



TOLLESBURY SCHOOL

Admissions Policy

**This policy was adopted by the Governing Body on 18th January 2018
it will be reviewed as part of the
monitoring and evaluation cycle in 2019/2020**

Admission Policy 2017/2018

- This policy is formulated in line with the requirements of, and follows the guidelines set out in the School Admissions Code, 2017/2018
- The Schools intended number to admit will be 30.
- The School serves the local community and offers places to students regardless of ability or aptitude. The School does not offer a catchment guarantee.
- All applications to the school should be submitted to the Planning and Admissions Service, Schools, Children and Families, Essex County Council, PO Box 4261, Chelmsford, CM1 1GS.

Admission Guidelines

1. Looked After Children and previously looked after children (as defined on page 14 of the Primary Education in Essex 2017/2018 booklet);
2. children living in the priority admission area with a sibling attending the school;
3. children living in the priority admission area;
4. children living outside the priority admission area with a sibling attending the school;
5. remaining applications.

In the event of oversubscription within any of the above criteria, priority will be determined by straight line distance from home to school, those living closest being given the highest priority.

(Schools admissions Policies directory 2017/2018)

Infant class size – Infant classes (those where the majority of children will reach the age of 5, 6 or 7 during the school year) **must not** contain more than 30 pupils with a single school teacher.

Additional children may be admitted under **limited exceptional** circumstances.

These children will remain an 'excepted pupil' for the time they are in an infant class or until the class numbers fall back to the current infant class size limit. The excepted children are:

- a) children admitted outside the normal admissions round with statements of special educational needs specifying a school;

- b) looked after children and previously looked after children admitted outside the normal admissions round;
- c) children admitted, after initial allocation of places, because of a procedural error made by the admission authority or local authority in the original application process;
- d) children admitted after an independent appeals panel upholds an appeal;
- e) children who move into the area outside the normal admissions round for whom there is no other available school within reasonable distance;
- f) children of UK service personnel admitted outside the normal admissions round.

Children who are cared for by a local authority

Relevant looked after children as defined in section 22 of the Children Act 1989 will be given first priority in oversubscription criteria ahead of all other applicants in accordance with The Education (Admission of Looked After Children) (England) Regulations 2006.

Children with statements of special educational needs

Children with statements of special educational needs that name the school on the statement are required to be admitted to a school regardless of their place in the priority order.

Age of Admission

Admission of children below compulsory school age and deferred entry to school – Tollesbury School will admit children in the September following their fourth birthday. The following applies:

- a) parents can request that the date their child is admitted to school is deferred until later in the academic year or until the term in which the child reaches compulsory school age, and
- b) parents can request that their child takes up the place part-time until the child reaches compulsory school age.

Applying for a school place

The application process is in accordance with the co-ordinated scheme for primary admissions and involves completion of the Common Application Form. Parents are notified of the date when offers of places will be made.

Closing date for applications

Parents are notified of the closing date for applications.

Home address

Applications will be processed on the basis of the home address for the child. The home address is considered to be the address at which the child resides on a

permanent basis or is 'ordinarily resident'. This is generally the address of the parent/carer. In all cases we expect that the adult with whom the child is 'ordinarily resident' receives the child benefit for the child. In some cases, children may be 'ordinarily resident' for the majority of the school week with another relative or carer, such as a grandparent. Where this is the case, the application may be processed on the basis of that address. Proof of address and arrangement will be required.

Siblings

For applications made in the normal admission round a sibling is a child who has a brother, sister, stepbrother or stepsister living in the same family unit in the same family household and address who attends the school or in any year group excluding the final year. Biological siblings who attend the preferred school in any year group excluding the final year will also be treated as siblings irrespective of place of residence. Children residing in the same household as part of an extended family, such as cousins, will not be treated as siblings. For mid year applications a sibling is a child who has a brother, sister, stepbrother or stepsister living in the same family unit in the same family household and address as a child who attends or has been offered a place at the school or at the time of application and determination and with a reasonable expectation that the sibling will be attending at the time of admission.

Twins, Triplets etc.

Other than where infant class size limits would be breached, for applications made in the normal admission round, if the last child to be offered a place is a twin and their sibling cannot be offered initially, the LA will ensure both twins are offered a place. In the case of triplets or other multiple births, if the majority of children can be offered a place initially, the LA will offer places to the remaining children. For example, if two triplets can be offered a place, the remaining child will also receive an offer of a place. Similarly, other than where infant class size limits would be breached, for mid-year applications, where a family moves into an area necessitating a change of school for their twins (or triplets etc) and the majority can be offered a place then a place will be offered for the remaining child(ren). However, where the family does not move but wishes to transfer the children where there are insufficient places for all of them then a place would not normally be offered for all.

Medical circumstances

Exceptional medical reasons may override other admission criteria if supported by medical evidence at the time of application. The medical reasons should be in relation to the child and should be clearly stated on the application form. Applications made on this basis will be considered by a panel of County Council Officers. Evidence from a medical professional must be supplied to show that the preferred school can most appropriately meet the child's medical needs. The panel will decide whether the evidence provided demonstrates that it is necessary for the

school to admit the child on medical grounds as no other local school would be able to meet the specific medical need.

Withdrawal of an offer

If a school place has been secured through false information or has been offered in error, the offer of the place may be withdrawn.

Waiting lists

Essex County Council will hold waiting lists in priority order according to the school's admission criteria until the end of the first week of the autumn term.

Late Applications

Applications received after the published closing date will be treated as late applications unless there is evidence to show that the application could not reasonably have been made on time. All late applications will be considered by an LA panel to ascertain whether exceptional circumstances for late submission exist. Where that is deemed to be the case the application will be treated as 'on time'. Late applications will be given a lower priority. Where the school is over-subscribed late applications will be refused and ranked according to the admission criteria. Where none of the preferences of a late application can be met, a place will be allocated at the nearest school with places available.

Changing primary schools

The opportunity to transfer depends on places being available at the preferred school. If approved, a place is usually made available at the start of the following term. A child should not be withdrawn from the current school until a place has been secured. Applications for transfer will not be dealt with until the half term prior to the requested admission date. In cases where a child moves into a district area (proof of address required) and, as a result of the move the child would be without a school place, the application will be dealt with immediately.

Applications made after the start of the autumn term

On receipt of an application after the start of the autumn term the LA 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.

Appeals against admission decisions

Parents have the right to appeal against admission decisions 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.

In the event of oversubscription within any of the above criteria, priority will be determined by straight line distance from home to school, those living closest being given the highest priority.

Exceptional medical circumstances (supported by medical evidence) may override the above.

For applications received after the start of Year 3 looked after children will be given priority ahead of all other applicants.

Agreement for children living in the priority admission area

The LA may, in exceptional circumstances, offer places above the published admission number (during and after the normal time of admission): if the journey to the next nearest school with a space is not reasonable in terms of distance, accessibility or cost.

Lateness

All children are encouraged to be on time and ready for the start of the school. Our school gates open at 8.45am and children are expected to be in class by 8.50am, after this time they will be marked as late. The register closes at 9.30am and therefore the pupil will be marked as a 'U' in the register.