

**Field Court Junior School**  
**Determined Admissions Policy for 2020/21**  
**Head Teacher: Mrs Kelly Armstrong**  
**Subject Leader:**  
**Written by: Mrs Kelly Armstrong**  
**Date: October 2018**  
**Review Date: October 2019**



The standard intake number of pupils for September 2020 has been set at 90. Field Court Junior has the capacity to accept 90 children for each year group in the school. There are four year groups at the junior stage.

## **Oversubscription Admissions Criteria**

In event of the numbers rising sufficiently and resulting in year groups becoming over-subscribed, the following procedures will be followed:

- **Child In Care/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) 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 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12 of the Children and Families Act 2014, which amend section 8 of the Children Act 1989, residence orders have now been replaced by child arrangements orders.

(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). one or more individuals to be a child's special guardian (or special guardians).
- Children who already have an older sibling in attendance at the Field Court Junior School. Definition: For the purpose of this admissions policy the term '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, and in every case, the child must be living in the same family unit at the same address, at the time of application.
- Children who are moving on from the companion school, Field Court Infant School.
- Children with authenticated medical reasons for attending Field Court Junior School. Where it is it is only Field Court Junior which is able to deal with the specific medical need, supported by a doctor's certificate.
- Proximity of the child's home to the school with those living nearer being accorded the higher priority. Measured from the OS point of the home address of the child as at 15th January in the year the child starts school, to the OS point of the school. For

admission purposes this should be measured in straight line from the ordnance survey point of the child's home address to the ordnance survey point of the school.

## **Admissions Procedure**

Please note that in order to secure a position at the transfer from Infant to Junior school, the parent must complete the Common Application Form and return it to the Admissions Team before the application can be accepted.

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 for any school place in Reception through to Year 6. The Local Authority will no longer be responsible for offering places to children on behalf of all schools/academies, but the Local Authority does maintain the statutory duty of being responsible and aware of all pupils and vacancies within schools/academies within Gloucestershire. To apply for a place at Field Court, parents should therefore contact the school in the first instance.

Places cannot however be held indefinitely in order to ensure equality of opportunity. Applicants should respond to offered places within two weeks. There will be no discrimination on grounds of disability.

## **Appeals:**

In the event of oversubscription parents of pupils not offered a place will be advised of the appeals procedure by the school.

## **Waiting Lists:**

Where any school is oversubscribed during the normal admission round for entry to the school (i.e. where all children requesting a place at a particular school have not been allocated one), a waiting list will be held 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 any places become available at the school they will be offered to the child at the top of the waiting list. Where an in-year application for a school place is unsuccessful, the child's name will be kept on a waiting list for one term only (based on a six term year) and will remain on the list up to the day before the start of the next term only. Parents who wish their child to be considered for a place in any subsequent terms should contact the School at the beginning of each new term to request that their child remains on the waiting list.

## **Children with Special Educational Needs**

Children who have a Statement of Special Educational Needs are placed in schools through 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 EHC Plan that names that particular school. Parents of children with Statements of SEN or an EHC Plan should contact their child's casework officer for any

further information. Children who have a Statement of Special Educational Needs or an EHC Plan naming a school will be allocated a place even if that school is full.

**Approved: (the below signatures are proof of policy approval)**

**Signed \_\_\_\_\_ Subject Leader Date-----**

**Signed \_\_\_\_\_ Head Teacher Date-----**

**Signed \_\_\_\_\_ Governors Date-----**

**This policy is a working document for the use of all staff and is subject to staff and governor approval.**