



# ADMISSION POLICY

**2016/17**

This policy will be kept under review  
in light of legal developments and best practice

Skelton Primary School became an academy on November 1<sup>st</sup> 2013. The Governors have adopted the Redcar & Cleveland Admissions Policy and coordinated scheme.

## **Admission Zone**

All parents are strongly urged to consult the 'Redcar & Cleveland Local Authority Guide for Parents' along with our admissions policy. Skelton Primary School admits children from the community of Skelton and beyond.

## **Applying for a school place**

1. There will be a standard form which will be used for the purpose of admitting pupils into the reception class for primary school and a separate form (mid-year transfer form) for any applications made for a "mid year transfer" into any year group. Applications for entry into reception class can also be made online.
2. The application forms will –
  - (a) invite parents to express their preference for their child's school
  - (b) invite parents to give their reasons for each preference.
  - (c) for entry into reception will specify a closing date (for the determination year) and where it must be returned.
3. The LA will make appropriate arrangements to ensure that application forms are available on request from the LA. Mid-year application forms for primary school transfer will also be available in primary schools.
4. Where a school receives a supplementary form it will not be regarded as a valid application unless the parent has also completed either the Redcar & Cleveland paper or online application or, if resident in another area, their home area's application form upon which the school is nominated. Supplementary forms should be returned to the LA. Under the requirements of the scheme, parents will not be under any obligation to complete an individual school's supplementary form where this is not strictly required for the governing body to apply their oversubscription criteria.

## **Processing of Applications**

5. Completed online or paper applications should be submitted by the following deadlines:
  - a. for primary schools by the 15 January 2015.
  - b. Online applications can be made up to 11.59pm on 15 January 2015 for reception applications

## **PRIMARY ADMISSIONS**

### **- Determining offers in response to applications.**

6. The LA will act as a clearing house for the allocation of places by the relevant admission authorities. The LA will only make any decision with respect to the offer or refusal of a place in response to any preference expressed where:

- (a) it is acting in its separate capacity as an admission authority; or
- (b) an applicant is eligible for a place at more than one school, or
- (c) an applicant is not eligible for a place at any school that the parent has nominated.

<b>Timetable for the co-ordinated admission arrangements 2016/17</b>	
W/C 14 November 2016 28 November	<ul style="list-style-type: none"> <li>• Send out application Information.</li> <li>• Online application website opens.</li> </ul>
13 January 2016	<ul style="list-style-type: none"> <li>• Closing date for receipt of online and paper applications</li> </ul>
16 April 2016	<ul style="list-style-type: none"> <li>• The LA to send letters to all parents informing them of their allocated schools</li> <li>• LA to inform schools of allocated pupils.</li> <li>• Parents will be advised of their right to appeal if they are unhappy with their allocated school</li> </ul>
16 May 2016	<ul style="list-style-type: none"> <li>• Closing date for appeals</li> </ul>
June/July 2016	<ul style="list-style-type: none"> <li>• Appeals to be heard by Independent Panels</li> </ul>
End of Autumn Term 2016	<ul style="list-style-type: none"> <li>• Admission round ends</li> <li>• Waiting lists close</li> </ul>

## Late Applications

7. Forms received after the closing date will be dealt with after all the other applications unless there is a good reason for their lateness, e.g. if a family moves into the area. In these cases the application can be considered along with all of those that came in on time, providing the allocation of places has not already been completed.

## Waiting Lists

8. Waiting lists for both reception will be maintained until the end of the Autumn Term 2016. Any places that become available will be allocated in accordance with the published oversubscription criteria.

## Admission number for 2016/17

9. Admission numbers are set with regard to the assessed capacity of schools. However, these numbers may vary dependent upon future plans and developments which impact on the physical capacity of the schools. Skelton Primary School can admit **90** children into each year group.

<b>CRITERIA</b> <i>(In priority order)</i>	<b>EXPLANATORY NOTES</b>
<b>i) children who are cared for by the Local Authority</b>	Children who are looked after or who were 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 the local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (Section 22(1) of the Children's Act 1989).
<b>ii) children who are permanently resident in the admission zone defined for the school.</b>	<p>For the purposes of determining whether a child lives within the admission zone, only the address at which the parent/guardian ordinarily resides and with whom the child normally lives will be taken into account.</p> <p>If parents are separated and the child lives for periods of time with both parents, the address used will be of the parent who receives child benefit for the child. You may be asked to provide proof. Short term tenancies entered into with the prime objective of securing admission for a child at a particular school will not qualify as places of ordinary residence. The Authority will take action should false information be submitted in order to secure a place at a particular school.</p>
<b>(iii) children not living in the admission zone who have elder brothers or sisters attending the school in the 2015/16 school year.</b>	<p>Brothers and sisters and step brothers and sisters will qualify under this criterion as long as they both live at the same permanent address and the elder sibling is still attending the preferred school in the 2015/16 school year.</p> <p>Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.</p>
<b>(iv) children not living within the admission zone who have exceptional social and/or medical reasons for attending a particular school, professionally supported by an independent third party and sustained by the Authority's professional advisors</b>	<p>Social reasons generally do not include domestic circumstances such as parents' working commitments, childcare arrangements, separation from friends.</p> <p>In the case of medical reasons, evidence would need to demonstrate the exceptional long-term nature of the condition. All mainstream schools are able to cater for a wide range of medical needs which may be encountered by children.</p> <p>You are strongly urged to provide independent third party information (e.g., from a professional person who knows or is involved with your child) in support of any exceptional long term medical or social reason why you think your child should be given special consideration for placement in a particular school. This written support must make clear why the preferred school is the <b>only</b> school which could meet your child's needs.</p> <p>The submission of independent information will not automatically guarantee a place under this criterion. However, the evidence will be carefully considered by the Authority's professional advisors as to whether or not your application falls into this category.</p>
<b>(v) children living closest to the school</b>	The distance from home to school will be measured by computer on a straight line basis using the number and postcode of the house and the postcode of the school.

## **Tie-break:**

If it is necessary to distinguish between children within categories (i)-(iv) places will be offered using the criteria listed above in priority order and determined by criteria (v) - measurement on a straight line basis using the number and postcode of the house and the postcode of the school.

In the case of a tie break in category (v) the final allocation will be determined using the shortest walking route using the number and postcode of the house and the postcode of the school.

## **Mid-Year Admissions**

If a pupil moves into the area they should immediately contact the school admissions team to enquire about the availability of school places. A MYPF will be sent out to the parent and should be returned to the LA admissions team within five school days. Parents will be contacted if the MYPF is not returned and if the form is still not received the Children Missing Education Officer and Education welfare Service will be informed.

Parents may also wish to visit their local school in the first instance. A MYPF will be available at the school for the parents to complete. The primary school will then immediately inform the admissions team of the enquiry for a school place and the parent should return the form directly to the LA or alternatively if handed in at the school, the school must submit the completed MYPF to the LA admissions team. The LA will confirm with the school that there is a place available. The offer of a school place must be made by the LA admissions team and the pupil must not be admitted until the offer letter is sent. (A copy of the offer letter will be e mailed to the school.)

If a pupil already attends a Redcar & Cleveland primary school and wishes to transfer to another, they should in the first instance discuss the transfer with the pupil's current school. If they then still wish for the transfer to proceed, they should then contact the school admissions team to request a MYPF. The parent/carer should return the form to the LA within five school days. The LA will contact the school to confirm that there is a place available and a start date agreed.

Should the new school have reached its admission limit, and is unable to admit further pupils, a place will be refused and the parent/carers will be informed of their right to appeal against the decision and issued with the appeal forms.

Should the preferred school have places available in the relevant year group but refuses to admit the pupil and the Authority considers that there is no valid reason for refusal the parent will also be offered the right to appeal against the decision.

1. There will be a standard application form known as the Mid Year Preference form (MYPF) supplied by the Local authority for parents resident in Redcar & Cleveland, who wish to express a preference(s) for a school in the Authority area or to a school(s) in another LA area.
2. The MYPF will be used for the purpose of admitting pupils into any year group of primary education in the specified year other than at the normal year of entry into reception class.

3. The normal year of entry for admission into reception class will cease at the end of the autumn term of that academic year. Applications received after then, for entry into either of these years, will be deemed as a mid year transfer and dealt with accordingly.
4. The MYPF must be used as a means of expressing one or more preferences, for the purposes of section 86 of the School Standards and Framework Act 1998, by parents for their child:
  - to be admitted to a school within the LA area (including Voluntary Aided Foundation schools and Academies)
  - to be admitted to a school located in another LA's area (including VA, Foundation schools and Academies).
5. The MYPF will invite the parent to express up to three preferences and give their reasons for each preference. All preferences expressed will be considered on an equal weighting basis. Where a pupil is eligible for more than one place they will be offered the highest ranked preference that has available places by the LA as the admissions authority, or on behalf of another LA or the admissions authority of a VA, Foundation School or Academy. If a place cannot be offered at a preferred school a place will be offered at the nearest alternative school that has places available.
6. All preferences expressed on the MYPF are valid applications.
7. Parents who have moved into the Redcar & Cleveland area seeking a place in a school should contact the LA who will send out an MYPF which should be completed and returned to the LA within 5 working days.
8. Parents wishing to transfer schools within Redcar & Cleveland will be directed to the LA who will send out an MYPF which should be returned within 5 school days.
9. If the MYPF is returned to a school it should be forwarded to the LA for processing.

## **Processing of Mid Year Preference Forms**

10. Once all completed forms are returned to the LA, the availability of places within Redcar & Cleveland schools will be considered, or if the request is for a school in another LA area, that LA will be contacted to enquire if a place is available.

## **Determining offers in response to the MYPF**

11. The relevant oversubscription criteria will be applied if there are more applicants than available places.
12. The LA will act as a clearing house for places allocated by all admission authorities to applicants resident in Redcar & Cleveland. Where the LA is the admissions authority it will consider the applications for its own schools and after consultation with the school concerned will notify the applicant of the outcome of their application. Decisions on applications for schools of other admission authorities will be made by the authority concerned. Where a pupil is eligible for a place at more than one school, then a place will be provisionally offered at the highest ranked school for which they are eligible.
13. Where the pupil is not eligible for a place at any of the preferred schools, the pupil will be provisionally offered a place at the nearest appropriate school with a vacancy.

14. The offer/refusal letter will be issued by the home LA on behalf of another admission authority. The letter will give the following information:
  - a. the name of the school at which a place is provisionally being offered whether it be an offer by the LA or on behalf of another admission authority; Or
  - b. the reasons why the pupil is not being offered a place at each of the other schools nominated on the MYPF;
  - c. information about their statutory right of appeal against the decision to refuse places at the other nominated schools;
  - d. contact details for the school and LA (and those nominated Foundation, VA where they were not offered a place, so that they can lodge an appeal with the governing body);
  - e. what to do if the place offered is in another LA area;
  - f. what to do if an offer was not made at the preferred school which was within another LA and who to contact.
15. Parents will have seven working days to respond to the offer letter to accept the school place offered. The LA will then look to withdraw the offer.
16. Waiting lists where held must be ranked in order of oversubscription criteria

## Responsibilities and procedures- mid year admissions

<b>OFFICE</b>	<ul style="list-style-type: none"><li>• Apply admissions policy &amp; admit pupil</li><li>• Contact sending school for transfer information &amp; pupil data. Chase up the pupil data daily if not received promptly</li><li>• Alert data team/ care team to arrival of a new pupil sharing relevant information asap</li><li>•</li></ul>
<b>CLASS TEACHER</b>	<ul style="list-style-type: none"><li>• Arrange for appropriate screening and assessment to establish a baseline within the first week</li><li>• Where appropriate prepare a welcome pack</li><li>• Arrange for a buddy to meet and greet on day one</li><li>• Buddy to give pupil tour at a convenient time alongside a member of School Council and share the pupil brochure</li><li>• Select a house team, peg, class ID etc asap</li><li>• Make contact with home weekly (if not available at the start/ end of the day) until the pupil is settled</li><li>•</li></ul>