

## South Otterington Church of England Primary School Admissions Policy

### Introduction

This policy complies with the legal framework set out in Section 84 of the School Standards and Framework Act 1998 and the subsequent Codes of Practice for Admissions and Appeals. It also conforms to the Greenwich judgement 1989 and the Rotherham judgement 1997 and the admissions policy set out by the local admissions authority (LA). This policy reflects the Admissions policy of the local admissions authority, and as such reflects the results of consultation between different admission authorities and the work of the local Admissions Forum.

Headteachers, governors, L.A.s, SEN and diocesan representatives have an opportunity to work together on admission procedures. Local Admissions Forums have the following functions:

- discussing all proposed admission arrangements in their area;
- discussing any proposed partial selection arrangements and confirming that they are in the interests of all local parents and children;
- commenting on the information provided by the LAs describing admission arrangements in the local area;
- to review the co-ordination of admissions arrangements for local schools;
- discussing proposals to set or vary a School's published Pupil Admission Number (PAN)
- Parents are informed of the published Pupil Admission Number (PAN) in our school's annual prospectus. The PAN is annually reviewed with regard to criteria such as statutory class size limits (infants) and the physical capacity of the School;
- discussing how admissions arrangements may be integrated with those in other neighbouring areas.

### Aims and Objectives

This policy in conjunction with the NYCC Guide for Parents (Starting Primary School) aims to:

- contribute to a simple clear, fair and objective admissions policy;
- enable parents to make informed preferences in the choice of school for their child. The LA produces literature related to admissions in community languages;
- inform parents as to their rights with respect to admissions and appeals including those children with special educational needs or disabilities;

- support the LA's inclusion policy by rapidly integrating excluded children back into full time mainstream education;
- comply with all relevant legislation and guidance - including infant class sizes and equal opportunities;
- comply with the timetables, deadlines and common dates set for the admissions process by the local admissions authority;
- clearly describe our over-subscription criteria and how they are applied;
- explain what is expected from parents, and what the parent can expect from the School and the LA, at each stage of the admissions process;

### **Admission of children below compulsory school age**

For admission to the 2011-12 school year, and subsequent years, admission authorities for primary schools **must** provide for the admission of all children in the September following their fourth birthday. Please note that:

- a) the arrangements do not apply to those being admitted for nursery provision including nursery provision delivered in a co-located children's centre;
- b) parents of children who are admitted for nursery provision must apply for a place at the school if they want their child to transfer to the reception class;
- c) attendance at the nursery or co-located children's centre does not guarantee admission to the school;
- d) parents can request that the date their child is admitted to the school is deferred until later in the school year or until the child reaches compulsory school age in that school year, and
- e) parents can request that their child attends part-time until the child reaches compulsory school age.

### **Special Considerations**

#### **1. Deferring admission**

The local admission authority offers places in reception classes to parents before their children are of compulsory school age. Our admission authority will allow parents to accept an offer of a place but defer their child's admission until the child is of compulsory school age. The parent would not however be able to defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the academic year for which the original application was accepted. Such a place is not available to be offered to another child.

## 2. Parental Preference

Parents are encouraged to express a preference in their choice of school by both the LA and the School. If no preference is expressed then school places will be offered to children whose parents have expressed a preference. The LA follows up cases where no preference has been received from the parents.

In cases where a child has been permanently excluded from two or more schools and at least one of the exclusions took place after 1 September 1997, the parents' right to express a preference and to appeal is suspended for a period of two years following the second or any subsequent exclusion.

## 3. Infant Class Sizes

From September 2001, no 5, 6 or 7 year old in an infant class at a maintained school will be in a class of more than 30 pupils where an ordinary teaching session is conducted by a single qualified teacher (or where the session is conducted by more than one qualified teacher, more than 30 pupils for every teacher).

## 4. Order of Priority

Over-subscription criteria are used when more parents have expressed a preference for a particular school in a particular year than it has available places.

The admission authority and local Admissions Forum believe these criteria are lawful, clear, fair and objective. The admission authority's published over-subscription criteria and their modus operandi are shown below:

### **First priority:**

Children with a statement of special educational needs which names the school.

*Note: this relates only to children who have undergone statutory assessment and for whom a final statement of special educational needs (SEN) has been issued.*

### **Second priority:**

Children and young people in Public Care for whom the school has been expressed as a preference.

### **Third priority:**

Children we believe have special social or medical reasons for admission.

*Note: we will only consider applications in this category if they are supported by a professional recommendation from a doctor, social worker or other appropriate professional which says that it is essential for the child to go to this school and no other.*

#### **Fourth priority:**

Children living within the normal area of the school who have listed it as their first preference.

*Note: if we cannot meet all first preferences, we will give places to children who already have brothers and sisters (in all cases brothers and sisters would include stepbrothers and stepsisters living at the same address) at the school, and then to those living nearest to the school.*

#### **Fifth priority:**

Children living in the normal area of the school who have listed it as a preferred school but whose higher preferences elsewhere have not been met and where a place elsewhere would "prejudice the provision of efficient education or the efficient use of resources." (In other words, the education of the pupils at other schools could be affected if those schools are already full, or if the other schools are too far away for the child to go to without unreasonable travel time or costs)

*Note: we will consider applications in order of preference (second, then third, fourth and fifth). If there are not enough places for all the children in one of these preference groups, we will give places to children who already have brothers or sisters at the school, then to those living nearest to the school. If there are not enough places for all those with brothers and sisters, we will give priority to those with brothers and sisters living nearest to the school.*

#### **Sixth priority:**

Children from outside the normal area of the school who have a brother or sister at the school.

*Note: we will consider applications in order of preference. If there are not enough places for all those with brothers and sisters at the school, we will give priority to those living nearest to the school.*

#### **Seventh priority:**

Children from outside the normal area who live closest to the school using the nearest available walking route.

*Note: once we have given places to all those children from outside the normal area of the school who have brothers and sisters, we will give the rest of the places to those living nearest to the school.*

*Distance measurements are based on the nearest walking route that a child can walk with reasonable safety, accompanied as necessary. We usually make the measurements using an electronic mapping system*

*We may be able to give your child a place at a school that does not serve the local area you live in. In this case, you will normally be responsible for travel arrangements and the costs of your child's travel to and from school.*

**N.B. Academic selection or a willingness (or otherwise) to sign a home-school agreement does not feature in admission or over-subscription criteria for Primary Education.**

The **1989 Greenwich judgement** established that LA-maintained schools may not give priority to children solely because they live in the LA's administrative area. Applications for the LA's schools by parents living outside the LA area must be considered equally.

**The 1997 Rotherham judgement** emphasised the primacy of an expression of parental preference over cases where no preference was expressed, i.e. when allocating school places, LAs must first meet expressed parental preferences before operating any other local allocation policy or criteria including whether or not they live in the priority area. Therefore it is strongly recommended that if parents wish their child to attend a particular school, then they should return the admissions application form to the LA and make sure that they indicate a preference for that particular school.

N.B. LAs still have a duty to ensure that a suitable school place within a reasonable travelling distance is provided for children whose parents do not express a preference.

#### **5. Definition of Place of Residence**

The home of a child is determined as where they live for the majority of the year, and does not include where they are minded or where members of their extended family reside.

#### **6. Pupils with special educational needs but without statements**

If the School is named in a statement of special educational needs, the admission authority has a duty to admit the child to the School. For non-statemented children with special educational needs or disabilities over-subscription criteria are applied as to other applicants.

Admission authorities may not refuse to admit a pupil because they consider themselves unable to cater for his or her special educational needs - the LA should provide the School, the pupil and the family with all required aids and assistance.

#### **7. Disapplication of Parental Preference**

The duty to comply with parental preference does not apply:

- where to admit the child would prejudice the provision of efficient education or the efficient use of resources. N.B. A pupil must not be refused admission on the grounds of that child's difficult behaviour. However, the School may always consider disciplinary action, including temporary and permanent exclusion once a child is on role;
- where the admission would be incompatible with preserving the School's (generally religious) character. (See Section 91 School Standards and Framework Act 1998);
- where the child is of compulsory school age and has been permanently excluded from two or more schools and at least one of the exclusions took place after 1

September 1997. Disapplication is for a period of two years following the second exclusion.

- N.B. A permanent exclusion is regarded as taking effect from the first school day the Headteacher has told the pupil not to attend school;
- where admission would be incompatible with co-ordinated admission arrangements covering two or more maintained schools and which have been approved by the Secretary of State;
- where admission would be incompatible with the duty to meet infant class size limits.

## **8. Entry Into the Main School**

The majority of our main school pupils enter the School from playgroups and nursery providers.

At the start of the term following the child's fifth birthday compulsory school age is reached and the child must start school. The start date for South Otterington CE Primary School will be early in September i.e. Autumn Term.

## **Rights of Appeal**

### **1. The Adjudicator**

Adjudicators resolve disputes between local admission authorities over admission arrangements, policies and over-subscription criteria. Adjudicators may resolve a dispute between an admission authority and parents in the case of partially selective admission arrangements.

### **2. Appeals Panels:**

The 1998 School Standards and Framework Act replaced appeal committees with appeal panels which are entirely independent of the LA and a school's governing body. An appeal panel must have no more than five members and it must have regard to the guidance in the statutory Admissions and Admission Appeals Codes.

Appeal panels consider appeals from parents against a decision by an LA admission authority, or a decision by a school governing body which is its own admission authority (foundation school) to refuse admission to their child.

The governing body of a school for which the LA is the admission authority, can appeal against a decision by a local education authority to admit a child who has been permanently excluded from two or more schools and at least one of the exclusions took place after 1 September 1997.

## **Contacts**

For the provision of further information contact Pupil & Parent Services, 121 High Street, Northallerton, 01609 780860 or Policy & Development Unit, County Hall, Northallerton, 01609 780780 (LA).