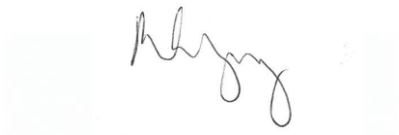
LENT RISE SCHOOL (ACADEMY)

ADMISSIONS POLICY

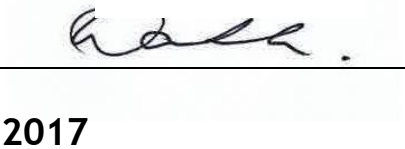
Responsibility: Governing Body

Approved by:

Mrs Maggie Young
Chair of Governors



Mrs Jill Watson, Headteacher



March 2017

Lent Rise School

Admissions Policy for September 2018 – August 2019

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.

This policy sets out the admissions arrangements for:

1. Reception (Lent Rise School's Early Years) entry in September 2018

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.

Places will be allocated by the Trustees on the basis of applications received through the Buckinghamshire Co-ordinated Scheme for Primary Admission. This allows parents*/guardians to apply for entry to any Buckinghamshire primary school by means of the Buckinghamshire Primary School Common Application Form (CAF) available in the Primary Guide for Parents published by Buckinghamshire County Council (BCC) and on-line via the BCC website.

The school will offer places on a full time basis from the start of the Autumn Term. Parents of children younger than five have the right to defer entry or attend on a part time basis. Any parent who wishes to defer a place must discuss it first with the Headteacher.

* "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 living within the catchment area of the school *(See Note 3)*.
4. *For the main point of entry*: Siblings *(See Note 4)* of children who are attending the school 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.
5. *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.
6. 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)* '
7. 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.
8. 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.buckscc.gov.uk/media/3580123/Random-Allocation-Procedure.pdf

9. *(See also Note 8 below regarding twins and multiple births)*
10. 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 2019.

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.buckscc.gov.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 Ordnance Survey, to the nearest open school gate available for pupils to use'.
As part of the computer system we use for school admissions there is a program that measures the 'straight-line' distance from the nearest open school gates to the child's normal home address.

The point we measure to at the child's normal address is determined by the Ordnance Survey ADDRESS-POINT which is an Ordnance Survey data product that provides a National Grid coordinate and a unique reference for each postal address in Great Britain that is on the Royal Mail's Post Office Address File (PAF®).
The PAF contains postal address data and includes premises such as buildings or permanent mobile and park homes, plus other features such as temporary buildings and houseboats.
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 (Secondary allocation) 15 February 2016 (Primary allocation) to be included in the first allocation round

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.

