



**Lyneham**  
Primary School

## Admission Arrangements Policy

Member of staff responsible	John Read
Governor responsible	Antony Jones
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Frequency of policy review	In Line With WCC
Date next review due	

### Document Version Control

Issue Number	Issue Date	Summary of changes
1	2017	

## 1. Aims

This policy aims to:

- Explain **how to apply** for a place at the school
- Set out the school's **arrangements for allocating places to the pupils** who apply
- Explain **how to appeal** against a decision not to offer your child a place

## 2. Legislation and statutory requirements

This policy is based on the following advice from the Department for Education (DfE):

- School Admissions Code
- School Admission Appeals Code

The school is required to comply with these codes, and with the law relating to admissions as set out in the School Standards and Framework Act 1998.

## 3. Definitions

**Normal admissions round** - the period during which parents can apply for state-funded school places at the school's normal point of entry, using the common application form provided by their home local authority.

**Looked after children** are children who, at the time of making an application to a school, are in the care of a local authority, or being provided with accommodation by a local authority in exercise of its social services functions

**Previously looked after children** are children who were looked after, but ceased to be so because they were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or became subject to a child arrangements order, or became subject to a special guardianship order.

**Compulsory school age** - A child reaches compulsory school age on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

## 4. How to apply for a school place in Reception (EYFS)

For applications in the normal admissions round (to start in Reception in the September of the school year in which your child becomes 5) you should use the application form provided by Wiltshire Council. This form can be found on the Wiltshire Council website [www.wiltshire.gov.uk](http://www.wiltshire.gov.uk). You can use this form to express your preference for a minimum of 3 state-funded schools, in rank order.

All applications should be returned to Wiltshire Council. The closing date for admissions is 15 January 2019.

You will receive an offer for a school place directly from Wiltshire Council.

Once a place is confirmed, the school will then make contact with you and ask you to complete a school admission / pupil information form. This form must be returned to the school and not Wiltshire Council.

## **5. Children below compulsory school age (optional)**

Where children below compulsory school age are offered a place at the school, they will be entitled to attend the school full-time in the September following their fourth birthday.

Parents may defer their child's entry 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 the offer was made for.

Where the 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. The Local Authority has determined part-time to be five mornings or five afternoon a week.

If parents wish their child to attend part time from Sept 2018 or to defer entry until later in the academic year 2018/19 you should contact the school.

## **6. Requests for admission outside the normal age group**

Parents are entitled to request a place for their child outside of their normal age group. To make this request, parents / carers should contact the school directly to arrange a meeting with the Headteacher in the first instance to discuss the circumstances of the request.

Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of each case and in the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

- Parents' views
- Information about the child's academic, social and emotional development
- Where relevant, their medical history and the views of a medical professional
- Whether they have previously been educated out of their normal age group
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely
- The headteacher's views

Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round. They will be considered on the basis of the admission arrangements laid out in this policy, including the oversubscription criteria listed in section 6. Applications will not be treated as a lower priority if parents have made a request for a child to be admitted outside the normal age group.

Parents will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents do not have a right to appeal if they are offered a place at the school but it is not in their preferred age group.

## **7. In-year admissions**

You can apply for a place for your child at any time outside the normal admissions round. As is the case in the normal admissions round, all children whose statement of SEN or EHC plan names the school will be admitted.

Likewise, if there are spaces available in the year group you are applying for, your child will always be offered a place.

If there are no spaces available at the time of your application, your child's name will be added to a waiting list for the relevant year group. When a space becomes available it will be filled by one of the pupils on the waiting list in accordance with the oversubscription criteria listed in section 6.3

of this policy. Priority will not be given to children on the basis that they have been on the waiting list the longest.

Applications for in-year admissions should be addressed to Admissions at Wiltshire Council – the form can be found on the Council website. Alternatively the school can supply the form for an application from within Wiltshire.

## **8. Children of UK service personnel (UK Armed Forces)**

The school will ensure that admission arrangements support the Government's commitment to removing disadvantage for service children.

Armed Forces personnel should apply for a school place using the normal procedure listed within this document. The Local Authority and the school will allocate a place in advance of a Service family arriving at Lyneham, providing the application is accompanied by an official letter stating a relocation date and Unit postal address or quartering area address for the service child.

If the school is oversubscribed the school will use the standard oversubscription criteria and providing there is documentary evidence (as above) of a future move, will not penalise a child because their family is not currently living in the area.

The school will not refuse a service child a place because the family does not currently live in the area, or reserve blocks of places for these children;

## **9. Allocation of places**

### **9.1 Admission number**

The school has an agreed admission number of 60 pupils for entry in Reception. This number also applies to Year groups 1 to 6.

### **9.2 Oversubscription criteria**

All children whose statement of special educational needs (SEN) or education, health and care (EHC) plan names the school will be admitted before any other places are allocated.

If the school is not oversubscribed, all applicants will be offered a place.

In the event that the school receives more applications than the number of places it has available, places will be given to those children who meet any of the criteria set out below, in order until all places are filled.

1. Highest priority will be given to looked after children and all previously looked after children who apply for a place at the school.
2. Priority will next be given to children with siblings at the school. Siblings include step siblings, foster siblings, adopted siblings and other children living permanently at the same address. Priority will not be given to children with siblings who are former pupils of the school.
3. Priority will next be given to children of staff at the school, in either of the following circumstances:
  - a) The member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, or

- b) The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage
4. Priority will next be given to all other children who do not meet any of the 3 criteria above.

### **9.3 Tie break**

In the case of 2 or more applications that cannot be separated by the oversubscription criteria outlined above, the school will use the distance between the school and a child's home as a tie breaker to decide between applicants.

Distances supplied by Wiltshire Council will be used and these will measure the straight line distance using the Ordnance Survey eastings and northings for the child's home address and the school. Those with the least distance will be given priority.

A child's home address will be considered to be where he/she is resident for the majority of nights in a normal school week.

Where the distance between 2 children's homes and the school is the same, random allocation will be used to decide between them. This process will be independently verified.

### **9.4 Waiting List**

The school will maintain a clear, fair and objective waiting list if places are oversubscribed. The list will be ranked again in line with the published oversubscription criteria every time a new child is added. Priority will not be given to children based on the date their application was received or their name was added to the list. Looked after children, previously looked after children, and those allocated a place at the school in accordance with a Fair Access Protocol, will take precedence over those on a waiting list.

## **10. Deadline for accepting a school place**

If your child has been offered a place at the school or secures a place on appeal and you have accepted the place, you must take up the place within 28 days of the required admissions date stated on the original form.

Failure to do so would result in the offer being withdrawn, unless there are extenuating circumstances for example, a military posting, delay in appeal result.

## **11. Appeals**

If your child's application for a place at the school is unsuccessful, you will be informed why admission was refused and given information about the process for hearing appeals. If you wish to appeal, you must set out the grounds for your appeal in writing and send it to the following address Lyneham Primary School, Preston Lane, Lyneham, Wiltshire SN15 4QJ.

You can find details of the school's appeals timetable on the school website.

## **12. Monitoring arrangements**

This policy will be reviewed and approved by the Governing Body every year.

Whenever changes to admission arrangements are proposed (except where the change is an increase to the agreed admission number), the governing board will publicly consult on these changes.