

## **ADMISSIONS POLICY**

### **LA Policy**

Children are legally entitled to a place in school at the beginning of the term after their fifth birthday. The Government has stated that schools must offer full-time places to all children from the September following their fourth birthday.

At Roach Vale, if parents do not require the full time place from September, their child will attend for mornings only during the autumn term and will become full-time from the January after they turn four. We will discuss admission arrangements with parents if we feel the child is not yet ready for full time education.

### **Admission Procedure**

Each school has a published admission number (PAN) which indicates the number of children intended to admit to each year group. The PAN for Roach Vale Primary School is 30 in line with the legal limit of 30 children in infant classes with a single teacher.

Under the new method for assessing a school's capacity the Indicated Admission Number for the school should be 35. This admission number will prevent the school meeting the legislation regarding infant class sizes, therefore public notices are published in accordance with the law to publish an admission number lower than that indicated by the capacity assessment.

Children are admitted to the school (up to the PAN) using the following criteria:

1. Priority admission area – there is no guarantee of a place for children living in the priority admission area. However, children living in the priority admission area who submit an application by the closing date will be allocated a place at the school. A map of the priority admission area is available for inspection at the school.
2. Children living outside the priority admission area with a sibling at the school at the time of application and determination, unless the older child is in Year 6 at that time. In the case of oversubscription in this criterion priority will be given to children in public care.
3. For any remaining places, priority will be given to children in public care for whom Roach Vale Primary School is the nearest school.

In the event of over subscription in criteria 2 and 3, the straight-line distance between home and school will decide priority, those living closest having highest priority.

Exceptional medical circumstances may override the above.

Children with statements of special educational need that name this school in the statement are required to be admitted to the school.

### **Applications for Places**

Applications for children attending any school in Essex must be made by completing the Common Application Form (CAF) which is completed on line at [www.essex.gov.uk](http://www.essex.gov.uk)

### **Appeals**

If you are refused a place at the school you have the right to appeal, to an independent panel, against that decision. Information about how to appeal will be sent with the letter refusing a place.

### **Birth Certificates**

Office staff will ask to see the birth certificate of any child offered a place at Roach Vale Primary School in order to verify legal name of child and actual date of birth. All children will have their legal name recorded on school systems but may be marked 'aka' if parent wishes child to be known by another name.

Reviewed January 2016

Reviewed annually

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