

Ravenswood Community Primary School

Admissions Policy

Admissions into Nursery (This is now covered by a separate policy but an overview is given below)

Registration forms will be sent/given to parents on request. These will indicate the number of sessions that are required for the child and the term/half term of entry, following their 3rd birthday. This information will be put on the School's database.

If a parent/carer completes a form more than one term in advance they will be requested to contact the school at the beginning of the term prior to the requested term of entry to ensure the number (and days) of sessions are still available. They will usually register a child for either morning or afternoon sessions for the week but some parents may register for specific days (a.m or p.m)

The parent(s)/carer(s) must then indicate if they are still interested in securing a place for their child in the forthcoming term, and the sessions required. The child will only be assured a place **at this time** for those sessions that are available.

Admissions into Reception

Currently the published admission number for Reception each year is sixty and the total capacity of the school is therefore four hundred and twenty children plus Nursery, who provide 26 places both in the morning and afternoon.

Children who will become five during the autumn term will be admitted at the beginning of the autumn term. The children will be coming into school for a full day from the outset. Entry will be staggered dependent upon the child's date of birth. An autumn born child will come into school straight away. A spring born child will come into school at the beginning of the second week, a summer born child at the beginning of the third week. Where a child is offered a place before they are of compulsory school age, parents have the option of deferring their child's entry until later in the same academic year. It is not possible to defer entry beyond the beginning of the term after the child's fifth birthday.

Application Procedures

Current rules relating to the admission of pupils in Suffolk Community schools, of which Ravenswood is one, can be found in the *Directory of Schools in Suffolk for Primary, Infant, Junior and Middle Schools for the 2017/2018 school year*.

Where there are more applications than places available the Local Authority will rank your application using Suffolk County Council's admissions oversubscription criteria below.

- For applications to the normal year of entry at a school, these criteria will be applied according to the circumstances existing by midnight at the end of the closing date.
- For in-year applications, these criteria will be applied according to circumstances existing at the time of application.

Admissions oversubscription criteria

- Children who have a Statement of Special Educational Needs, or an Education, Health and Care plan which names the school must by law be offered a place at that school.

- Looked after children (children in care) and previously looked after children (children who were looked after, but ceased to be so because they were adopted or became subject to a child arrangements order or special guardianship order, immediately following having been looked after).
- Siblings (children who are brothers and sisters, or who live as a family at the same address) of pupils who are already at the school or who have already been offered a place, and who will still be there at the time of admission. Priority will be given, where necessary, to applications where there is the smallest age gap.

Notes to the admissions oversubscription criteria:

Looked after children

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 functions (see the definition in Section 22(1) of the Children Act 1989).

Previously looked after children

Previously looked after children includes children who were adopted under the Adoption Act 1976 (section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (section 46 adoption orders). Child arrangements orders are defined in section 8 of the Children Act 1989, as amended by section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order.

Distance tie-breaker

It is possible that the PAN of the school will be reached in any one of the categories set out above. For this reason, all applications will be prioritised according to the criteria described. Decisions will be made about the offer of places in accordance with those priorities. If it is necessary to use a tie-breaker to distinguish between two or more applications, a distance criterion will be used. Suffolk County Council will give priority to the applicants who live nearest to the school as measured by a straight line.

In the unlikely event that two applicants competing for a single place at a school live the same distance from the school, the place will be offered to one applicant on the basis of lots drawn by an officer of Suffolk County Council not involved with admissions.

Twins, triplets and other multiple births

If the final place available at a school is offered to a twin, triplet or other multiple birth and the remaining sibling/s would ordinarily be refused, Suffolk County Council will offer places to the remaining sibling/s at the same school. The law requires that this will apply even in those primary schools where this would mean that more than 30 pupils would be admitted to an infant class with a single qualified teacher. This also applies to any other school using Suffolk County Council's admission arrangements.

Waiting lists

If Suffolk County Council are unable to offer a child a place at one of the preferred schools Suffolk County Council will automatically add their name to the waiting list for those schools. Names are placed on the waiting list in the priority order set out in the school's admissions oversubscription criteria. The order of the waiting list can change each time a child's name is added or the circumstances of a child already on the list changes. As a result a child's place on the list can go up or down (e.g. due to withdrawals or late applications). If a parent changes their address while their child is on a waiting list they must let SCC know. Written evidence of this will be required.

Late applicants will be added to any waiting lists in oversubscription priority order if their parental preferences cannot be met.

If a place becomes available at a school Suffolk County Council will offer it to a child who is ranked highest on the waiting list.

Suffolk County Council do not offer places on the basis of the date on which names were placed on the list.

The waiting lists will close at the end of the first full Suffolk County week of the spring term (Friday 12 January 2018).

Suffolk County Council does not hold waiting lists for in-year applicants.

Making another application for a place at the same school

An application for a place for a child can be made at any time to any school outside of the normal admissions round. However, if the application for a school place is refused, Suffolk County Council will not determine a further application for a place in the same school in the same school year, unless there has been a significant change in the circumstances of a parent, child or school. Such circumstances might be a house move or a place becoming available at the school.

If there is no significant change in circumstances, another application can be made for the following school year. However, this will not normally be considered more than one term ahead of the date when a parent wants their child to start at the school.

Ordinarily resident

By "ordinarily resident" Suffolk County Council mean the place where a child usually lives. The LA consider this to be where they sleep overnight. The LA may need proof of this address. They will not treat a child as ordinarily resident if a parent rents or owns a second home in the catchment area or if a parent uses another address to give the impression that their child lives in the catchment area so that a parent gains a higher priority for a place at the school. Where a child lives at two or more different addresses, each for part of the week, the address at which the child is ordinarily resident will be considered to be the address that the child lives at for most of the week (excluding weekends and school holidays). Separate evidence in writing from each parent must be provided to confirm the child's living arrangements at the time of application.

In cases where the child spends an equal proportion of the school week at two or more different addresses, evidence of which is to be considered the main contact address will be required to support the application. Agreement in writing by the parents will be required to state which address is to be used as the 'ordinarily resident' address. This address will then be used when processing all school preferences expressed. It is not acceptable to use one address for one school preference and another address for another school preference.

If the LA are aware of a parental dispute affecting the application, they may not be able to deal with the application and a parent may need to seek independent legal advice in order to resolve the matter.

The Local Authority co-ordinate arrangements for reception intake admissions to all primary schools within its jurisdiction. A common admissions application form is distributed directly to all parents and carers through the Health Authority Support Agency, this enables them to apply for up to three schools in ranked preference order. Offers of places are sent to parents at the beginning of April.

Applications made after the start of the autumn term

The Local Authority currently co-ordinate arrangements for mid-year applications.

On receipt of an application after the start of the autumn term the County Council will contact the school in writing for the up-to-date numbers. If there are spaces in the year group an offer will be made. If not a refusal will be sent and the right of appeal given if it was a first application for the year group or if it was a second application resulting from a significant and material change in circumstances relevant to the application. (If there is not a significant and material change in circumstances a second application received during the same academic year will not be determined and, as such, no second right of appeal will be given.) When there are more applications, received on the same day, than the number of places available the school's admission criteria will be used to determine any offers that can be made. There is a rolling process in place that considers re-applications over a half term period. Details of the process will be available to parents who have applied and been refused a place after the start of the autumn term.

Local Authority Change to Admission Offer Letters (Sept 2014)

From September 2014, if an application is made for an alternative school when a child already attends a local mainstream school, any offer of a school place will be from the beginning of the next half term. If an application is made during a half term or the summer, Christmas or Easter holidays, the offer of a school place will be on or before the following half term. This is to give the child's current school an opportunity to discuss any issues with the parent and child and to make sure they understand the implications of any school move. It will also give the receiving school time to plan for the child's arrival and to make any transition arrangements.

Schools need to be aware that any child needs to remain on roll at their current school until they take up the place at any new school. The date in the letter will be 'on or before' so if a school feels there is no reason to wait until the next half term they can arrange for the admission to be made earlier. There may be cases where schools feel that an earlier admission will be in the child's best interest; this will need to be discussed between the two schools.

The request for this change has come from many schools who wish to avoid having children jumping from one school to another without their knowledge.

Any queries about the above should be directed to the Local Authority.

Appeals against admission decision

Parents have the right to appeal against admissions decision to an Independent Appeal Panel. Information about how to appeal against a refusal of a school place will be sent with the offer pack. Notice of appeal should be sent to the Clerk to the Independent Appeal Panel, PO Box 11, Chelmsford, CM1 1LX.

Local Authority Contact Details re: Admissions:

If a parent has a query about an admission they can contact the Local Authority at:

The Admissions Team
Endeavour House, 8 Russell Road, Ipswich, Suffolk, IP1 2BX
Phone: 0845 600 0981 (local rate)
Fax: 01473 260991
Email: admissions@suffolk.gov.uk
Online: www.suffolk.gov.uk/admissionstoschools.