



ADMISSIONS POLICY

Completion Date: July 2020
Review Date: July 2022

UNCRC Article 3 – All adults should do what is best for you. When adults make decisions, they should think about how their decisions affect children.

1. INTRODUCTION

This document sets out the policy of Chickerell Primary Academy with respect to Admissions. For the purposes of this policy, the Governing Body of Chickerell Primary Academy is the admission authority.

Parents who wish their children to be admitted to the school, should complete an application form and state Chickerell Primary Academy as one of their preferences, however, this does not guarantee admission should the school be oversubscribed (please see Oversubscription Criteria). An Application form can be obtained from the school office or from County Hall in Dorchester; it is also possible to apply online via www.dorsetforyou.com. Admission forms should be returned to County Hall.

Every year the Governing Body will review the Chickerell Primary Academy admission policy.

This will confirm the maximum number of children to be admitted to the school as a whole, the Published Admissions Number (PAN) is currently 60 in each year group, and explain how places will be allocated.

2. AIMS

The overriding aim of this policy is that it should work for the benefit of all children and parents/guardians in our area. It should be simple to use and assist parents/guardians to take the best decisions on the preferred school for their children.

The school aims to try to provide a place for all children whose address is within the designated catchment area. The address is the place where the child is permanently resident with his or her parent or parents or legal guardians. Where a child lives with parents with shared responsibility each part of the week, the "home address" will be considered to be the address of the person who receives Child Benefit for the child (proof of this will be required). This may be a different address to that printed on the book itself. However, parents should not assume that a place will automatically be allocated to their child.

3. STARTING SCHOOL

A full time school place in the Reception class is available for children from the September following their 4th birthday. Parents can request that their child attends part-time until the child reaches compulsory school age, in negotiation with the EYFS Leader.

Where an offer of a place is made to a child below compulsory school age, parents have the right to defer their child's entry to school until later in the school year. The place is held for that child and is not available to be offered to another child. Entry may not be deferred beyond the beginning of the term after the child's fifth birthday, nor beyond the academic year for which admission is sought.

4. DEADLINE FOR APPLICATION

Applications for Reception Year entry for the academic year starting in September need to be formally registered with the school by the date stated on the admission form for consideration by the Local Authority. Please note that the Local Authority is the body that reviews these applications and that parents will need to confirm

acceptance of places to County Hall during the spring term. Chickerell Primary Academy cannot guarantee places for children when there are no places available as a result of late applications for the normal year of entry or any application that relates to a different year group.

The Governors have set a maximum class size of 30 pupils in Key Stage 1 and 30 pupils in Key Stage 2. Legislation states that no infant class may exceed 30 pupils, however the Local Authority may ask the Governors to exceed this in exceptional circumstances.

The Local Authority's Admission Scheme will determine the deadline date for receipt of application, the date when applicants will be notified of the outcome of their applications and the programme for dealing with late applications i.e. those received after the deadline for the normal admissions round. A decision on the admission of new entrants will be made during the year before the child's admission. The parents or guardians will receive written notification of the outcome as soon as possible.

5. IN YEAR ADMISSIONS

These applications will be processed by the school or the Local Authority. Please contact the school for further information. A formal application must be made in all instances with relevant information attached to the application. Should a place not be allocated the parents have a right of appeal.

6. ADMISSION OF CHILDREN OUTSIDE THEIR NORMAL AGE GROUP

This section of the policy should be read in conjunction with Dorset Council Guidance on the placement of a pupil outside his or her normal age group. Normal age group refers to the year group in which the child would normally be according to their chronological age. The guidance is available on Dorset's school admissions website.

Applications for a child to be placed outside of their normal chronological year group will only be considered under the most exceptional circumstances. The placement of a child outside his or her normal age group is not an appropriate strategy for meeting special educational needs. This is in recognition of the significant and long term impact on children who are placed outside of their normal year group.

6.1 Decision Making Process

Parents and carers wishing to request that their child be placed outside of their normal age group must do so through the Head Teacher of the pupil's actual or proposed school. Where the school is their own admissions authority the decision to place a child outside of their normal age group rests with the Head Teacher and governing body of the school that would be affected. Where Dorset Local Authority is the admissions authority for the affected school, the case will be considered by the local authority's In Year Fair Access Panel. This panel meets regularly during term time.

6.2 Admission above Normal Age

Only in exceptional circumstances, where a child is outstanding in every respect, will a child be considered for admission early or above their normal year group. It will also only be considered through the agreement of the Head Teacher, in conjunction with other professionals, where they have identified exceptional medical, physical, social or/and educational reasons for this.

6.3 Back Yearing and Delayed Transfer

There are instances when a child's overall best interests are served by delaying admission or remaining in the existing year. The social and educational implications of this must be considered. Such arrangements will be considered only if agreed or recommended by the child's Head Teacher and/or any other professional involved. Any decision will also be in line with the LA's 'Guidance on the Placement of a Pupil outside of his or her normal age group' and with the parent's agreement.

6.4 Admission/Transfer of Children Outside Normal Year Groups – PAN

Where it is agreed that children can be admitted/transferred to a year group which is not the chronological year group, the application will be considered against the relevant school's PAN (not in addition) and the school's oversubscription criteria, along with all other applications received.

6.5 Delaying entry into Reception Year Group – Summer Born Children

Where a child is summer born and parents wish to consider the delay of their child starting school in the Reception Class until after their 5th birthday will have to discuss this directly with the Head Teacher and/or the Admission Authority of the proposed school. These requests will be considered on a case by case basis and with reference to the 'Guidance on the Placement of a Pupil Outside his or her Normal Age Group'.

If a parent applies for a reception place to be taken up after the child's 4th birthday and is allocated a place in the normal transfer round and then subsequently wishes for their child to enter the school in reception after their 5th birthday – they will have to make a new application in the next application year and surrender their current place. Their application will be considered afresh and no guarantee will be given that they will get a place at the same school in the subsequent allocation as it will be subject to the relevant admissions code and the overall number of application.

7. **POLICY**

The admissions policy of Chickerell Primary Academy is, while there are adequate places, to offer a place to all applicants irrespective of gender, religion, ethnicity or country of origin, disability or academic ability.

Admissions are subject to any constraints upon the school by the relevant authority (Department of Education (DfE), Local Authority).

Priority will be accorded to those parents/guardians who have expressed a written preference on their application form, for their child/ren to attend Chickerell Primary Academy.

Where this school is named in a child's Statement of Special Educational Needs, the Governing Body recognises a duty to admit the child to the school.

8. OVERSUBSCRIPTION

The number of intended admissions in each Reception Year will be 60 to comply with government legislation.

Where all parental preferences for places can be satisfied all children seeking a place will be admitted. Where there are too few places available to satisfy all preferences, places will be accorded to the following priority area:

- (i) children who are looked after by a local authority;
- (ii) children living within the school's catchment area and who will have a brother/sister attending the school at the time of admission;
- (iii) children living within the school's catchment area;
- (iv) children living outside the catchment area who have a brother/sister attending the school at the time of admission;
- (v) children of staff members with at least two years continuous service at the school or who have been recruited to a vacancy to meet a demonstrable skills shortage as at the date of application (in year) or relevant closing date under the LA co-ordinated scheme (normal year of entry) and who still intend to be employed at the school at the time of the child's admission;
- (vi) children living outside the catchment area.

Where there are too few places to satisfy all preferences in any above category, the following priority will apply:

- (i) children who have exceptional medical reasons for attending the preferred school. Applications would need to be supported by the clinical /medical officer's report which can demonstrate the reasons why the child must attend a preferred school rather than any other.
- (ii) all other children.

If too few places are available to satisfy preferences expressed within any of the priority order categories above, places will be allocated on the basis of the child's closeness to the preferred school, (defined by straight line measurement using the Local Authority Geographic Information System (GIS) based on Easting and Northing Points for the home and school).

9. APPEALS PROCEDURE

Any parent wishing to appeal against a decision regarding the non-admission of their child should write in the first instance to the Clerk to the Governors at the school address. Details of the Appeals Procedure are available from the school office, Rashley Road, Chickerell, Weymouth, Dorset, DT3 4AT.

Agreed by Governing Body and date adopted:	July 2020
Signature of Headteacher:	JHARRIS
Next review date	July 2022

