



**Discovery Primary Academy**

**Admissions Policy**

**Presented to  
Local Governor Committee  
20<sup>th</sup> November 2018**

Date approved:1	
Date of next review:2	

1 This is the date the policy was approved by the meeting

2 This is the date as set by the policy review clause or the date approved plus two years

# **Discovery Primary Academy Admissions Policy**

## **September 2020**

### **1 Introduction**

**1.1** The Local Governing Committee of Discovery Primary Academy applies the regulations on admissions fairly and equally to all those who wish to attend our school. This policy conforms to the legislative requirements of the latest version of the School Admissions and School Admission Appeals Codes, which are issued under Section 84 of the School Standards and Framework Act 1998”.

### **2 Aims and Objectives**

**2.1** We are an inclusive school that welcomes children from all backgrounds and abilities.

**2.2** All applications will be treated equally and in a sensitive manner.

**2.3** The only restriction we place on entry is that of number. If the number of children applying for entry exceeds the places available, we enforce the procedure set out below in order to determine whether a child is offered a place or not. It is our wish to allow parents the right to have a place at the school of their choice. However, this is not always possible, due to the excess demand on the school places available.

**2.4** The level of ability of a child or any special needs (apart from statements of EHCP) that s/he may have plays no part in the admissions policy of this school.

### **3 Applications for Foundation Stage**

**3.1** As our school is an Academy, we have the flexibility in setting bespoke admission arrangements. In reviewing best practice, we have decided to harmonise our admission arrangements in agreement with the Local Authority arrangements. The Academy however remains the ‘Admissions Authority’.

**3.2** The policy for entry to each school is published each year by the Local Authority. The policy provides information to parents on how to apply for a place at the school. Parents have a right to express a preference for the school of their choice and they should do so on the application form. Expressing a preference does not, in itself, guarantee a place at this school. The closing date for applications for entry in the September is a national closing date which is the 15<sup>th</sup> January each year.

**3.3** Applications for admission to Discovery Primary Academy, for a child in their first year of school to enter the Reception class, should be made through the Peterborough City Council coordinated admissions scheme. Details of how to apply can be found on the Peterborough City Council website:

[http://www.peterborough.gov.uk/children\\_and\\_families/schools/school\\_admissions.aspx](http://www.peterborough.gov.uk/children_and_families/schools/school_admissions.aspx)

**3.4** The Local Authority will notify you on behalf of the school of the outcome of your application on the national offer day of 16<sup>th</sup> April, or next working day, when this falls on a weekend, or bank holiday.

## **4 Deferring or Delaying Admission to School**

**4.1** Delayed admissions. If you choose to delay admission to later in the academic year, you must discuss it with your allocated school when you accept the school place. Where admission is delayed, it cannot be given to another child but you must enter school by the beginning of the school term following their fifth (5th) birthday and within the school year for which the offer was made.

### **4.2** Deferring admissions

If your child is “summer born” and you prefer to defer admission to the following September, your child would normally be considered for admission into Year 1 rather than the Reception year. In exceptional circumstances, summer born children may be admitted to school in a different year group. Please contact the Headteacher to discuss this further.

## **5 Accelerated Admissions**

**5.1** If parents believe that their child is cognitively able then parents can apply for an accelerated place. The admission process will be through the Local Authority as all admissions are. The Local Authority will manage this process on our behalf.

## **6 Acceptance of an Offer of a Place**

**6.1** Where an offer of a place is made, the applicant will be required to accept the place within 10 school days of the offer letter being sent. If the academy has not heard from the applicant after 10 school days, the academy will contact the parent and request that you inform the academy of your decision within a further 5 school days. If the academy does not hear from you or where an offer is not accepted the academy reserves the right to withdraw the offer and the offer of a place to be made to the next applicant on the waiting list.

**6.2** The home address is defined as the address of the adult with parental responsibility with whom the child normally lives and which applies at the time of application. A fraudulent claim to an address may lead us to withdraw an offer of a school place.

**6.3** Applications based on future addresses can only be considered up to 6 teaching weeks before the child is expected to take up the place and upon confirmation of a minimum of six month tenancy agreement or exchange of contracts. Places will not be allocated until the child is resident in the address.

## **7. Oversubscription criteria**

**7.1** When the school is oversubscribed, after the admission of children with an EHCP, which names the school, priority will be given to those children who meet the criteria set out below, in order:

**(i) Children in Care**

a)\* 'Looked After Children' (LAC) and children who were previously looked after, but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order.

b)\* Children who appear to the admission authority to have been in state care outside of England and ceased to be in state care as a result of being adopted.

**(ii) Children whose home address is in the catchment area for the Academy with a sibling\*\* on roll.**

**(iii) Children whose home address is in the catchment area for the Academy**

**(iv) Children with an older brother or sister continuing at the school at the time of application of the younger child**

**(v) Other children.**

### **Definitions**

a)\* A looked after child is a child who is in the care of a local authority in England, or is being provided with accommodation by a local authority in England in the exercise of their social services functions.

b)\* A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organization or any other provider of care whose sole purpose is to benefit society.

**\*\*Siblings are defined as children aged between 4 and 16, living together in the same family unit, who have a sibling on the roll of the school at the time of application and admission to the school. Sibling includes: brother or sister, half-brother or sister, adopted brother or sister, child of the parent/carer or their partner, children looked after, or previously looked after. This doesn't include children temporarily living in the same family unit - for example a looked after child in short-term, or interim, foster placement. In every case, the sibling must be living permanently in the same family home (at least Monday to Friday) and must be on the roll of the school, or have been offered and accepted a place at the school at the time of application and when the child starts. Every effort will be made to ensure that twins and those from multiple births can be admitted together. The home address is the address of the parent with whom the child normally lives from Monday to Friday. When parents live separately, the application must be based on the address at which the child usually lives. When parents live separately but the child lives with both parents at different addresses, the child's home address will be taken to be the address where the child lives for most of the week. If the child spends an equal amount of time with each parent, the address will be**

taken to be that of the main parent / carer eligible to receive Child Benefit and Child Tax Credit.

**7.2** Where places are oversubscribed within any of the above groups, priority will be given to children living nearest to the academy. The process managed by the Local Authority on our behalf requires measurements to be carried out based on a straight line from the front door of the child's home address to the front door of the academy. Distance is measured in a straight line using the Local Land Property Gazetteer (LLPG) provided from the seed point located at the child's home address to the seed point of the school. The seed point is taken from the ordinance survey's (OS) Address Base dataset. It is used to locate individual residential and school addresses using grid references as seed points.

**7.3** Sometimes the Local Authority may need to use other OS maps or online resources for any home address outside of Peterborough local authority area not covered by the local authority's computerised distance measuring system. In the case of flats, the priority is that of the floor level i.e. ground, first, second etc in that order.

**7.4** In cases of exactly the same measurement where no differentiation can be established, a lottery will be used to decide the allocation of the place. For late applications, the local authority will allocate places in the same order of priority. In cases of equal merit, priority will be given to the child living nearest the school as measured by a straight line as above.

## **8 Published Admission Number (PAN)**

**8.1** The standard number is the number of children a school can accommodate in each year group. The standard number for Discovery Primary Academy is 90. We will keep this number under review and the Local Governing Committee will apply to change the number if circumstances allow.

## **9 Infant Class Sizes**

**9.1** We teach infant children (aged four to seven) in classes that have a maximum number of 30 children. However, there are exceptions in legislation which allows for the admission of children above this number, for example children with an EHCP or a child that is Looked After.

## **10 Admission appeals**

This process is available to parents when a place is refused for both an in year place, or place for Reception at the beginning of the new academic year.

**10.1** If we do not offer a child a place at this school, it is because to do so would prejudice the education of other children by allowing the numbers of children in the academy to increase above the standard class sizes noted in 8.1.

**10.2** If parents wish to appeal against a decision to refuse entry, they can do so by applying to the Governors of the Academy within 20 days of notification of the refusal.

An appeals panel then meets to consider all appeals by parents who have been refused a place at the academy and who wish to appeal against this decision. An appeals panel decision is binding for all parties concerned. If the appeals panel decides that we should admit a child to our academy, then we will accept this and continue to do all we can to provide the best education for all the children at our academy.

## **11 Waiting Lists for Foundation Stage**

**11.1** The Academy will operate a waiting list for Foundation Stage Children. The waiting list for Foundation Stage will be kept until the 31<sup>st</sup> December of the year of entry. If you wish to remain on the waiting list you will be required to complete a new application form. This will need to be completed again at the beginning of the spring and summer term as the lists are cleansed at the end of each term.

**11.2** Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria set out in section 7. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

## **12 In Year Admissions**

**12.1** Applications to move a child from another school to Discovery Primary Academy or for children new to the area to attend Discovery Primary Academy will need be made directly to the Local Authority.

**12.2** Parents do this by completing an in year admissions form from the Local Authority which can be found on line at:

[http://www.peterborough.gov.uk/children\\_and\\_families/schools/school\\_admissions.aspx](http://www.peterborough.gov.uk/children_and_families/schools/school_admissions.aspx) or by contacting the Local Authority admissions team.

**12.3** Once an application form is received, the school will inform the Local Authority of the decision as to whether or not a place is able to be offered. If a place is not offered, the child will be put on a waiting list for a place when one becomes available. Places on the waiting list are allocated in line with the admissions criteria noted in section 7 & 13.

## **13 Waiting Lists for Year 1 to 6**

**13.1** The Academy will operate a waiting list for each year group. Where in any year group the school receives more applications for places than there are places available, the places will be determined by ranking pupils according to the oversubscription criteria. This waiting list will be maintained by the academy and it will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application having previously been made to the school. Anyone wishing to remain on a waiting list, will need to reapply in January and April as all waiting lists will be cleansed at the end of each full term.

**13.2** Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria set out in section 7. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

## **14 Fair Access**

**14.1** The Local Authority operates fair access protocol for those children whose applications cannot be dealt with as part of the normal admissions process. The purpose of Fair Access Protocol is to ensure that outside the normal admissions round - unplaced children, especially the most vulnerable, are found and offered a place quickly, so that the amount of time any child is out of school is kept to a minimum. For further information, please refer to the Peterborough City Council link, Fair Access, soon to be updated.)

## **15 Review**

**15.1** This policy will be reviewed annually with the Admissions Authority in the light of any changing circumstances in our academy or the local area.

## **Glossary of terms**

This list explains what some of the terms we use.

**Admission Authority** This is the body which decides a school's admission arrangements. This is usually:

- The School Admissions Team for Community and Voluntary Controlled schools.
- The school for Voluntary Aided, Foundation, Academy, UTC and Free schools.

### **Admission number or PAN**

The number of places available at point of transfer or normal entry year group of a school.

### **Age range**

The ages of children educated at the different school phases.

### **Appeal Panel**

The Academy Trust panel which hears appeals relating to school admissions decisions.  
Children in public care (also known as Looked after Children)

### **Looked after children (LAC or CLA)**

A 'looked after child' or a child who was previously 'looked after' but immediately after being 'looked after' became subject to an adoption, residence or special guardianship order. 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).

### **Department for Education (DfE).**

The government department responsible for education.

### **DfE number**

The unique identification number allocated to a school.

### **Oversubscription admission criteria**

List of criteria that are used, in rank order, to decide which children will be allocated places at a school should that school be oversubscribed.

**Published admission number (PAN)** The number of pupils it has been agreed can be allocated to each year of entry.

