

Western Community Primary Academy proposed admission arrangements for 2017-18

Admission number

The academy has an admission number of 60 for entry in year reception.

The academy will accordingly admit this number of pupils each year if there are sufficient applications. Where fewer applicants than the published admission number for the relevant year group are received, the Academy Trust will offer places at the academy to all those who have applied.

If there are more applications for places than places available in the year group in question, places will be allocated in line with the oversubscription criteria set out below.

Oversubscription criteria

When the academy is oversubscribed, after the admission of pupils with an Education, Health and Care Plan naming the school, priority for admission will be given to those children who meet the criteria set out below, in priority order:

ORDER OF PRIORITY:	Notes:
<p><u>Priority Group 1:</u></p> <p>Looked after children and all previously looked after children for whom the school has been expressed as a preference. Previously looked after children are children who were looked after, but ceased to be so because they were adopted¹ or became subject to a child arrangement order² or special guardianship order.</p>	<p><i>This applies to all looked-after children, including those who are in the care of another local authority or being provided with accommodation by a local authority in the exercise of their social services function at the time of making an application.</i></p> <p><i>In the case of previously looked after children, a copy of the relevant documentation will be required in support of the application.</i></p> <p>¹<i>This includes children who were adopted under the Adoption Act 1976 and Children who were adopted under the Adopted & Childrens Act 2002.</i></p> <p>²<i>Child Arrangement Orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a Child Arrangement Order.</i></p>
<p><u>Priority Group 2 :</u></p> <p>Children the authority considers to have special social or medical reasons for admission.</p>	<p><i>We will only consider applications on social or medical grounds if they are supported by a professional recommendation from a doctor, social worker, or other appropriate professional. The supporting evidence should set out the particular social or medical reason(s) why the school in question is the most suitable school and the difficulties that would be caused if the child had to attend another school.</i></p> <p><i>Panels of professionally qualified people will consider all applications made under priority group 2.</i></p>
<p><u>Priority Group 3 :</u></p> <p>Children living within the catchment area of the school.</p>	

<p>Priority Group 4:</p> <p>Children living outside the catchment area of the school.</p>	<p>See note below*</p>
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Children in higher numbered priority groups will be offered places ahead of those in lower numbered priority groups. All applications within each priority group will be considered equally (i.e. all applications, regardless of order of preference).

Tie break:

Priority Groups 1-3

If there are not enough places for all the children in priority groups 1-3 , we will give priority first to those with a sibling at the school in September 2017 (in all cases 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 where the child for whom the school place is sought is living in the same family unit at the same address as that sibling) and then to those living nearest the school.

If within a priority group there are not enough places for all those with a sibling at the school in September 2017, we will give priority to those children with a sibling living nearest the school.

Sibling definition - In all cases 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 where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.

***Priority Group 4**

If there are not enough places for all the children in priority group 4, we will give priority as follows:

- i) *To children seeking admission who are attending our nursery and who have a sibling at the school in September 2017;*
- ii) *to children seeking admission with a sibling at the school in September 2017;*
- iii) *to children seeking admission who are attending our nursery*
- iv) *and then to those children living nearest the school.*

If within any of the sub groups i-iv there are not enough places for all those children we will give priority to those children living nearest the school.

All distance measurements are based on the nearest route recognised by the County Councils electronic mapping system from a child's home address to school. The measurement is made from a fixed point within the dwelling, as identified by Ordnance Survey, to the nearest school entrance using footpaths and roads. The routes measured to determine the allocation of school places will be those recognised by the electronic mapping system used by the school admissions team.

If the distance tie-break is not sufficient to distinguish between applicants in a particular priority group a random allocation will be used. Full details of the random allocation process are set out at Annex 1.

Catchment area map

A catchment area map is available via the North Yorkshire County Council website at:

<http://maps.northyorks.gov.uk/connect/analyst/?mapcfg=Schools>

Applying for a school place

Applications must be submitted in accordance with your home local authority's co-ordinated admissions scheme. Full details of the application process can be found on the local authority's website at www.northyorks.gov.uk/schooladmissions. The closing date for applications for September 2017 entry is 15 January 2017. All applicants must complete a common application form [CAF] either online or if this is not possible by requesting paper form from the admissions team telephone number: 01609 533679

Late Applications

Any Common Application Form for a primary school place received after the closing date of 15 January 2017 will be considered as a late application unless a reason has been provided that is acceptable to us as the admission authority. Late applications whose reasons have been agreed will be considered along with applications received on time.

Deferred Applications for Infants

Admission authorities **must** provide for the admission of all children in the September following their fourth birthday.

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.

Summer born children

Children born in the summer term are not required to start school until a full year after the point at which they could first have been admitted – the point at which other children in their age range are beginning year 1. As noted above, school admission authorities are required to provide for the admission of all children in the September following their fourth birthday, but flexibilities exist for children whose parents do not feel they are ready to begin school at this point.

If you feel that your summer born child is not ready to start school in the September following his/her fourth birthday, you should still submit your application for your child's normal age group at the usual time and at the same time submit a request for admission out of the normal age group directly to the Academy Trust, a copy of this request should be sent to the local authority. You will be advised of the outcome of your request for delayed entry prior to the primary national offer date of 17 April 2017.

The DfE has issued non-statutory guidance, "Advice on the Admission of summer born children", which can be accessed via <https://www.gov.uk/government/publications/summer-born-children-admission>

The DfE guidance states that:

- 'It is reasonable for admission authorities to expect parents to provide them with information in support of their request – since without it they are unlikely to be able to make a decision on the basis of the circumstances of the case. This should demonstrate why it would be in the child's interests to be admitted to reception rather than year one.
- In some cases parents may have professional evidence that it would be appropriate for them to submit, for example, when a child receives support from a speech and language therapist. However, there should be no expectation that parents will obtain professional evidence that they do not already have. Admission authorities must still consider requests that are not accompanied by professional evidence. In such cases the supporting information might simply be the parent's statement as to why they have made their request.'

If your request is agreed, your application for the normal age group may be withdrawn before a place is offered. If your request is refused, you must decide whether to accept the offer of a place for the normal age group, or to refuse it and make an in year application for admission to year one for the September following your child's fifth birthday.

Where your request is agreed, you must make a new application as part of the main admissions round the following year.

Admission of children outside their normal age group

The School Admission Code states that '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 addition, the parents of a summer born child may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to reception rather than year 1.'

When such a request is made, the academy 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. This will include taking account of the parent's views; information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. The Academy Trust will notify parents in writing of the outcome of their request setting out the reasons for their decision. Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school but it is not in their preferred age group.

Waiting lists

If it has not been possible to offer a place for your child your child's name will be added to the waiting list. Where places become available they will be allocated from the waiting list in accordance with the published oversubscription criteria.

The academy will operate a waiting list for each year group. Where in any year group the academy receives more applications for places than there are places available, a waiting list will operate until 31 December 2017. This will be maintained by the local authority on behalf of the Academy Trust

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.

A child's position on the waiting list will be determined solely 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.

Appeals

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code.

Appellants should contact the admissions team on 01609 533679 **by 16 May 2017** for information on how to appeal. Information on the timetable for the appeals process is on our website at <http://www.northyorks.gov.uk/article/26322/Admissions---important-dates>

Annex 1

Random Allocation Process

Random allocations are necessary where:

1. There is more than one applicant ranked equally according to the published admission rules and there are insufficient places available to allocate all of the equally ranked applicants
2. This occurs where applicants are equidistant from a school because the usual method of measuring distance to the school results in two unrelated applicants having the same distance measurement.

Each random allocation event only holds for the allocation of the currently available school place. On any waiting list the remaining applicants remain equally ranked and any further place is offered as the result of a further random exercise.

In making a random allocation it is important that there is scrutiny from a person who is not involved in the allocation process.

DEFINITION OF ROLES

Independent Scrutineer (IS) – this is a person who ensures the process is carried out in a correct and transparent way. The IS must be independent of the school for which the allocation is to be made and also must be independent of the Council's Admissions and Transport team.

Admissions Officer (AO) – this is an officer from the Council's Admissions and Transport team who is responsible for carrying out the administration of the random allocation procedure and recording the results, under the scrutiny of the IS.

Person who makes the draw (P) – this must be a person independent of the school for which the allocation is to be made and must be a person who is not part of the Council's Admissions and Transport team.

PROCESS TO BE FOLLOWED – N.B. This entire process is to be carried out in sight of, and under the scrutiny of the IS.

1. The AO allocates each pupil to be included in the draw a number and records it on the 'Random Allocation Cross Reference Sheet'. This is placed in a sealed envelope.
2. The AO prepares as many equal sized pieces of white paper as are necessary, which are numbered consecutively.
3. The AO folds each numbered sheet and seals them in identical envelopes, i.e. envelopes with no visibly identifiable differences.
4. The AO shuffles the envelopes and hands them to P who shuffles the envelopes again, picks one envelope and opens it.
5. The AO records the first number drawn on the 'Random Allocation Record sheet'.
6. If more than one place can be offered they continue to draw envelopes and record numbers until all of the available places are allocated.
7. The AO then opens the previously sealed envelope containing the 'Random Allocation cross reference sheet' and records the numbers drawn on the 'Random Allocation cross reference sheet', marking clearly which child(ren) has(have) been allocated a place and which have not.
8. Once the process has been completed, the AO, IS and P should sign and date both the 'Random Allocation Record sheet' and the 'Random Allocation cross reference sheet' in order to certify that the procedure has been carried out correctly.