



LENT RISE SCHOOL (ACADEMY)

PROPOSED ADMISSIONS POLICY 2018-19

Responsibility: Governing Body

Lent Rise School is an Academy Trust and the Trustees are the admissions authority. This admissions policy has been designed to comply with the Schools Admissions Code 2014 and all relevant legislation, including that on infant class sizes and equal opportunities.

Lent Rise School provides an inclusive, supportive and caring environment in which children can learn and flourish. We welcome applications from all members of the community without reference to ability or aptitude or faith. Our vision is for each child to realise their full potential.

As an academy, the Governing Body of the school, not Buckinghamshire Local Authority (the LA) is responsible for deciding on admissions to the school but works closely with the LA to coordinate admissions to the school. Details of the LA arrangements are on the Buckinghamshire website www.bucksccl.gov.uk and are available from the school. The Admissions section on the Bucks website also

explains how parents can express a preference for a school and give reasons for that preference.

Parents (see note 2) should apply to the local authority in which they live at the time of application (the home LA) which may not be Buckinghamshire. The form must be returned to that LA no later than 15th January 2019. Applications received after this date will normally only be considered after all those received on or before the cut-off date.

Decisions on which children are to be offered a place will be made by the Admissions Committee of the school. Offers of a place will be made by the home LA on behalf of the Governing Body. Offers and refusals of places will be posted by the home LA on or about 16th April 2019. Parents (see Note 2) will be given a deadline by which to accept an offer. Applications received after the deadline for receipt will only be considered after all those received by the deadline. This means that if no places are left after considering all the applications received by the deadline, even if you fulfil a higher criterion than that under which places have been offered to other applicants, you will be unsuccessful.

At our school, pupils are admitted to the Reception Year at the beginning of the school year (1st September to 31st August) in which they reach their fifth birthday. Parents whose children were born between 1st September 2014 and 31st August 2015 may apply for them to be admitted to the Reception Year in September 2019. Parents of a child whose fifth birthday falls between 1st September 2019 and 31st March 2020 may request that their child is not admitted until later in the school year 2019/20 (no later than the term [using three term year] after the child's fifth birthday, when s/he reaches compulsory school age). The school will hold any deferred place for the child, although, in the majority of cases, we find that children benefit from starting at the beginning of the school year, rather than part way through it. Until the child reaches compulsory school age, parents also have the right to request that s/he attends part-time. In these cases, the parents must discuss this with the Headteacher when accepting the offer of a place.

For children whose fifth birthday falls between 1st April 2020 and 31st August 2021 (summer born children), parents who do not wish them to start school in school year 2019-20, but to be admitted to the Reception Year in September 2020, should proceed as follows. They should apply at the usual time for a place in September 2019 together with a written request that the child is admitted outside his or her normal age group to the Reception year in September 2020. NB parents would need to provide strong supporting reasons for seeking a place outside the normal age group and should discuss the position with the Headteacher as early as possible. If their request is agreed, and this should be clear before the national offer day, their application for the normal age group may be withdrawn before any place is offered and they should reapply in the normal way (no later than 15th January 2020) for a Reception place in September 2020. If their request is refused, the parents must decide whether to wait for any offer of a place in September 2019 (NB it will still be subject to the over-subscription criteria below) or to withdraw their application and apply in the second half of the summer term 2020 for a Year 1 place in September 2020. Parents should be aware that the Year

1 group may have no vacancies as it could be full with children transferring from the 2019-20 Reception Year group.

In our school, pupils are admitted provided there are places available in the relevant year group. The planned admission number for entry to the Reception Year in September 2019 is 60.

In-year applications (see Note 6) for all year groups for the academic year 2019-2020 will be administered by the Local Authority on the school's behalf and applications should be made direct to the Local Authority.

Requests from parents for places outside a normal age group will be considered carefully, e.g. for those who have missed education due to ill health. Each case will be considered on its own merits and circumstances. However, cases will not normally be agreed without a consensus that to do so would be in the pupil's interests. The Governors will ask relevant professionals for their opinion on the case. Those refused places outside the normal age group will be informed of their statutory right to appeal.

The Governors subscribe to the Fair Access Protocol published by the Local Authority. In the event of there being more applications than places available, they will be considered in the following order of priority:

This policy sets out the admissions arrangements for:

1. Reception (Lent Rise School's Early Years) entry in September 2019

And for

2. In-Year admissions

In all cases the oversubscription criteria described in this policy will be applied.

1. Admissions to the Reception Year

Subject to the criteria set out below, children will be admitted in the September following their fourth birthday. The PAN (published admissions number) of children admitted per year is 60.

* "Parent" is defined in law (The Education Act 1996) as either:

- any person who has 'parental responsibility' (defined in the Children Act 1989) for the child or young person; or
- any person who has care of the child or young person.

If you are in any doubt, please contact the school for advice.

2. Admissions of Children outside their Normal Age Group

Requests from parents for places outside a normal age group will be considered carefully e.g. for those who have missed education due to ill health. Each case will be considered on its own merits and circumstances. However, such admissions will not normally be agreed without a consensus that to do so would be in the pupil's interests. It is recommended that parents discuss their wishes with the headteacher in advance of applying for a place. The governors may ask relevant professionals for their opinion on the case. It should be noted that if a place in the requested age group is refused, but one in the normal age group is offered then there is no right of appeal.

3. "In-Year" Admissions

Admissions after the age of 5 (in-year admissions) will be handled by the LA in year admissions scheme. Parents are advised to contact the Bucks Admissions team directly as they handle expression of interest lists, and will apply the admissions criteria as per our admissions policy.

Admissions Criteria

1. Looked after children (*See note 1*)
2. Children who have exceptional medical or social needs, which can only be met at that school, supported by written evidence from an appropriate professional person. (*See Note 2*)
3. *Children of permanent staff where:*
 - a. *the member of staff has been employed at the school for a minimum of 30 hours per week for two or more years at the time at which the application for admission to the school is made, and/or*
 - b. *the member of permanent staff with Qualified Teacher Status is recruited to fill a vacant post for which there is a demonstrable skill shortage.*
4. Children living within the catchment area of the school (*See Note 3*).
5. *For the main point of entry:* Siblings (*See Note 4*) of children who are attending the school in Year R - Year 5 at the time allocations are made, and are expected to be on the school roll at the time of the proposed admission, or who have already been offered a place to start in the current academic year at the school.
6. *For immediate in year admission after the normal point of entry:* Siblings of children who are in Year R to Year 6 at the time of admission to the school.
7. Once the above rules have been applied then any further places will be offered in distance order; using the distance between the family's Normal Home Address (*See Notes 5 and 6*) and the school's nearest open entrance gate offering the closest first. We use a straight line distance. (*See Note 7*) '
8. Where the school can take some, but not all, of the children who qualify under one of these rules, we will give priority to children by taking account of

the next rule (or rules) in the numbered list to decide who has priority for places.

9. If it still not possible to decide between two applicants who are equidistant then an independently scrutinised random allocation will be made to allocate the final place. An explanation of the method of making random allocations is on the council website at: <http://www.bucksgov.uk/media/3580123/Random-Allocation-Procedure.pdf>
10. *(See also Note 8 below regarding twins and multiple births)*
11. Oversubscription criteria for all types of admissions.

Fair Access Protocol

The academy participates in Buckinghamshire LA's Fair Access Protocol.

Right of Appeal

In the event of an unsuccessful application, parents have the right to appeal against non-admission. Details can be found on the BCC website.

Please note this policy is subject to change in respect of pupils seeking entry to the academy after 1st September 2020.

Explanation of terms used in the admission rules.

Note 1 Definition of Looked after children

For admissions purposes a 'looked after child' is a child who is a) in the care of a local authority, or b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22 (1) of the Children Act 1989). This covers accommodated children and those who are in care under a Care Order/interim order. This can include: living with family or friends, in foster care, a children's home, residential school, special school or in supported lodgings.

This includes children who were previously looked after and immediately after being looked after became the subject of an adoption, residence order or special guardianship order as set out below.

Other definitions:

Residence order: is an order setting the arrangements to be made as to the person with whom the child is to live under section 8 of the children's Act 1989

Special guardianship order: 'an order appointing one or more individuals to be a child's special guardian (or special guardians) under Section 14A of the Children Act 1989

Note 2 Exceptional Social and Medical process

A panel comprising education professionals will consider the applications under this rule on receipt of information from the parent to indicate strong reasons for the child attending a particular school. When making an application parents should send evidence from an independent professional person (this might be a doctor, health visitor, or Education Welfare Officer, for example) who knows about the child and supports the application to the school. It must clearly show why the school is the most suitable and any difficulties if alternate schools were offered. The panel will consider which children can be considered under this rule prior to each admission round.

Note 3: Primary School Catchment Areas

The primary school catchments can be viewed at:
<http://www.bucksgov.uk/schooladmission/>

Note 4: Definition of sibling

A sibling is a brother or sister. For admission purposes we mean one of two or more individuals who have one or more parent in common, or any other child (including an adopted or fostered child) who lives at the same address and for whom the parent also has parental responsibility or, (in the case of a fostered child) delegated authority. We will only consider a pupil in a primary school as a 'sibling' if he or she is attending, in the specified year groups, the school or a linked primary school at the time the allocations are made or, for in-year admissions the time of admission), or has been formally offered a place at the school in the operation of the Coordinated

Primary Admissions Scheme. In all cases they are expected to still be at the school at the time of proposed admission.

Note 5: Definition of parent

This is as defined in law (the Education Act 1996) as either:

- Any person who has parental responsibility (defined in Children Act 1989) for the child or young person; or
- Any person who has care of the child or young person.

Note 6: Definition of normal home address (more detail is available in the guide)

This is the child's home address. This must be where the parent or legal carer of the child live together unless it is proved that the child is resident elsewhere with someone who has legal care and control of the child. The address should be a residential property that is owned, leased or rented by the child's parent(s) or person with legal care and control of the child.

To avoid doubt where a child lives with parents with shared responsibility, each for part of a week or month, the address where the child lives will be determined by:

1) Confirmation of the registered address to which Child Benefit is currently being paid, or, if child benefit is not received then the address from which the child in question is registered with the doctor.

2) If 1) above is not applicable then the parent with whom the child spends the greater proportion of the school week from Sunday evening to Thursday evening.

Note 7 Definition of home to school distance

The **straight line distance definition**: is 'the distance from the address point of the pupil's normal home address, as set out by Geocoded point of the home address, to the nearest open school gate available for pupils to use'.

Where Service families or families or other Crown Servants, who often move within the UK and from abroad are posted to the area, we will allocate school places in advance of the family move if you provide an official government letter declaring a relocation date and an intended address. A unit postal address or quartering area address will be sufficient if there is not a new home address. Where Service families are returning to live in a property they already own, evidence of ownership will be needed. Please provide evidence by 30 January.

Note 8 Multiple births - twins, triplets etc

In cases where there is one remaining place and the next child on the waiting list is one of a twin, triplet or other multiple birth group then both twins (or all the siblings in the case of multiple births) will be admitted and whilst that child is in the class they will be an excepted pupil under the Schools Admissions (Infant Class Sizes) (England) Regulations 2012 which permit Key Stage 1 class sizes to exceed 30 following the admission of a twin for as long as necessary until a child leaves the class at which point the class size will remain at the lower figure.

There are established arrangements for appeals against non-admission. Details are available from the school. It should be noted that, in the event of an unsuccessful appeal against non-admission to the school, the school does not consider any further application in the same school year (1st September - 31st August) unless there is a major change in circumstances e.g. change of address. The school maintains a waiting list for those children who are not offered a place, the order of priority on the waiting list is the same as the list of criteria for over-subscription. No account is taken of length of time on a waiting list. The school periodically seeks confirmation that parents wish a child to be kept on the waiting list.

For further information, clarification or comments on these arrangements in the first instance please contact the School Secretary at:

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Burnham
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