



*'Learning from Each Other' -  
'Achieving Together'*

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# Admission Policy 2020 - 2021

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Date of Policy: **Autumn 2018**

Person(s) Responsible for Policy: **Head**

Committee Responsible: **GSG**

Term of Review: **Autumn 2019**

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Signed: (Head Teacher)

Date:

Signed: (Chair Governors)

Date:

## Process of Admission

For admission into Reception at Swindon Village Primary School, parents must name the school on their Common Application Form and submit it to the Local Authority's Admissions and Transfer Team no later than 15th January 2020. This can be done either electronically via their website: [www.gloucestershire.gov.uk/schooladmissions](http://www.gloucestershire.gov.uk/schooladmissions) or by post.

For admission to all other year groups, parents should contact the school directly.

## Admission Criteria

Where applications for admission exceed the number of places available (both in the normal round of admissions and for in-year admissions), the following criteria will be applied, in the order set out below, to decide which children to admit:

1. A 'looked after child'<sup>(1)</sup> or a child who was previously looked after but immediately after being looked after became subject to an adoption<sup>(2)</sup>, child arrangements order (residency order)<sup>(3)</sup>, or special guardianship order<sup>(4)</sup>.

(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's Act 2002 (see section 46 adoption orders).

(3) 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12 of the Children and Families Act 2014, which amend Section 8 of the Children Act 1989, residence orders have now been replaced by child arrangement orders.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).

2. Children who have a sibling attending the school and who will continue to do so when the younger child is admitted

*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 address, at the time of the 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.

## Admission of Summer Born Children for Reception Entry

The Governing Body of Swindon Village 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 Swindon Village 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 the

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.

### **Published Admission Number (PAN)**

Our Published Admission Number (PAN) is 60.

### **Twins and Children from Multiple Births**

Applications for twins and children from multiple births will be considered as individual applications. However, the Local Authority acknowledges the difficulties for families if children cannot attend the same school, for example if only one child can be offered a place but not the other and therefore will aim to accommodate both/all children at one school where there is capacity to do so. This includes overriding the Key Stage 1 restrictions which limit Reception, Year One and Year Two classes to a maximum of 30 children per teacher, if the one child from twins/multiple births can be offered a place when the other(s) cannot.

### **Tie break**

Where oversubscription is still the case, having applied criteria 1-2, then criterion 3 (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 3 (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 (i.e. drawing of lots) will be followed by the Governing Body. Where twins or multiple births are part of the process, they will be considered as one applicant.

### **Appeals**

If you are unsuccessful in gaining a place for your child, you have a legal right to appeal if you think you have exceptional circumstances supporting why your child should have a place at your preferred school. The appeals procedure involves completing and returning an appeal form, this is available from the school office.

Your case will be decided by an Independent Appeal Panel at a meeting to which you will be invited. The panel's decision is legally binding on all parties, and can only be challenged if the procedure was not followed correctly. Unless there are significant and material changes in circumstances, only one appeal application may be made for each academic year for each school.

Appeals should be addressed to the school by **Friday 12<sup>th</sup> June 2020**.

### **SEN**

Children who have a Statement of Special Educational Needs or an Education, Health and Care (EHC) Plan are placed in schools throughout the arrangements set out in the SEN Code of Practice and not through any admission criteria. Governing bodies are required by Section 324 of the Education Act 1996 to admit a child with a Statement or an Education, Health and Care Plan that names the school, even if the school is full. Parents of children with Statements of SEN or EHC should contact their child's casework officer for any further information.

### **Waiting Lists**

If the school is oversubscribed, a waiting list will be held for the first school term (i.e. until the end of the December term). The waiting list will be prioritised according to the school's oversubscription criteria, regardless of the date the application was made, and should a place become available at the school, it will be offered to the child at the top of the waiting list.

### **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 precedent over any child on the waiting list.

### **Transport**

The Governors have agreed to adhere to local authority guidance regarding transport outlined in the document: "*Admission to primary school and infant / junior school transfer*". This is published each year for families and is also accessible on the GCC website: [www.gloucestershire.gov.uk/schooladmissions](http://www.gloucestershire.gov.uk/schooladmissions)

There is no transport run to the school either by the school or the LA.