



**Lakefield Church of England Primary School  
and Additional Child Care integrated policy**

**Admissions Policy 2020 to 2021**

## **Introduction**

Lakefield Governing Body applies the regulations on admissions fairly and equally to all those who wish to attend this school. This policy should be read in conjunction with advice to Parents and Carers given by Gloucestershire County Council which is available on the Gloucestershire County Council website: [www.gloucestershire.gov.uk/schooladmissions](http://www.gloucestershire.gov.uk/schooladmissions) or by contacting the Admissions and Transfers Team on 01452 425407.

We see ourselves as a community school for children living in the Severnside parishes of Arlingham, Fretherne, Frampton on Severn and Saul

## **Aims and objectives**

Lakefield Church of England Primary School seeks to provide a safe environment where everybody is encouraged to work towards their full potential. We value the individual and promote whole person development. This reflects our Christian foundation and respect for all other faiths and beliefs.

Lakefield Church of England Primary School is a place in which everyone is valued. Children are given the opportunity to discover their potential and to develop the skills to achieve more than they thought possible. Our ethos encourages resilience, independence, confidence and creativity, and we celebrate effort as well as achievement. Here we foster a love of learning that children will carry with them throughout their lives.

## **How parents can apply for their child to be admitted to our school**

Lakefield Church of England Primary School determines the admission arrangements in agreement with the Gloucestershire County Council and the statutory guidance of the Admissions Code 2014. The Admissions Authority for Lakefield is therefore the Governing Body.

The County Council's annual admissions prospectus informs parents how to apply for a place at the school of their choice. Parents have a right to express their preference but this does not, in itself, guarantee a place at that particular school. Application should be made on a form that can be obtained from Gloucestershire County Council and should be returned by the date stipulated on that form. The authority will notify parents of the decision as soon as all the applications have been considered.

## **The Pupil Admission Number (PAN)**

The 'Pupil Admission Number (PAN)' is the number of children that the school considers the school can accommodate in each year group. The PAN for our school is 30. We keep this number under review and the governors will apply to change the number if circumstances change.

## **Admission Criteria**

Where applications for admission 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. A 'looked after child' (1) or a child who was previously looked after but immediately after being looked after became subject to an adoption (2) child arrangements order (3) or special guardianship order (4).

2. Children who will have siblings attending the school at the time the applicant child is admitted. (NB We define siblings as a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner, and in every case, the child must be living in the same family unit, at the same address).
3. Children whose permanent home address lies within the boundary of the Severnside parishes. A copy of the definitive map can be found on the Schools website. A copy is also available for inspection in the school office. In the event of there being more applications than available places then children with the strongest geographical claim will be given priority.  
Distances will be 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.
4. Children whose permanent home address lies outside the boundary of the Severnside parishes will be allocated on the basis of 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, with those living closer to the school receiving the higher priority.

Exceptionally if the normal admission round results in children resident in the Severnside parishes (Arlingham, Fretherne, Frampton on Severn and Saul) not being allocated a place when criterion 3 is applied the school reserves the right to give consideration (in conjunction with the local authority) to exceeding the Pupil Admission Number (PAN), where practical, to allow those children a place.

In the event of a tie between two or more children when applying criterion 4 (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 Local Authority. This will be in the form of a manual process which is overseen by an independent person from the Council's Legal Services. Where twins or children from multiple births are part of a random allocation process they will be considered as one applicant.

- (1) 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.
- (2) This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see section 46 adoption orders).
- (3) Under the provisions of s.12 of the Children and Families Act 2014, which amend section 8 of the Children Act 1989, residence orders have now been replaced by child arrangements orders.
- (4) See Section 14A of the Children 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).

### **Admission appeals**

If a child is not offered a place at Lakefield, this will be because to do so would prejudice the education of other children by allowing the number of children in the school to increase too much.

Parents and Carers have the right of appeal to an independent panel against any decisions made in relation to any decision made concerning their child's entry to school. If the appeals panel decides that we should admit a child to whom we had refused a place, then we will accept this decision and continue to do all we can to provide the best education for all the children at our school. (Further details of appeal arrangements are set out in the revised Code of Practice on School Admissions Appeals, which came into force in September 2004.) The school is required to admit a child with a statement of Special Educational Needs that names the school, even if the school is full. **Independent admission appeals will be administered by Gloucestershire County Council on behalf of Lakefield.**

### **Waiting Lists**

If the school is oversubscribed, a waiting list will be held until the second (i.e. December) school term following the admission request. The waiting list will be prioritised according to the school's admission criteria above.

### **Fair Access Protocols**

The school has signed up to 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 precedence over any child on the waiting list.

### **Transport**

Transport in the form of a bus is provided and administered by Gloucestershire County Council and details can be found at <http://www.gloucestershire.gov.uk/applyforabuspass>

### **When will my child reach statutory school age?**

Children must be receiving full-time education by the start of the term following their fifth birthday.

- For children born between 1 September and 31 December, they reach compulsory school age on 31 December and must be receiving full-time education at the start of the Spring term (i.e. after the Christmas holidays, in January).
- For children born between 1 January and 31 March, they reach compulsory school age on 31 March and must be receiving full-time education by the start of the Summer term (i.e. after the Easter holidays, in March or April)
- For children born between 1 April and 31 August, they reach compulsory school age on 31 August and must be receiving full-time education at the start of the new school year (i.e. after the summer holidays, in September).
- Lakefield operates a 'phased' admission policy for new Reception children to ensure a successful start to school life. All children are entitled to a full time place in Reception.

### **Phased admission to the reception class**

- Children attend school until 12 (noon) for weeks one and two
- Children attend school until 1pm for weeks three and four and have lunch with the rest of the infant children allowing them to become accustomed

- Children attend school full time from week five onwards

### **Admission of Children Outside of 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 order for the school governors to consider such a request, such an application must be made in writing, stating clearly the reasons for this proposal. The school governors will normally seek external advice to be reassured that such an arrangement is in the long term interests of the child. The school governors will communicate the reasons for their decision in these cases. In all other respects the child will be considered in the same way as any other child and in the case of over-subscription the same admission criteria will apply.

*\* Compulsory school age is set out in section 8 of the Education Act 1996 and the Education (Start of Compulsory School Age) Order 1998. A child reaches compulsory school age on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.*

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

The Governing Body 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 Lakefield Church of England 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.

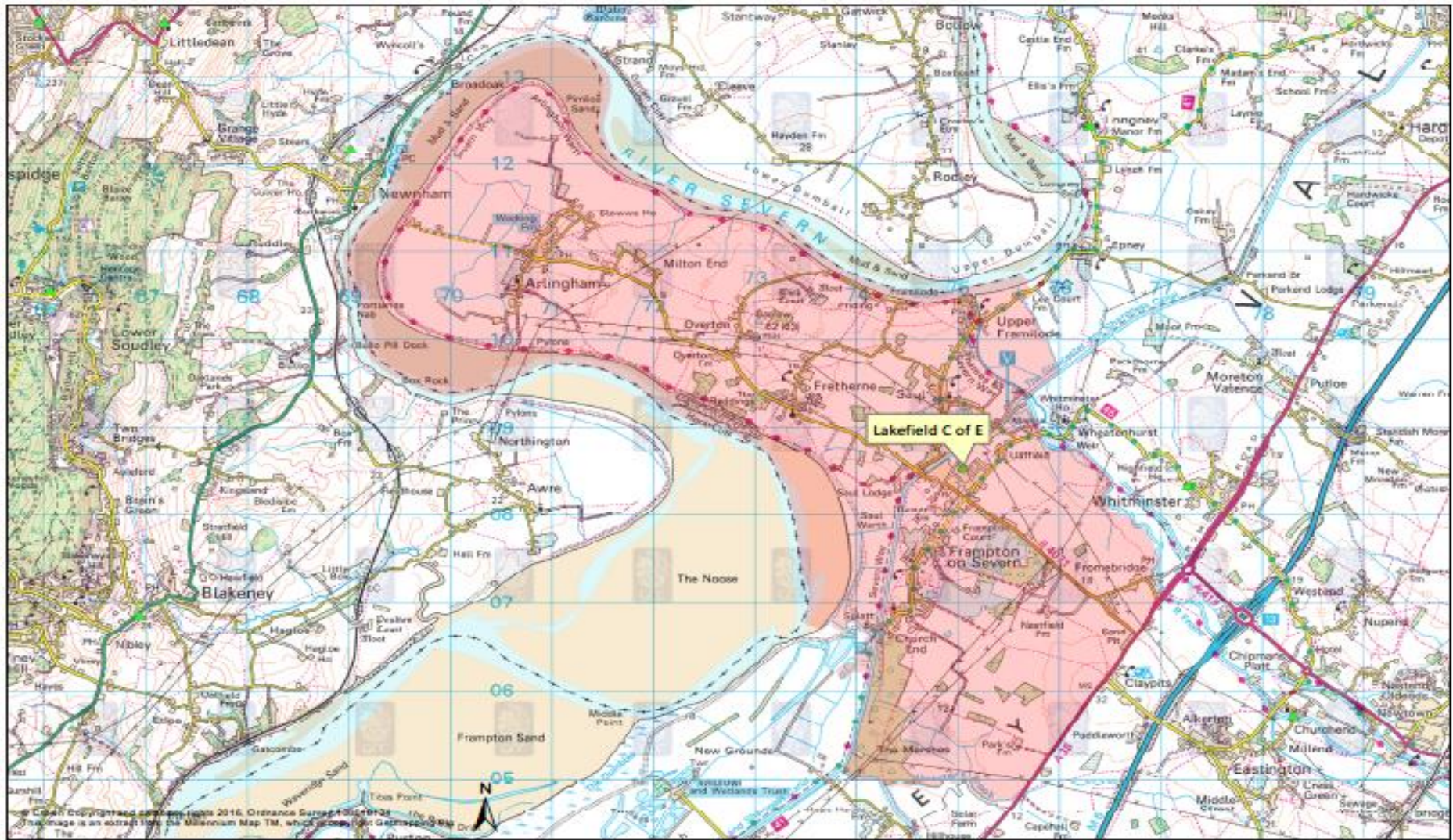
### **Other important information**

- *You must complete and return a Gloucestershire Country Council Preference school form either online or by post by the deadline set*
- *All letters offering places are sent out by Gloucestershire County Council on a pre-determined date*
- *Children with statements naming the school shall not form part of the oversubscription criteria and will be allocated places outside the usual arrangements in this policy*

### **Monitoring and review**

This policy will be monitored by the Governing Body, who will always take due note of the guidance provided by the Local Authority. The policy will be reviewed every two years, or earlier in the light of any changed circumstances, either in our school or in the local area.

Map of Severnside parishes as defined by Gloucestershire County Council mapping data.



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