

This policy outlines the processes and criteria relating to the admission of students to Forest View Primary School, either on transfer from an Early Years Setting or as an in-year admission during the 2020/21 academic year.

Pupils will normally be admitted at age five without reference to ability or aptitude. Where applications for admissions exceed the number of places available, the following criteria will be applied, in the order set out below, to decide which children to admit.

1. Children in Public Care (Children Looked After)(i). Children Looked After (CLA) or a child who was previously looked after but immediately after being looked after became subject to an adoption(ii), child arrangements order (residency order)(iii), or special guardianship (iv).
  - i. 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) at the time of making an application to a school. In Gloucestershire such children are referred to as Children in Care.
  - ii. This includes children who were adopted under the Adoption Act 1976 (see section 12 of adoption orders) and children who were adopted under the Adoption and Children's Act 2002 (see section 46 adoption orders).
  - iii. Under the provision of section 12 of the Children and Families Act 2014, which amend section 8 of the Children's Act 1989, residence orders have now been replaced by child arrangement orders.
  - iv. See section 14A of the Children's Act 1989 which defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).
2. Children who will have siblings attending the school at the time the applicant child is admitted. The definition of a sibling is "a brother or sister, half-brother or sister, adopted brother or sister, step brother or sister, or the child of the parent's/carer's partner as well as children who are brought together as a family by a same sex civil partnership. In every case, the child must be living in the same family unit at the same address".
3. Children of paid employees at Forest View Primary School. *Paid employees refer to staff members who have been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.*
4. Children for whom only one particular school is appropriate due to an exceptional medical condition. *Applications under this criterion will only be considered if they are supported by a written statement from the child's doctor, which has to be submitted with the application. This must demonstrate that there is a very specific connection between the medical need and the facilities or resources of the school concerned.*
5. Children with the strongest geographical claim, measured in a straight line from the ordnance survey address point of the child's home address (including flats) to the ordnance survey address point of the school, using the Local Authority's computerised measuring system on behalf of Forest View Primary School (admissions authority), with those living closer to the school receiving the higher priority.

Where any particular category at points 1-4 above is oversubscribed, criterion 5 (strongest geographical claim based on straight line distance) will be used to determine which child is offered a place.

In the event of a tie between two or more children when applying criterion 5 (strongest geographical claim based on straight line distance) where there are not enough places available to offer all children a place at the school, a process of random allocation will be followed by the school. This will be in the form of a manual process which is overseen by an independent person.

**Notes:**

- A child with a statement of Special Educational Needs or an Educational Health Care Plan (EHC), who names Forest View Primary School explicitly in the statement, is required to be admitted to the school.
- Where twins or children from multiple births are part of a random allocation process they will be considered as one applicant if the number of available places allows.
- Any application received after the closing date, as published by the Local Authority, will be considered after all the other on-time applications received.

**Admission Number**

The Published Admission Number (PAN) for Forest View Primary School is 60 for year groups EYFS, 1, 2, 3 and 4. For all other year groups the PAN is 45. This is the number it is obliged to admit into each year group. This number is based upon a capacity assessment, which takes into account the area of teaching and non-teaching space available, ensuring that health and safety is not compromised, nor the quality of teaching and learning in the school adversely affected.

**Application for Places**

As an academy, Forest View Primary School is the Admissions Authority for the school. The school will submit its Admissions Criteria to be part of the admissions process bought in from the Local Authority. Applications for places can only be made through this process.

Parents/carers should make any application for an in-year place directly to the school. Parents/carers can request an application form for an in-year admission from the school office.

**Admission of Summer Born Children for Reception Entry**

The Governing Body of Forest View Primary School acknowledges the updated advice from the Department of Education that, parents/carers of “summer born” children (born between 1 April and 31 August) may request to start the Reception Class of a school a whole academic year later. The Governing Body will make a decision on behalf of Forest View Primary School. We follow the Local Authority process which states that parents can only apply for a Reception place at a school once and must apply for a place during the standard application process timeline for their chronological year group, stating their reasons for requesting deferred entry to the following year. The Governing Body will decide whether the deferred entry can be approved for the school.

## **Normal Admission Round**

The term 'normal admissions round' refers to all applications for admission to the main year of entry of the school i.e. Reception for Infant and Primary Schools. Applications made during the normal admissions round will be made in advance of the academic year in which the child is due to start at the new school. Children are entitled to a full-time place, however, may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

## **Waiting Lists**

When the school, or particular year groups are full the school operates a waiting list in accordance with the oversubscription criteria. Once placed on a waiting list a parent/carer can enquire as to their position on the list by contacting the school. From time to time the school will update the waiting list by contacting parents/carers who must confirm their wish to remain on the waiting list. The lists for Reception, year 1, year 2, year 3, year 4 and year 5 will continue into the next academic year.

The school has signed up to the Fair Access Protocols which is managed by the Local Authority. Should vulnerable pupils within these protocols require a place at the school, they will take precedence over any child on the waiting list.

## **Fair Access Protocols**

The school is part of the In-Year Fair Access Protocols held by the Local Authority. Should a vulnerable child within these Protocols require a place at the school, they will take precedent over any child on the waiting list, as outlined in the new admissions code for schools. Any child that has the school named explicitly in their statement/Education Health Care Plan (EHC) will be given precedent over any child on the waiting list.

## **Admission Appeals**

In the event of a child being denied admission, the parents/carers have the right of appeal in accordance with School Admission Appeals Code of Practice. Appellants wishing to appeal should submit their written appeal to the Admissions Authority (Forest View Primary School). Appeals for places on transfer for on-time applications must be heard by the 6<sup>th</sup> July or the next working day if the 6<sup>th</sup> July falls on a weekend. Late application appeals should be heard at the same time, if feasible, but must be heard within thirty school days of the appeal being lodged. Appellants must be allowed at least ten school days from the date of notification that their application was unsuccessful, to prepare and submit their written appeal. Appellants must be given written notice of the date of the appeal at least ten school days in advance of the hearing. All appeals will be heard by an Independent Appeal Panel with an independent clerk.

## **Transport**

Some children will be entitled to transport to their school provided by the Local Authority and parents should refer to the website [www.gloucestershire.gov.uk/schooltransport](http://www.gloucestershire.gov.uk/schooltransport) for further information.