



Admission Arrangements (Policy) for Captain's Close Primary School for Entry into School Year 2023/2024

Pupil admission policy & arrangements. This policy applies to all Discovery Primary schools. The Headteacher is responsible for ensuring that all school specific information is completed.

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Policy/document owner	Nathan Odom, Head of Estates & Admissions
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Document History

Version	Version Date	Author	Summary of Changes
V1.0 draft	29/17/17	Nathan Odom	Draft Admissions Policy heard at FAR Committee
V1.0	18/01/2019	Nathan Odom	Policy approved by the Trust Board
V2.0	29/01/2019	Nathan Odom	Policy reviewed and approved by the Trust Board. Version and document control added.
V3.0	23/01/20	Nathan Odom	Policy approved by the Trust Board
V4.0	03/02/21	Helen Stockill	Policy approved by the Trust Board
V5.0	26/01/22	Nathan Odom	Updated policy presented to Trust Board for adoption, reflecting changes in National Admissions Code, September 21.
V6.0	15/03/2022	Nathan Odom	Wording amendments following advice from Leicestershire CC

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1. Purpose

The purpose of this policy is to set out clearly the admission arrangements for families when seeking a first time or 'in year' school place at Captain's Close Primary School.

What is the policy about and the reason for having the policy? Begin with a statement of purpose that defines the intent and objectives of the policy. It should be relatively short and direct. It is suggested that it begin with an active verb such as, "To promote...., To comply...., To ensure...., etc.

2. Policy statement

This policy is to comply with the statutory duty placed on Discovery Schools Academy Trust and its primary schools to adhere to the national School Admissions Code, September 2021.

3. Definitions

This policy which follows the guiding principles and requirements of the national School Admissions Code and where the words 'must' and 'must not' represent a mandatory requirement.

4. Responsibilities

Discovery Schools Academy Trust has the responsibility to adhere and comply with the national School Admissions Code, working in partnership with Local Authorities.

5. Related policies

School Admissions Code, 2021

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1001050/School_admissions_code_2021.pdf

6. Monitoring

This policy will be monitored by the Trust and schools for which it applies too.

7. Review

The policy will be reviewed annually by the Trust Board for determination for the following year admission intake. If any proposed changes are suggested, these need to be consulted as per the requirements of the School Admissions Code.

8. Appendix 1: Admission arrangements

1. Introduction

- 1.1 Captain's Close Primary School is a 4-11 years' primary School in Asfordby providing state funded education.
- 1.2 Captain's Close Primary School is a member of the Discovery Schools Academy Trust.
- 1.3 The purpose of this policy is to ensure that places at the school are allocated and offered in a transparent and fair manner.
- 1.4 The school admits 30 pupils per year group. This is known as the Published Admission Number (PAN).
- 1.5 At the point of first-time admission, if there are more requests for in catchment children than the admission number (AN), the AN will not usually be exceeded, except in exceptional circumstances (see point 2.8).
- 1.6 The school admits children into reception year from the start of the autumn term.
- 1.7 Captain's Close Primary School admissions waiting lists and appeals are coordinated and administered by the Local Authority.

2. Exceeding the Admission Number (AN)

- 2.1 If there are more requests for places than available within the AN, places will be allocated up to the AN in accordance with the priority criteria. All other outstanding requests will be refused subject to the provisions relating to exceptional circumstances (see point 2.8).
- 2.2 For applications made outside of the normal admissions round (e.g. mid-term applications) where the AN has been reached, applications will be refused, subject to point 2.8.
- 2.3 In certain exceptional circumstances the Trust may determine that the AN can be exceeded or varied, whether on its own initiative or at the request of the Headteacher. In such circumstances:
 - a) Parents submit their application in the usual manner.
 - b) Where the school wishes to exceed it is admission number to accommodate exceptional circumstances the Trust will inform the Admissions Service.
- 2.4 Where the decision to exceed or vary the AN is made before or during the allocation of places, applications will be processed in the usual manner, with on-time

applications being considered first, in line with the priority criteria at paragraph (see 6.1) and late applications being considered thereafter, if there are still places available after the initial allocation.

- 2.5 Where the decision to exceed or vary the AN is made after the allocation of places, any additional places that become available will be allocated in accordance with the waiting list. Discretion to exceed the AN shall rest solely with DSAT.
- 2.7 In reaching any decision to exceed the AN, DSAT will consider the views of interested parties; the school's Advisory Board, the impact on the education of children in the school and discuss with the Local Authority the availability of school places within the locality.
- 2.8 For the purpose of this section, exceptional circumstances in exceeding or varying the PAN may include but are not limited to:
 - a) meeting the need for additional school places in the area;
 - b) siblings of children already on roll.

Any admissions over the PAN in KS1 will only be considered if the school is not placed in breach of the infant class size regulations as a result and, for the whole school, if admitting more children would not prejudice the efficient provision of education or use of resources.

3. First Time Admissions

- 3.1 All Discovery Schools have a single start for first time admissions at the start of the autumn term for children aged four years of age.
- 3.2 Children are offered a school place from four years of age, the autumn term following their fourth birthday. However, statutory school age is from the first term following their fifth birthday;

This means that;

- A child turning 5yrs in the autumn term must start school no later than the start of the Spring term.
- A child turning 5yrs in the spring term must start school no later than the start of the Summer term.
- A child turning 5yrs in the summer term must start school no later than the start of the Autumn term. **Please see more information in section 4**

4. Making a First Time Admission Application (FTA)

- 4.1 The school participates with the Local Authority's First Time Admission Coordinated scheme. This means parents must apply to the Local Authority where they live using the Common Application Form before the January 15th closing date for submissions.

- 4.2 The easiest way to apply for a school place is to apply online. To apply online or speak to the admission service at your Local Authority, please use the contact details below:

Leicestershire County Council

www.leicestershire.gov.uk/education-and-children/schools-colleges-and-academies/school-admissions/apply-for-a-primary-school-place

School Admissions Service - 0116 305 6684

admissions@leics.gov.uk

Leicester City Council

www.leicester.gov.uk/schools-and-learning/school-and-colleges/school-admissions/

School Admission Service - 0116 454 1009-option 1

admissions.online@leicester.gov.uk

Rutland County Council

www.rutland.gov.uk/admissions

Admissions Service - 01572 722 577

admissions@rutland.gov.uk

- 4.3 Parents are encouraged to list three choices of schools on the application form including the catchment school for that area. Contact your Local Authority to find out your catchment school(s). **The closing date for first time admission applications is the 15th January (national closing date).**

- 4.4 Parents will be informed by their Local Authority of the place given to their child on the 16th April (national offer day) or the next working day.

5. **Deferred & Part-Time Entry into School**

Deferred Entry

- 5.1 A parent can defer the date of their child's admittance into school until later in the school year, but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year which the application was made for. The request for deferred entry should be made in writing to the school and accompanied where possible with lead professional documentation supporting the application. Deferred entry should be indicated on the Common Application Form.

Part Time Entry

- 5.2 Where a parent wishes, a child may attend school part-time until later in the school year but not beyond the point at which they reach compulsory school age. The place at the school will be held open for the child and not made available to another child until the

end of the academic year the place was applied for. Part-time entry should be indicated on the Common Application Form.

6. Admissions of Children Outside Their Normal Age Group

- 6.1 Parents may request that their child is admitted outside their normal age group, for example if the child is gifted and talented or has experienced problems such as ill health. The request for delayed entry should be made in writing to the school and accompanied where possible with lead professional documentation supporting the application.
- 6.2 Parents of summer born children may choose not to send their 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 year rather than year one. (*Children born between 1st April and the 31st August are classed as summer born*).
- 6.3 If parents of a summer born children wish to defer until entry of the start of year one, they must make a new in-year application. If the parents of summer born children wish for their child to start in reception a year later, and therefore be admitted outside their normal year group, they must request delayed entry as part of their Common Application Form.
- 6.4 When requests for entry outside of a child's normal age group are made, the school will base its decision on what is best for the child. The school will take in to consideration the views of the parent, headteacher and other professionals involved, using any supporting evidence.
- 6.5 To maintain fairness and consistency of approach each case will be assessed using the following process and principles:
- An early discussion with the parents, headteacher and other appropriate professionals (for example Education Psychologist) as necessary, supported by existing documentation to consider what is the best course of action for the child.
 - In exceptional circumstances, an Education Psychologist may elect to assess the child in the home/school environment.
 - A panel led by the School's headteacher and other professionals will make a final decision whether the best interests of the child would be met by them being admitted to the requested year group rather than the normal year group.
- 6.6 The School will write to the parents with the outcome including the reasons for the decision.
- 6.7 It is important to note that if it agreed to delay the child's entry in to school, this allows parents to re-apply a year later along with other children; it does not mean a place will be held or guaranteed.
- 6.8 Parents have the statutory right to appeal against the refusal of a place at the school for which they have applied. This right does not apply if the child is offered a place at the school but it is not in the preferred age group.

7. Priority Criteria

7.1 Where the school receives fewer preferences than there are available places all pupils will be offered a place. Where the school receives more applications than there are places available, the following priority criteria will be applied. Pupils with a Statement of Special Educational Needs or Education, Health and Care Plan will be allocated a place before other applications are considered. These allocations will reduce the number of places available.

Priority Criteria

1 st	A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements or special guardianship order.
2 nd	Pupils that live in the catchment area of the school
3 rd	Pupils that have an older sibling attending the school at the same time, regardless if they live in the catchment area or not
4 th	Pupils who have a serious medical condition or exceptional social or domestic needs that make it essential they attend the school requested. (Professional documentation confirming the situation must be submitted with the application)
5 th	Children of teaching staff
6 th	Pupils living nearest to the school measured in a straight-line distance (home to school front gate)

Notes on Priority Criteria

1 st	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 as prescribed in Section 22(1) of the Childcare Act 1989 at the time of making the application. Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to residence order 19 in special guardianship order). In such circumstances, a letter from the last Local Authority in which the child was in the care of will be required. It also includes those children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted.
2 nd	The child's place of residence is taken to be the parental/guardian home. Living in the catchment area does not guarantee you a place at your catchment school.
3 rd	The term "siblings" includes half brother or sister legally adopted child being regarded as the brother or sister.
4 th	Professional supporting documentation from the Lead Professional must be supplied and must be submitted with the application. The following list are the areas that are considered exceptional: <ul style="list-style-type: none"> a. Children of Crown Servants b. Children subject to Child Protection Plans Parents suffering domestic violence. This is dependent on documentary evidence by a Lead Professional.
5 th	Children of teaching staff who (a) have worked in the school over two years, or (b) have been recruited to fill a post for which there is a demonstrable skills shortage.

6th	Measurement of distance is in a straight line from the centre point of the home property to the school's main designated front gate, using a computerised mapping system.
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7.2 Combinations of the above criteria are used where appropriate in priority order, i.e. where there are more applications than places or there is a tie, the next relevant criteria will be used to determine which application should be offered the place, if they still have identical ranking then lots will be drawn.

8. Children of UK Service Personnel and Crown Servants

8.1 A place will be allocated in advance of the family arriving in the area (as long as one is available), provided the application is accompanied by an official letter that declares a relocation date.

8.2 Use the address at which the child will live when applying the oversubscription criteria, as long as the parents provide some evidence of their intended address.

9. Tie Break

9.1 If any applicants live exactly the same distance from the school, they will be prioritised by the drawing of lots, supervised by an independent officer. This will be carried out by the presiding Local Authority. Where children of multiple birth (twins, triplets etc) are tied for the final place, we will admit such siblings even if this means exceeding the school's PAN.

9.2 If a tie-break is necessary to determine which child is admitted, the allocation of a place will be determined first by proximity to the school with those living nearest to the school being given priority. Measurement of distance is in a straight line from the centre point of the home property to the school's main designated front gate, using a computerised mapping system administered by the Local Authority.

10. Waiting Lists

10.1 Parents whose child have been refused a place will automatically be added to the Over Subscribed List (OSL). The waiting list will operate until the end of the first term after the beginning of the school year. The OSL will be maintained by the home Local Admission Authority.

10.2 A child's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list.

11. Late Applications

- 11.1 Any applications received after the 15th January will be considered as a late application. These applications will be considered once all other applications that were received on time have been assessed against the oversubscription criteria by the Local Authority.

12. Mid-Term Applications

- 12.1 All mid-term applications are administered by the Local Authority of where the parent lives. It is recommended that parents arrange a visit to the catchment school(s)/other schools of interest. Parents should complete the Common Application Form from their Local Authority.

13. Appeals

- 13.1 All applicants refused a place at the school have a statutory right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code.
- 13.2 Details of how to appeal, including timescales, can be found on the Local Authority website as detailed below;

Leicestershire County Council

www.leicestershire.gov.uk/education-and-children/schools-colleges-and-academies/school-admissions/appeal-a-school-place

Leicester City Council

www.leicester.gov.uk/schools-and-learning/school-and-colleges/school-admissions/school-admission-appeals

Rutland County Council

www.rutland.gov.uk/my-services/schools-education-and-learning/school-admissions/admission-appeals

- 13.3 Any appeal will be heard by an independent appeal panel whose decisions can override the Admissions Policy. The panel will decide whether to uphold or dismiss the appeal.
- 13.4 Where the panel upholds the appeal the school is required to admit the child.

14. Fair Access Protocol

- 14.1 Captain's Close Primary School participates in the Local Authority's Fair Access Protocol.