



## **INKBERROW FIRST SCHOOL ADMISSIONS POLICY FOR ENTRY IN 2020/21**

This Policy should be read in conjunction with Worcestershire County Council's Information for Parents Booklet on Admissions and Transfers to Schools 2020-201, which is available to view online at [www.worcestershire.gov.uk/schooladmissions](http://www.worcestershire.gov.uk/schooladmissions)

A copy of the booklet is also available to view in schools, libraries and at the Worcestershire hub.

The Information for Parents booklet contains full details on the application and allocation process, including the oversubscription admission criteria for each school. Parents/carers are advised to read the booklet prior to making an application.

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As an Academy, admission to our school is administered by Avonreach Academy Trust, whose registered office is Pershore High School, Station Road, Pershore, Worcestershire, WR10 2BX.

### **Reception**

Our Planned Admission Number (PAN) for Reception is currently 30 for September 2020. Applications must be made on-line by 15<sup>th</sup> January 2020.

### **Oversubscription Criteria**

When there are more applications than places, children are admitted in the following order of priority:

- i) **\*\*'Looked after' and previously '\*\*'Looked after' children.**
- ii) **Siblings** (see below for definition) of pupils attending the school **and** living within the **catchment** area of the school. In order to qualify for a place on the grounds of a sibling attending the school, the sibling must already be attending the school at the time of application and still be attending at the time of admission. Copies of catchment area maps, if required are available from the LA, or can be viewed in schools. To find the catchment school for a postcode visit [School Catchment Search](#)  
  
In the event of a school catchment area change being approved, pupils who would still have a **sibling connection** (see below for definition) at the time of admission and who are living at the same address in the previous catchment area for a school, (but not within the revised catchment area), at the time the change was approved will be considered as living within the **catchment area**.
- iii) Pupils living within the **catchment** area of the school. Copies of catchment area maps, if required are available from the LA, or can be viewed in schools. To find the catchment school for a postcode visit [School Catchment Search](#) ;
- iv) Pupils living outside of the catchment area but who would still have a **sibling connection** (see below for definition) at school at the time of admission. In order to qualify for a place on the grounds of a sibling attending the school, the sibling must already be attending the school at the time of application and still be attending at the time of admission;

- v) **Children of staff** at the mainstream school, where that member of staff has been employed for two or more years, and/or is recruited to fill a post for which there is a demonstrable skill shortage.
- vi) Pupils who live **nearest** to the school by the shortest straight line distance. The measurement will be taken using the GeoCode Points for each property and the GeoCode point for the School. The Governing Body will utilise the Local Authority software package called Arcview GIS to determine distance. Ordnance Survey supplies the co-ordinates that are used to plot an address within this system. **(In the event of equi-distance applicants, any place will be allocated by random selection (lottery). Someone totally independent of the Governing Body will supervise this process).**

In accordance with legislation, a child with a Statement of Special Educational Needs or an Education, Health and Care Plan will be offered a place at the school named in the Statement or the Plan.

*\*'Looked after' means all those currently in the care of a Local Authority or accommodated by a Local Authority under the terms of the Children Act 1989 and children who were previously in the care of or accommodated by a Local Authority but immediately after being looked after, became subject to an adoption, a child arrangements order or special guardianship order.*

Where there are too many applications from within the catchment area, priority will be decided in the following order ie. Sibling connection, then children of staff, then according to distance, each assessed as indicated above.

**The sibling connection, as well as brother and sister will include half- siblings, adopted children, step-siblings or a child of the parent/carers partner. They must also be living at the same home address. Children who are brought together as a family by a same sex civil partnership and who are living at the same address are also considered to be siblings.**

In the event that one or more but not all children from a multiple birth can be allocated a place(s), all of the children from that multiple birth will be admitted even if this takes the school over PAN. These children are exceptions to the Infant Class Size legislation.

### **Late Applications**

Avonreach Academy Trust has agreed to accept late applications, until the 31<sup>st</sup> January 2020, and treat them as being on time, only in the following circumstances:

- a) Where a family have just moved address (refer to Information for Parents booklet)
- b) Where it is agreed by the Academy Trust that individual circumstances apply and the delay was reasonable given the circumstances of the case

In each case supporting documentary evidence will be required. **In all other circumstances, or if the application is not received until after the date set out in the scheme, late applications will receive a lower priority, and will only be considered after the applications received (or deemed to be) on time.**

### **Waiting Lists**

Waiting lists for the school are maintained by Avonreach Academy Trust, and parents need to apply in order to be included. These waiting lists will be maintained until the 31<sup>st</sup> of December. Parents will need to reapply at the start of each term if they wish to be included on the list for the following term. Waiting lists are prioritised in line with the published admission criteria.

### **Fair Access Protocol**

As part of the Worcestershire Fair Access Protocol, all schools with Key Stage 2,3 and 4 classes can be required to exceed the Published Admission Number (PAN) to admit pupils covered by the Protocol.

## 'In Year' transfer arrangements

From 2020, "In Year Transfer" applications will be co-ordinated on behalf of all schools by School Admissions, on behalf of the Local Authority. The Co-ordinated Scheme can be viewed at the following link:

[https://www.worcestershire.gov.uk/downloads/download/1330/co-ordinated\\_schemes\\_for\\_all\\_worcestershire\\_schools](https://www.worcestershire.gov.uk/downloads/download/1330/co-ordinated_schemes_for_all_worcestershire_schools)

In line with the Code of Practice, all own admission authority schools **must**, on receipt of an in-year application, notify the relevant Local Authority of its outcome and inform parents of their right to appeal against a refusal of a place.

Parents or carers seeking to transfer to a school that does not involve a house move, or where there is no need for an immediate move, need to be aware that any date set for joining the new school may be after the next term or half term holiday and that parents/carers are responsible for ensuring their child continues to receive appropriate education in the interim.

## Admission of Children outside of their normal age group

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health, effectively in the year below or above their chronological age group. In addition, the parents of a summer born child may choose not to send that child to school until the September following their fifth birthday, and may request that they are admitted out of their normal age group – to Reception rather than Year 1.

The Governing Body will request the Head Teacher of the school to reach the final decision. This will involve the Head completing an educational assessment to determine whether or not it is appropriate for the individual child to delay or accelerate their entry into school and be taught outside of their chronological age group.

## Appeals

If the parental preference regarding Admissions cannot be met, you may, if you wish, lodge an appeal for any school that you have been refused a place for.

All such appeals must:

- be lodged in writing
- set out the grounds upon which the appeal is made
- be lodged within 20 school days from the national offer day (otherwise they may not be heard until after the 22<sup>nd</sup> July)
- and be sent direct to the Governing Body of the school

Admissions Appeals are heard by an independent appeal panel, administered by Avonreach Academy Trust. Parents will be invited to present their case in person to the independent appeal panel. Whether your appeal is successful is likely to depend on the merits of your case.

The Department for Education (DfE) has suggested that admission authorities should make sure parents understand the nature and severity of the restrictions placed on Appeal Panels when considering appeals for Key Stage One class size prejudice i.e. would mean the school would have to take qualifying measures (additional accommodation, re-organisation or staffing) to comply with the legal duty to limit infant classes to 30 pupils for children in **Reception, Year 1 and Year 2**.

An appeal **WILL BE TURNED DOWN** unless 1 of the 3 clearly defined grounds set out below can be proven:

- A. The child would have been offered a place if the admission arrangements (which are published in the "Information for Parents" book) had been properly implemented; or
- B. The child would have been offered a place if the arrangements had not been contrary to mandatory provisions in the School Admissions Code and the SSFA 1998; and/or

- C. The decision to refuse admission was not one which a **\*reasonable** admission authority would have made in the circumstances of the case. **\*i.e. it was ‘beyond the range of responses open to a reasonable decision maker’ or ‘a decision which is so outrageous in its defiance of logic or of accepted moral standards that no sensible person who had applied his mind to the question could have arrived at it’**

To reiterate, the Appeal Panel can only consider these three aspects of any Appeal relating to Key Stage One class size prejudice admission. This advice has been given by the DfE to provide you with a more realistic view of the limits imposed on the Appeal Panel, and to avoid any misconceptions you may have concerning the appeal process. In other words your appeal will be lost unless you can prove one of the **VERY** limited grounds above.

### **Second Appeal**

The Code of Practice on School Admission Appeals, Section 5 (page 23) covers the issue of second appeals for the same school in the same school year. "Appellants do not have the right to a second appeal for the same school for the same academic year unless, in **exceptional** circumstances, the admission authority accepts a second application because of a **significant** and **material** change in circumstances."

### **School Admissions Appeals Timetable 2020**

The School Admission Appeals Code requires that Admission Authorities publish their appeals timetable on their website by 28 February each year, and requires Admission Authorities to ensure that appeals lodged by the appropriate deadlines are heard within the following timescales:

- (a) for applications made in the normal admissions round (see footnote 1 below), appeals **must** be heard within 40 school days of the deadline for lodging appeals;
- (b) for late applications (see footnote 2 below), appeals should be heard within 40 school days from the deadline for lodging appeals where possible, or within 30 school days of the appeal being lodged;
- (c) for applications for in-year admissions (see footnote 3 below), appeals **must** be heard within 30 school days of the appeal being lodged.

Any appeals submitted after the appropriate deadline will be heard as soon as possible.

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#### **Footnotes:**

1 Under the School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012 an application is made in the 'normal admissions round' if it is not a 'late application' or an 'in-year application': see footnotes 2 and 3 below.

2 An application is a 'late' application if it is for the admission of a child to a relevant age group; it is submitted before the first day of the school term of the admission year; and a determination relating to the application is not made by an authority on or before the offer date. The 'relevant age group' is the age group at which pupils are or will normally be admitted to the school e.g. reception or year 7 (Section 142 of the School Standards and Framework Act 1998).

3 An application is an 'in-year' application if it is for the admission of a child to a relevant age group and it is submitted on or after the first day of the first school term of the admission year, or it is for the admission of a child to an age group other than a relevant age group.

For 'late applications' and 'in-year applications' – see paragraph 2.3 of the Appeals Code as set out above.

Appellants will receive at least 10 school days notice of their appeal hearing. This can be waived if everyone agrees.

Appeal papers will be distributed to all parties approximately 7 days before the appeal hearing. Any additional documents you wish to submit in support of your appeal must be sent to the Clerk at least 3 working days before the date of the appeal hearing, or as otherwise requested by the Admissions Authority. Failure to do this may result in the documentation not being considered or your appeal being adjourned.

Dates for panel meetings are **usually** arranged during term time so as not to clash with holiday times (please note that half-term breaks are not considered to be main holiday periods and so appeals may be arranged at these times). However, dealing with large numbers of appeals in restricted timescales sometimes means dates have to be arranged during school holidays.

Decision letters will be sent out within five school days of the hearing wherever possible.

### **Complaints regarding Admissions**

Should there be a complaint regarding Admissions the school will follow the Avonreach Academy Trust complaints procedure, which is available on the Avonreach website ([www.avonreach.org](http://www.avonreach.org)). Such complaints should be made within 90 days of the incident in question, otherwise the Governing Body will not be obliged to investigate them (unless there are mitigating circumstances).

Policy reviewed and approved by Avonreach Academy Trust on 28th February 2019.

Date of next review: September 2019 (for 2021/22 entry)