

St Martin's Garden Primary

Admissions Policy 2019-20

The school complies with the School Admissions Code ("the Code") issued by the Department for Education in December 2014, and with the law relating to admissions. As the school is an academy, the responsibility for admissions falls to the Palladian Academy Trust. The purpose of the Code is to ensure that all school places are allocated and offered in an open and fair way. In drawing up our admission arrangements, we ensure that the practices and the criteria used to decide the allocation of school places are fair, clear and objective.

The school's admission arrangements will be set annually in collaboration with B&NES and following full consultation.

Students will be admitted to the school according to the following criteria, in order of priority.

PRIORITY A

Children in Public Care (looked after children¹ and previously looked after children. Previously looked after children are children who were looked after, but ceased to be so because they were adopted² or became subject to a Child Arrangement order³ or special guardianship order).

PRIORITY B

Children in receipt of the mobility component of the Disability Living Allowance⁴ in respect of a physical disability and who live within the Greater Bath Consortium (GBC)⁵.

PRIORITY C

Children whose older sibling⁶ will be attending the school on the admission date.⁷

PRIORITY D

Children of staff at the school, in either or both of the following circumstances:

- a) where 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, and/or
- b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

PRIORITY E

Those children who live nearest to the school, as measured in a direct line between the home address and the school. This rule would still be applied strictly to both children living within Bath and North East Somerset and those from neighbouring authorities.

¹ 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) at the time of making an application to a school.

² Under the terms of the Adoption and Children Act 2002.

³ Under the terms of the Children Act 1989. A 'Child Arrangement order' is defined as an order settling the arrangements to be made as to the person with whom the child is to live.

⁴ To consider applications under Priority B of the admissions criteria documentary evidence confirming receipt of the mobility component of the Disability Living Allowance in respect of a physical disability must be sent to the school by the closing date of 15 January 2018.

⁵ The Greater Bath Consortium is defined as the city of Bath. For further information see *A Secondary School for your Child* on B&NES website.

⁶ A sibling refers to children who are brother or sister, half brother or sister, adopted brother or sister, foster brother or sister, step brother or sister, the child of the parent/carer's partner and in every case the child should be living in the same family unit at the same address.

⁷ If a child is living with two parents with different addresses and is spending time with each parent, one must be nominated as a main address.

NOTES

The majority of places are likely to be allocated through priority E.

To be considered under the above criteria parents/carers must have named the school as a preference. Under the above criteria all preferences are considered equally. If a student qualifies for more than one school they will be offered their highest preference as stated on their application form.

Distance from the school

If under all the above criteria any single category resulted in oversubscription, priority would be given to those children living nearest the school as measured in a straight line from the address point of the child's home address to the address point of the school as defined by the Local Land and Property Gazetteer (LLPG). Measurements will be determined using the Local Authority's Geographic Information System (GIS) computerised mapping system with those living closer to the school receiving higher priority.

For the purpose of measuring home to school distance, all calculations will be measured using a straight line measurement from the address point of the home to the address point of the school using a Geographical Information System (GIS) method. The GIS system used within this LA would not be able to calculate a staircase measurement in the case of multi-level dwellings. If the distance between two children's homes and the school is exactly the same then a random allocation would be used for any such cases.

In the event of the school being oversubscribed where the applicant for the final qualifying place(s) available within the admission number is the parent/carer of twins, triplets or other multiple births the Governors will breach the admission number to allow these children to be offered places.

If there is more than one applicant ranked equally according to the published admission criteria and there are insufficient places available to allocate all of the equally ranked applicants, the B&NES random allocation procedure will be followed.

GENERAL INFORMATION

Notes

Education, Health and Care Plan (EHC Plan)

Children with an EHC Plan are supported through the 2014 SEN & D Code and their placement is determined through the statutory assessment process or an annual review. All schools are consulted before being named on a child's Education, Health and Care Plan (EHC Plan) and schools have the opportunity to draw attention to any difficulties arising from oversubscribed year groups. If the school is named on an EHC Plan this will take priority over the Admissions Criteria and the number of places available in the PAN (see below) will reduce correspondingly.

Published Admissions Number (PAN)

The school has a Published Admissions Number of 45. This is the number of children who may be admitted to Year R without causing prejudice to the efficient education of children or the efficient use of resources. All applications for the new Year R intake must be submitted to the child's home Local Authority (LA) by the specified closing date, available on the LA website. Parents can either use their LA's online application facility or can complete their LA's Common Application Form. After the closing date the Academy Trust will be provided with details of all applications received.

Waiting lists and appeals

Under the Bath & North East Somerset LA's primary coordinated scheme, any parents refused a place for the new Year R intake may ask for their child's name to go on the waiting list where the name will remain until 31st December 2019 (after the end of Term 2). During that time, they would be re-considered by the Academy Trust under the admissions criteria for any places that became available within the admission number and alongside any parents who have lodged an appeal or any later applications received. Please note, however, that children who are the subject of a direction by a LA to admit or who are allocated to the school in accordance with a Fair Access Protocol must take precedence over those on a waiting list. Each added child

requires the list to be ranked again in line with the published oversubscription criteria. Priority is **not** 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, take precedence over those on a waiting list.

Parents have a right to appeal if their child is refused a place at the school. The school will communicate why admission was refused, information about the right to appeal, the deadline for lodging an appeal and contact details for making an appeal. Parents will be informed that, if they wish to appeal, they must set out their grounds for appeal in writing.

Late applicants

Any late applicants should complete their home LA's common application form as soon as possible. The Academy Trust will be informed of any late applications received.

Children of UK service personnel (UK Armed Forces)

For families of service personnel with a confirmed posting to the area, or crown servants returning from overseas to live in the area, the Academy Trust will:

- a) allocate a place in advance of the family arriving in the area, provided the application is accompanied by an official letter that declares a relocation date and a Unit postal address or quartering area address when considering the application against the oversubscription criteria. This will include accepting a Unit postal address or quartering area address for a service child. 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;
- b) ensure that arrangements in their area support the Government's commitment to removing disadvantage for service children. Arrangements will be appropriate for the area and as described in the local authority's composite prospectus.

IN YEAR APPLICATIONS (CASUAL ADMISSIONS) Including Transfer into Year 3

Applicants should apply to the school on the application form available on the school and B&NES websites. (www.stmartinsgarden.org.uk or www.bathnes.gov.uk/services/schools-colleges-and-learning/admissions-schools) Any parent can apply for a place for their child at any time to any school outside the normal admissions round. If the relevant year group is above its PAN, applications will be ranked in accordance with our determined arrangements.

Summer Born children

Summer born children (which refers to children born from 1 April to 31 August) are not required to start school until a full year after the point at which they could first have been admitted – the point at which other children in their age range are beginning year 1. Should the parent wish their child to be admitted to reception, rather than year 1, they may request that the child is admitted out of their normal age group. Please note the following:

- (i) **You must make an application for admission to the School for September 2019 entry but make it clear on the application form that you wish your child to enter the reception class in September 2020.**
- (ii) Discussions with the School are strongly recommended prior to making a decision to decline entry for an entire year **and** to be admitted to reception in September 2019. Any decision will be on the basis of the circumstances of each case and in the best interests of the child concerned.

- (iii) If the request is agreed the September 2019 application may be withdrawn before a place is offered **but a fresh application will need to be made** for September 2020 entry **which will be processed as a fresh application along with all other applications and in accordance with the School's admission arrangements.** PLEASE NOTE that it is possible even if the request is agreed that the child may not be admitted in September 2020 as there is no guarantee of a school place.
- (iv) If the request is refused the parent must decide whether to accept the offer of a place for the normal age group, or to refuse it and make an in year application for admission to year one for the September following the child's fifth birthday.

Deferred entry and part time attendance below statutory school age

A child may start at the School in the academic year in which he/she reaches the age of 5. Where the child has not yet reached statutory school age (5 years old), the child is entitled to a full time place and parents may choose for their child to attend full time. Alternatively parents may choose for their child to attend part time until their child attains compulsory school age. If parents do not consider their child is ready to start school then they may defer entry altogether to later in the school year but not beyond the point at which the child reaches compulsory school age or not beyond the beginning of the final term in the school year (whichever is the sooner).

Admission of children outside their normal age group

Parents may seek a place for their child outside their normal age group, for example if the child is gifted and talented or has experienced problems such as ill health.

Such requests should be discussed with the Headteacher as early as possible in the admissions round associated with that child's date of birth. This will allow the School sufficient time to make a decision regarding the request before the closing date for applications and national offer day. Decisions to admit a pupil outside their normal age group will be based on the circumstances of each case and based on what is in the best interests of the child concerned. We may request supporting professional evidence to assist in the decision-making. There is no legal requirement for this medical or educational evidence to be secured from an appropriate professional. However, failure to provide this may impede our ability to make an informed decision.