

ROWANFIELD INFANT SCHOOL



ADMISSIONS POLICY 2020.21

Doc:	Admissions Policy	Date Issued:	October 2017
Version:	1	Agreed by Staff:	N/A
Category:	Policy	Agreed by Governors:	N/A
Comments:	*both schools are academies as part of the GLA, but for the sake of this policy will be referred to as school or schools.		

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Rowanfield Infant School Admissions policy ENTRY IN 2019.20

Rowanfield Infant School:

Rowanfield Infant and Junior Schools(*) are situated on the north western side of Cheltenham. We share a site alongside the Rowanfield Children Centre. The two schools work together closely to provide seamless education and support for children and their families. The area from which the pupils are drawn comprises some privately owned semi-detached housing, council houses and flats. At present the Infant school has 265 pupils on roll within the 4 - 7 age range and the junior school has just over 300 pupils within the 7-11 age range. Both schools have a committed and dedicated team of teachers and support staff. The two schools share a governing body. The latest Ofsted inspection (2016) graded the Infant School as 'Good'. The latest Ofsted inspection at the Juniors (2014) graded the school as 'Outstanding.' This was the third consecutive 'Outstanding' judgement for the junior school.

Email: head@rowanfield-junior.gloucs.sch.uk

Telephone Number: 01242 515334

The admission arrangements described in this document will apply to admissions in September 2019 and September 2020.

Admissions to Rowanfield Infant School for Reception 1st September 2019 & 2020:

Admissions for Reception places will be co-ordinated through the Gloucestershire Local Authority's Co-ordinated Scheme and its timetable. Parents will need to apply for a place in the Reception class of the School on the Common Application Form if they wish their child to be considered for a place.

Contact: Admissions and Transfer Team

Address: Gloucestershire County Council
Shire Hall
Gloucester
GL1 2TP
United Kingdom

web: www.gloucestershire.gov.uk/schooladmissions

Email: school.admissions@gloucestershire.gov.uk

Tel: 01452 425407

The School will operate with a Published Admission Number (PAN) of 90 children.

All preferences in applications received on-time will be considered simultaneously and ranked in accordance with the admission criteria below. If the School is oversubscribed, places will be offered with regard to the priority order outlined in the section below.

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In Year Admissions:

In-year applications are all those made outside the normal admissions round for children of compulsory school age i.e. those applications made during the academic year (after the first day of the Autumn term) for any school place in Reception through to Year 2. For In-Year applications parents should apply directly to the school by contacting the head of School, who will arrange a meeting and arrange for an admissions pack including an application form to be made available.

Email: admin@rowanfield-inf.gloucs.sch.uk

Telephone Number: 01242 515334

Waiting list:

The school will operate a waiting list for each year group. Where the school receives more applications for places than there are places available, a waiting list will operate until the end of the academic year. This will be maintained by the school and it will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.

Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list.

Admission Criteria Priority order and Oversubscription Criteria:

After the admission of children with an education health and care plan or a statement of special educational needs naming the school, priority will be given to the admission of children who meet the criteria set out below:

1. Looked After Children/Previously Looked After Children. Definition 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 (residency order) (3) or special guardianship order (4) .

(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) Under the provisions of section 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.

(3) 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).

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2. Children with a sibling attending the School at the time of application. For this purpose, sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/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 home address*, at the time of application.

3. 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, with those living closer to the School receiving the higher priority **AND** where the school is the closest school to the home address with a place.

** The home address is where a child normally lives. Where a child lives with parents with shared parental responsibility, each for part of a week, the address where the child lives is determined using a joint declaration from the parents stating the pattern of residence. If a child's residence is split equally between both parents, then parents will be asked to determine which residential address should be used for the purpose of admission to school. If no joint declaration is received where the residence is split equally by the closing date for applications, the home address will be taken as the address where the child is registered with the doctor. If the residence is not split equally between both parents, then the address used will be the address where the child spends the majority of the school week.*

Tie-break:

If the school becomes oversubscribed within criteria 2 or 3 above a distance tie-break will apply, with those living closest to the school being given priority for admission.

If two children live exactly the same distance from the school random allocation undertaken by someone unconnected to the School Trust will be used as a final tie-break to decide who will be admitted.

Multiple Births:

If two or more children of multiple birth (twins, triplets etc.) from the same family are tied for the final place, we will admit them all, as permitted by the infant class size rules and exceed our PAN.

Service Family Arrangements:

Rowanfield Infant School recognises the unique challenges associated with children of UK service personnel and other Crown Servants and follows the Gloucestershire County Councils protocols in this instance.

We will therefore accept a unit quartering address as a 'home' address for such applicants prior to them moving into the area, provided their application is accompanied by an official letter from their unit declaring a relocation date and quartering address.

Details can be found in the GCC Guidance booklet

<http://www.gloucestershire.gov.uk/schooladmissions>

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Summer Born Children:

Due to the changes within the School Admission Code 2014, it is now possible to request a deferred entry for children born after 1st April. Parents must still apply for a place in the child's correct admission year however, in exceptional circumstances, can then apply to both the school and the local authority to defer entry to the following year. Agreement must be reached by all parties before a deferred entry can be approved and then the normal admission processes will be applied in the following year.

Full details can be found in the GCC Guidance booklet

<http://www.gloucestershire.gov.uk/schooladmissions>

Deferred entry for Infants:

For any child that is not yet 5, parents offered a place in reception for their child have a right to defer the date their child is admitted, or to take the place up part-time, until the child reaches compulsory school age. Places cannot be deferred beyond the beginning of the final term of the school year for which the offer was made.

Children reach compulsory school age on the prescribed day following their 5th birthday (or on their fifth birthday if it falls on a prescribed day). The prescribed days are 31 August, 31 December and 31 March.

Admission of children outside their normal age group

Parent's may request that their child is admitted outside their normal age group. To do so parents should include a request with their application to the school, specifying why admission out of normal year group is being requested and the year group in which they wish their child to be allocated a place.

When such a request is made, the school trust will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the headteacher and any supporting evidence provided by the parent

Appeals:

Parents who are not offered a place for their child have the right to appeal to an independent appeals panel. Parents wishing to appeal should obtain an appeal form from the school. The form should be sent to the Clerk to the Appeal Panel, c/o Rowanfield Infant School, Alstone Lane, Cheltenham, Gloucestershire, GL51 8HY within 14 days of the date of the letter confirming the decision not to offer a place. Should an appeal be unsuccessful, the School will not consider further appeals within the same academic year unless there have been significant or material changes in the child's circumstances.

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