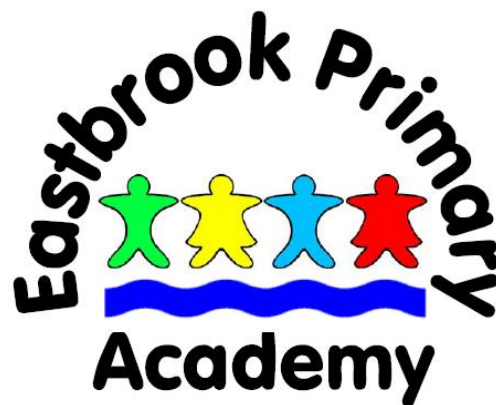


# *Admissions Policy*



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<b>Signed - Governor</b>	<b>Rob Milsom</b>
<b>Signed - Headteacher</b>	<b>Julia Sherlock</b>

## Introduction

Primary Academies in the REAch2Sussex family follow the same Admissions criteria as West Sussex Local Authority. REAch2Sussex Academy Trust currently runs three Academies. The agreed admissions number for Eastbrook Primary Academy for the year 2017/2018 and subsequent years is set out below:

- Eastbrook Primary Academy 60 in Year R

This policy is written in accordance with the Schools Admissions Code (December 2014) as part of Section 84 of the Schools Standards and Framework Act 1998.

## Before applying

### **When your child will start school**

Most children will start school in September but this is not compulsory. The law only says that your child must start school at the beginning of the term immediately following their fifth birthday. West Sussex Local Authority prefer all Reception children to start school in September at the start of the school year so that schools can give them the best possible start and help them to achieve more.

### **Deferred entry**

If you feel your child will not be ready to start full-time school in September, you may defer your child's entry to Reception until later in the school year.

Before you decide, we recommend you read through the following options in order to understand the process and the implications of your decision.

### **Option 1**

You accept the Reception place offered and your child starts school in September.

### **Option 2**

You accept the Reception place offered but choose to defer your child's entry until later in the school year.

- If your child was born between 1 September and 31 December, they must take up their Reception place by the start of the term in January.
- If your child was born between 1 January and 31 March, you can defer taking up their Reception place until the start of the term in April.
- If your child was born between 1 April and 31 August you can decide not to take up a school place until the next academic year, however a place will not be held in a Reception class.

This means if you choose not to take up your child's place in April, you will then need to apply for a Year 1 place for the start of the next academic year. This is done via the Pupil Admission Office in June.

However, there is no guarantee that your child will be allocated a place at one of your preferred schools as those children who took up their Reception places will automatically be entitled to a place in Year 1, and so most Year 1 classes will be full.

This must be formally agreed with the school. Parents may request the child to start either full or part-time before the child reaches compulsory school age and schools must comply with this request.

### **Nursery to Reception class**

Children do not automatically transfer from nursery to a Reception class so you must complete an application for a Reception place. Attending a nursery attached or affiliated to a school does not guarantee your child a place at the school. Eastbrook does not currently have an attached nursery.

### **Class sizes**

Every school has a 'standard' or set number of children it admits each year. In addition, the local authority and all schools are required by law to ensure that there are no more than 30 pupils with a single school teacher in each Reception, Year 1 or Year 2 class. The entry numbers (PAN) for REAch2 Primary Academies are outlined on page 2.

### **Admission of children outside 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.

In these instances decisions will be made on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's views; information about the child's academic, social and emotional development; where relevant their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group and whether they may have naturally fallen into a lower age group if it were not for being born prematurely. The views of the headteacher will also be taken into account. Further details are available on the West Sussex County Council Website.

The terms and definitions applied in West Sussex are as follows:

**Back-classing:** this is when a pupil remains in a particular year group and repeats the year.

**Acceleration:** this is when a pupil progresses to a higher year group and completes his/her education in advance of the cohort of similar aged pupils.

## **Admissions Criteria**

Applications for Primary Academies in the REAch2Sussex Academy Trust will continue to be considered in line with West Sussex Local Authority's admissions criteria for entry.

### **Special Educational Needs**

Children who have an Educational Health Care Plan (EHCP) are placed in schools through the arrangements set out in the SEN Code of Practice and not through any admission criteria. If your child has an Education Health Care Plan (EHCP) you have a right to express a preference for a school. The council try to arrange school admissions for children with EHCPs earlier in the year than other pupils to allow sufficient time to consider preferences and for the necessary consultation process to take place. Whilst the council aims to meet parental preference wherever possible it is their responsibility to ensure placements are appropriate and are an efficient use of resources. Parents of children with EHCPs should contact their child's casework officer for further information. Children who have an EHCP naming a school will be allocated a place even if that school is full. If the number of applicants without EHCPs naming the school is higher than the number of places available, the following rules are applied in the order of priority set out below to decide who will be offered a place.

### **Oversubscription Criteria**

The tie-break used is a straight line distance.

#### **1. Looked After Children or children 'at risk'**

Looked After Children and Previously Looked After Children refers to: a child who is registered as being in the care of the Local Authority or being provided with accommodation by the Local Authority (under Section 22 of the Children's Act 1989). An 'adoption order' is an order under section 46 of the Adoption and Children Act 2002 (which came into force on 30 December 2005). A 'residence order' is an order settling the arrangements to be made as to the person with whom the child is to live under

section 8 of the Children Act 1989. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians). 'At risk' refers to children currently on the Child Protection Register or who are under consideration for inclusion in the register, as advised by the local authority social worker. Evidence must be provided.

## **2. Medical or social reasons**

Children who East and West Sussex Local Authorities accept have an exceptional medical or social need for a place at one specific school. Applications will only be considered under this category if they are supported by a written statement from a doctor, social worker, psychologist or other relevant independent professional. The information must confirm the exceptional medical or social need and demonstrate how the specified school is the only school that can meet the defined needs of the child.

For conditions affecting the child's ability to walk we will normally only give priority under this category for an application for the school nearest to the child's home.

Circumstances cannot be taken into account unless information is provided at the time of application and failure to provide such information at that stage may affect whether or not the child is allocated a place at the preferred school. In cases where the need is clear under this category, it will be accepted without further investigation. Where the need is unclear the Admissions Manager and a small panel will make the final decision after receiving professional advice.

## **3. Within catchment with siblings**

Children who live in the catchment area with brothers or sisters already at the school and who will still be there when the child starts. Sibling means a full, half, step, foster brother or sister living as part of the family unit. In all cases, the brother or sister must be living at the same address as the child for whom the application is being made. Cousins, aunts or uncles are not siblings.

## **4. Within catchment**

Other children who live in the catchment area. Based on proximity to school. Distance is measured by a straight line from the single post office address point of the child's permanent home to a central point in the building. All distances will be measured using a computerised mapping system called a Geographical Information System (GIS) with data supplied by the Ordnance Survey.

The measurement point in the home and the point in the school are both supplied by the mapping provider. The measurements are made in miles. Please note that other mapping products available on the internet and handheld satellite devices cannot measure to the same level of accuracy. If more than one applicant lives in a multi-occupancy building (for example, flats) priority will be given to the applicant whose door number is the lowest numerically and/or alphabetically. Where two or more applicants (who are not from multiple births) are found to live exactly the same distance from the school, a lottery tie-break draw will take place with the assistance of a third impartial party.

## **5. Outside catchment with siblings**

Children who live outside the catchment area with brothers or sisters already at the school and who will still be there when the child starts.

## **6. Outside catchment**

Other children who live outside the catchment area.

## **Multiple births**

If the last child to be offered a place is one of twins or multiple births, the second twin or all multiple birth siblings will be admitted as permitted exceptions to the Infant Class Size legislation which limits infant classes to no more than 30 children.

## Applying

### **Admissions - key dates (details to be added as available)**

October 2016 - online applications open. You must provide an email address to apply online. You can apply online for your child's school place by visiting [www.westsussex.gov.uk/admissions](http://www.westsussex.gov.uk/admissions)

January 2017 - National closing date for starting school applications.  
You must submit your completed application by this date. Failure to do so will seriously disadvantage your application.

April 2017 - online applicants are notified by email, and others by second class post, which school their child is offered.

Free internet access is available at all West Sussex Libraries and Children and Family Centres for the purpose of applying for a school place for anyone who doesn't have access to the internet.

If you have no option but to apply using a paper form please use the Admission Office Telephone number: 033 301 42903 to request one.

If you live outside West Sussex you can apply for this school via your own Local Authority.

## Other information

### **In-year admissions**

Applications for school places received after 1 September in any school year are called in-year admissions. All in-year applications should be made via West Sussex. As REAch2Sussex Academy Trust is its own admissions authority, the Trust will continue to make decisions as to whether or not applicants meet their admission criteria. The process will be coordinated by the School Admissions Service who will also send out the offer letters.

### **Fair Access Protocol**

Some parents have difficulty in finding a school place for their child. This can often result in some schools being asked to admit a larger proportion of 'hard to place' children. That is why all local authorities are required to have a Fair Access Protocol which REAch2Sussex Academy Trust will follow. Not all children for whom it is hard to find a school place will be challenging, but they will be vulnerable as long as a school place has not been found for them. The protocol establishes a fair system for the admission of children who are genuinely 'hard to place' as well as minimizing the number of children in both East and West Sussex at risk of underachievement through being out of school. East and West Sussex County Council's Fair Access Protocols exists to ensure that all schools in both areas admit their fair share of children with challenging behaviour.

This Protocol is designed to:

- acknowledge the needs of vulnerable children not on the school roll of any school to be dealt with quickly and sympathetically
- reduce the time these children spend out of school
- ensure all schools admit children with challenging needs on a fair and transparent basis.

Children who do not have a school place will always take precedence over those children on a waiting list but who are still on roll at a school.

### **Free school meals**

Once your child has a full-time school place you can apply for free school meals for them if you receive any of the following:

- Income Support
- income-based Jobseeker's Allowance
- income-related Employment and Support Allowance
- Child Tax Credit, provided you are not entitled to Working Tax Credit and have an income (as assessed by HM Revenue and Customs) that is £16,190 or less
- Working Tax Credit for four weeks after your employment finishes
- the Guarantee Credit element of State Pension Credit
- support from the local authority Social Services Asylum Team(SSAT)
- support from the National Asylum Support Service (NASS)

You can apply online at:

[https://www.westsussex.gov.uk/learning/schools\\_ages\\_4-16/information\\_for\\_parents/school\\_meals/apply\\_for\\_free\\_school\\_meals.aspx](https://www.westsussex.gov.uk/learning/schools_ages_4-16/information_for_parents/school_meals/apply_for_free_school_meals.aspx)

Or phone: 01243 752835/752838 for more information.

### **Special Educational Needs (SEN)**

If your child has a statement of Special Educational Needs he/she will be allocated a Reception class place through a separate process. You should not complete the usual common application form but instead you should complete the form that will be sent to the home address by the Special Education Needs Assessment Team (SENAT). For more information, please visit:

[https://www.westsussex.gov.uk/learning/special\\_educational\\_needs.aspx](https://www.westsussex.gov.uk/learning/special_educational_needs.aspx)

or phone: 0330 222 8882

e-mail: [sensupportteam@westsussex.gov.uk](mailto:sensupportteam@westsussex.gov.uk)

### **Independent Appeal Panel**

There will be a right of appeal to an Independent Appeals Panel for external applicants refused admission.

### **Objections**

Objections to the admission arrangements can be made to the Schools Adjudicator whose decisions are binding and enforceable. Further information can be obtained from the Office of the Schools Adjudicator.

### **Waiting List**

A clear, fair and objective waiting list will be maintained until at least 31 December of each school year of admission. Each added child will require the list to be ranked again in line with the published oversubscription criteria.

### **Children Missing Education**

The latest version of Keeping Children Safe In Education (KCSIE) now sets out guidance to schools when pupils arrive at the school.

When children are added to the admissions register, the school must record the expected start date of the pupil. If the young person does not arrive on the start date, the school should contact the local authority at the earliest opportunity.

For admissions to the school, apart from at the “start of the school’s youngest year”, schools are required to notify the local authority “within five days when a pupil’s name is added to the admission register and provide all the information held within the admission register about the pupil”.

*Pupils whose name is deleted from the school roll*

When a pupil leaves the school, the admission register must also record:

- the name of the pupil’s new school; and
- the expected start date at the new school

The school must inform the local authority and supply the following information:

- the full name of the pupil;
- the full name and address of any parent with whom the pupil lives;
- at least one telephone number of the parent with whom the pupil lives;
- if applicable, the full name and address of the parent with whom the pupil is going to live, and the date the pupil is expected to start living there;
- the name of pupil’s destination school and the pupil’s expected start date there, if applicable; and
- the grounds under which the pupil’s name is to be deleted from the admission register  
(For further information, see KSCIE Appendix A)