the point at which they reach compulsory school age or, for children born between 1 April and 31 August, not beyond the beginning of the final term of the school year for which the offer was made.

Where parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age. Where a parent wishes for their child to attend part time, this should be discussed with the Head Teacher.

### **Children of UK Service Personnel**

Applications for children of service personnel with a confirmed posting to the area will be considered in advance of the family arriving in the area provided the application is accompanied by an official letter from the commanding officer that declares a relocation date and a Unit postal address or quartering area address. Until a fixed address is provided, the LA will accept the Unit Postal Address or Quartering address as the Home Address for allocation purposes. All applications must be included in the normal admissions round if possible.

In line with the Swindon Borough Council policy, an in-year application will be considered in the normal way and if a reasonable alternative cannot be offered, the child may be admitted as an ‘excepted pupil’ under the School Admissions (Infant Class Sizes) (England) Regulations 2012. In this circumstance, if this would mean admitting above the PAN, the



school will take into account the organisational structure of the school to determine whether it is the best interests of the child and children already attending the school. A reasonable alternative is defined as a school which is within the statutory maximum walking distance of 2 miles for a child who is under 8 years old and 3 miles for a child who is over 8 years old.

### **In-year applications**

Applications for a place at the school outside the normal admission round should be made to Swindon Borough Council using the In-year Admission Form.

Applications will be considered for children who are resident within the United Kingdom with the exception of UK Service Personnel.

The LA will consider applications on behalf of the school according to the published admission number and oversubscription criteria the school.

The outcome of the application will be notified by letter. If the child is accepted then it is expected that the place is accepted within 10 days and the parent should contact the school to arrange a mutually agreed start date. The child is expected to start within 28 days. If a child is refused they will be placed on the waiting list as indicated below.

### **Waiting List**

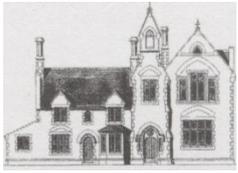
Waiting lists will be maintained from the initial point of entry until the end of that academic year. For the September 2018 intake this will be from the offer date until 31st August 2019. For all other year groups (Years 1 and above) the waiting list will be discarded on 31st August 2018 and new applications will be invited from 1st September 2018. Placement will be determined by applying the oversubscription criteria published above. Names will be removed from the lists if requested or if the offer of a place that becomes available is not accepted. Positions on waiting lists may change due to new applications received.

Placing a child's name on a waiting list does not affect the parents' right of appeal against an unsuccessful application.

Parents may only apply and appeal once per school per academic year. The school may consider a fresh application if there is a significant and material change in circumstances of the parent, child or school since the original application was made. An example of this may be that the family have moved house.

### **Appeals Procedure**

Parents have a right of appeal to an independent panel against any decision made by or on behalf of the LA as to the school at which education is to be provided for their child. Information about the appeal procedure will be provided where a place at one or more of the preferred schools has been refused.



Appellants should contact the Swindon Borough Council Admissions Team to obtain an appeal form, which should be returned to Appeals Clerk at Civic Offices, Euclid Street, Swindon, SN1 2JH.

**Fair Access Protocol**

King William Street CE Primary School recognises the Local Authority's Fair Access Protocols and will adhere to these in line with the School Admissions Code.