

Berewood Primary School

Admission Policy for 2019/20

This policy will apply to all admissions from 1 September 2019, including in-year admissions. The school will participate in the co-ordinated admission arrangements operated by the Hampshire County Council and the local Fair Access Protocol which will be applied alongside the policy to secure the admission of vulnerable pupils from specific groups. It will be used during 2018/19 for allocating places for September 2019 as part of the main admission round for Year R.

The University of Chichester Academy Trust is the admission authority for all of its schools. The admission arrangements are determined by the Trust, after statutory consultations.

The guiding principles of the Admissions Policy are that the school serves its local community; that siblings as far as possible can attend school together; and that children can benefit from continuity between schools serving the same community. The policy aims to be clear, fair and objective and complies with all relevant legislation.

Published Admission Number (PAN)

Berewood Primary School opened with a published admissions number (PAN) of 30 in 2014/15. The school has been built to accommodate 60 pupils in each year group, and the PAN is gradually being increased to reflect the growth of the new housing development and the needs of the families moving into it. The PAN for the reception class for 2019/20 is 45.

Admissions Process

Hampshire County Council will consider first all those applications received by the published deadline of midnight on Tuesday 15th January 2019. Notifications to parents offering a Year R school place for Berewood Primary School will be sent by the County Council on 16th April 2019.

Applications for Year R made after midnight 15th January 2019 will be considered after all on-time applications have been fully processed unless exceptional circumstances merit consideration alongside on-time applications.

For the normal admission round, all on time preferences will be considered simultaneously and ranked in accordance with the admission criteria. If more than one school can offer a place, the parent's highest stated available preference will be allocated.

Oversubscription criteria

If the school is oversubscribed, places will be offered up to the published admission number (PAN) in the following priority order. Places for applications received after the deadline will be allocated using the same criteria:

1. Looked after children or children who were previously looked after (*see (i) in Definitions*).
2. (*For applicants in the normal admission round only*) Children or parents with an exceptional medical or social need. Evidence must be provided, from a medical specialist or social worker, of the child or parent's need and why those needs make it essential that the child attends Berewood Primary School rather than any other. If evidence is not submitted by the application deadline, the application cannot be considered for priority under this criterion.
3. Children of staff (*see note ii*) who have, (1) been employed at the school for two or more years at the time at which the application for admission to the school is made, or (2) have been recruited to fill a vacant position for which there is a demonstrable skill shortage.

4. Children living in the catchment area of Berewood Primary School (see *iii*) who at the time of application have a sibling (see *iv* in *Definitions*) on the roll of the Berewood Primary School who will still be on roll at the time of the sibling's admission.
5. Other children living in the catchment area of Berewood Primary School.
6. Children living out of the catchment area of the school who at the time of the application have a sibling (see *iv*) on the roll of Berewood Primary School who will still be on roll at the time of the sibling's admission.
7. Other children.

Definitions / Notes

- (i) Looked after children are defined as those who are (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). Previously looked children are those who were previously looked after but immediately after being looked after became subject to an adoption order, child arrangements order, or special guardianship order. An adoption order is an order under section 46 of the Adoption and Children Act 2002 or section 12 of the Adoption Act 1976. Child arrangements orders are defined in section 8 of the Children Act 1989, as amended by section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).
- (ii) 'Staff' includes all those on the payroll of the school. 'Children of staff' refers to situations where the staff member is the natural parent, the legal guardian or a resident step parent.
- (iii) A map of the school's catchment area can be viewed on the school's details page on the Hampshire County Council website www.hants.gov.uk/educationandlearning/findaschool
- (iv) "Sibling refers to brother or sister, half brother or half sister, adoptive brother or adoptive sister, foster brother or sister, step brother or step sister living as one family unit at the same address. It will also be applied to situations where a full, half or adopted brother or sister are living at separate addresses. Categories 4 and 6 include children who at the time of application have a sibling for whom the offer of a place at the preferred school has been accepted, even if the sibling is not yet attending.

Tie-breaker

If the school is oversubscribed from within any of the above categories, straight line distance will be used to prioritise applications; applicants living nearer the school have priority. Distances will be measured from the Ordnance Survey home address point to the school address point using Hampshire County Council's Geographic Information Systems (GIS). Distances to multiple dwellings will give priority to the ground floor over the first floor and so on. On individual floors, distances will be measured to the stairs leading to the communal entrance. Where two or more applicants are equidistant, random allocation will be used to allocate the place. An explanation of the random allocation procedure is available on the County website.

Permanent Residence

The child's permanent residence is where they live, normally including weekends and during school holidays as well as during the week, and should be used for the application. The permanent address of children who spend part of their week with one parent and part with the other, at different addresses, will be the address at which they spend most of their time.

Pupils with an Education and Health Care Plan (EHCP)

The governing body will admit any pupil whose final Education, Health and Care Plan (EHCP) names the school. Where possible such children will be admitted within the PAN.

Multiple births

Where a twin or child from a multiple birth is admitted to a school under this policy then any further twin or child of the same multiple birth will be admitted, if the parents so wish, even though this may raise the number in the year group above the school's PAN.

Fair Access placements by the local authority

Outside the normal admission round, it may sometimes be necessary for a pupil to be placed by the local authority, or a local placement panel acting on behalf of the authority, in a particular school even if there is a waiting list for admission. Such placements will be made in accordance with Hampshire County Council's Fair Access Protocol. The Protocol is based on legislation and government guidance.

Waiting lists

When all available places have been allocated, waiting lists will be operated by schools on behalf of the University of Chichester Academy Trust. Any places that become available will be allocated according to the criteria of the admission policy with no account being taken of the length of time on the waiting list or any priority order expressed as part of the main admission round. Fair Access admissions and school closure arrangements will take priority over the waiting list.

The waiting list will be reviewed and revised –

- each time a child is added to, or removed from, the waiting list;
- when a child's changed circumstances affect their priority;

At the time of receiving an application decision from the County Council or a school, parents will be advised of the process for adding their child's name to a school's waiting list. Parents may keep their child's name on the waiting list of as many schools as they wish.

The waiting list will be maintained until 31 August 2019, at which point all names will be removed. Should parents wish their child to be considered for a place at the school in the following school year, they should complete and submit a fresh in-year application in the August preceding the new school year. Schools will send a decision letter within the first 10 days of the new term.

Starting school

Pupils born between 1 September 2014 and 31 August 2015 (inclusive) are entitled to full-time schooling from September 2019. Parents can, if they wish, request that their child's admission is deferred until later in the school year (usually at the start of a school term and before the end of the academic year), but not beyond the point they reach compulsory school age, at the beginning of the term following their fifth birthday. Parents can request that their child attends part-time until the child reaches compulsory school age. Parents must discuss their child's starting arrangements with the school once an offer has been secured.

Children with birthdays between:

- 1 September and 31 December 2014 (inclusive) reach compulsory school age on 31 December 2019, at the start of the Spring term 2020.
- 1 January and 31 March 2015 (inclusive) reach compulsory school age on 31 March 2020, at the start of the Summer term 2020;
- 1 April and 31 August 2015 (inclusive) reach compulsory school age on 31 August 2019, at the start of the new school year in September 2020.

Parents of children with birthdays between 1 April and 31 August (inclusive), who are particularly concerned about their child's readiness for school can request to delay their child's entry to Year R for an entire year

until September 2020. This is called decelerated admission. In making such a request, parents would be expected to state clearly why they felt decelerated admission to Year R was in their child's best interests. It is recommended that parents considering such a request contact the local authority in the autumn term 2018 to ensure that an informed decision is made. Guidance on decelerated admission for summer born children, including how to make a request, is available on the County website at www.hants.gov.uk/ad-summerborn or by calling the Hampshire Admissions Team on 0300 555 1377.

Admission of children outside their normal age group

Parents may request that their child is admitted outside their normal age group. To do so, parents should include a request with their application, specifying why admission outside the normal age group is being requested and which year group they wish their child to be admitted. Decisions will be made based on the circumstances of the case and in the best interests of the child.

School Closures

In the event of a school closure, pupils from the closing school may be given priority for any school nominated as the receiving school. Specific arrangements will be determined by the Local Authority in accordance with the School Admissions Code and will be published at the time for the specific schools affected.

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 in the normal admissions round should contact Hampshire County Council by 22nd May 2019. In year applicants will be heard within 30 school days of the appeal being lodged. Information on how to appeal and the timetable for the appeals process is on the Trust website at www.unicat.org.uk

Legislation

This policy takes account of all Equalities legislation, together with all relevant regulations and the School Admissions Code (DfE 2014).