Admissions Report 2018/19

Summary

All schools must have admission arrangements that clearly set out how children will be admitted, including the criteria that will be applied if there are more applications than places at the school. Admission arrangements are determined by admission authorities in this case The Academy Trust.

The Trust must set (determine) admission arrangements annually. As part of determining their admission arrangements all admissions authorities must set an admission number for each ‘relevant age group’. Where changes are proposed to admission arrangements, the admission authority must first publicly consult on those arrangements. The consultation period for schools for any changes to the Published Admission Number (PAN) runs from the 1st October to the 31st January 2017. The consultation period allows parents, other schools, religious authorities and the local community to raise any concerns about the proposed admission arrangements.

In the normal admission round parents apply to the local authority in which they live for places at their preferred school. Parents are able to express a preference for at least 3 schools.

All preferences are collated and parents then receive an offer from the local authority at the highest preference at which is available. The national offer date for secondary school places is the 1st March and for primary school places is the 16th April.

Parents, and in some circumstances children, have the right to appeal against an admission authority’s decision to refuse admission. The admission authority (Trust) must set out the reason for the decision, that there is a right to appeal and the process for hearing such appeals.

School Admissions

**Published Admission Number (PAN)**

All schools must publish their admission number for each relevant age group. If the admission number is staying the same or increasing the Trust is not required to consult on their PAN. However they must inform the local council if they wish to increase and make these details available on the school website. If the school is looking to lower their admission number or it is a new school the school is required to go through a consultation period. The consultation period runs between 1st October and the 31st January and must last for 6 weeks. The Trust must contact all relevant parties during this time and add details of the consultation to their website.

**Consultation**

Details of who to consult with:

1. Home Local Authority
2. Neighbouring LA within 2 miles
3. All maintained primary schools within 2 miles
4. All primary schools beyond 2 miles linked to the same secondary school
5. Any other H primary school likely to be affected by the consulting school’s admission arrangements, as agreed by the LA and the 2 schools concerned.

Details also as requested added to the Trust website/school website under admissions.

The consultation period ends on the 31st January 2017.

**School admission arrangements**

All schools must determine their admission arrangements by the **28th February 2017**. This includes setting up an admissions policy showing the published admission number, oversubscription criteria and addition information. Additional information would include waiting list and appeals information.

The deadline for providing this information on the schools websites vary. Please see table below:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| *Councils* | *Schools* |  | *Actions* |  |  | *Contact information* |
|  |  | *Consultation Period* | *Final admission arrangements much be determined* | *Copy of admission arrangements to be sent to council and added to school website* | *Appeals timetable for 2017/18 published on school and Trust website. This includes appeals policy.*  *(Appeals policy and primary school appeals timetable shown Appendix 4 and 3)* |  |
| *Hampshire County Council* | *-Berewood*  *-Frogmore*  *-David Kirk Academy*  *-Mill Chase Academy* | *1st October to 31st January* | *28th February* | *By 15th March with cover letter (preferable 1st week of March)* | *28th February* | *Louise Crolla*  [*Louise.crolla@hants.gov.uk*](mailto:Louise.crolla@hants.gov.uk)  *01962 826 902* |
| *West Sussex County Council* | *-Fernhurst*  *-Kingsham* | *1st October to 31st January* | *28th February* | *By 15th March (preferable 1st week of March)* | *28th February* | *Richard Martin*  [*Richard.martin@westsussex.gov.uk*](mailto:Richard.martin@westsussex.gov.uk)  *Or* [*admission.soth@westsussex.gov.uk*](mailto:admission.soth@westsussex.gov.uk) |
| *Portsmouth City Council* | *-Flying Bull*  *- Court Lane Junior*  *-Court Lane Infant*  *-Arundel Court?* | *1st October to 31st January* | *28th February* | *28th February* | *28th February* | *Sue Barratt*  [*Sue.barratt@portsmouthcc.gov.uk*](mailto:Sue.barratt@portsmouthcc.gov.uk)  *02392688008*  [*admissions@portsmouthcc.gov.uk*](mailto:admissions@portsmouthcc.gov.uk) |

Key dates

**The Admissions Policy**

The request for information on the admission policy varies. All councils ask schools to include their PAN and oversubscription details with some additional information.

The admissions policy for Hampshire County Council has been discussed with Hampshire (Roz Capey, Principle Admissions Officer) and is the most detailed policy. I would therefore recommend that we use the Hampshire policy as a template/guide for other schools in different local authorities. If using this policy throughout the schools I believe we need to go through the consultation period as there will be some minor changes from the previous year. The consultation period runs from the 1st October to the 31st January and should last for 6 weeks. I would propose we confirm with the school that they are happy with the changes and consult in November.

*Admissions Policy (Hampshire - Primary)*

* ***Summary***

*This policy will apply to all admissions from 1 September 2018, including in-year admissions. The school will participate in the co-ordinated admission arrangements operated by the XXX 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 2017/18 for allocating places for September 2018 as part of the main admission round.*

*The guiding principles of the Admissions Policy are to be clear, fair and objective and compliant with all relevant legislation; that the school will work with XXXXX County Council to ensure places are offered in accordance with the published arrangements; that the school will serve 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.*

***Admission Criteria***

*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 published admission number (PAN) for XXXXXXXXXXXXXXXX is 30.*

*XXX County Council will consider first all those applications received by the published deadline of midnight on Sunday 15 January 2018. Notifications to parents offering a Year R school place for XXX will be sent by the County Council on 18th April 2018.*

*Applications for Year R made after midnight 15 January 2018 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.*

*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 families who have a serious medical, physical or psychological condition which makes it essential that the child attends XXXXX rather than any other. (Appropriate medical or psychological evidence must be provided in support.)*

*3. Children living in the catchment area of XXXX (see (ii) in Definitions) who at the time of application have a sibling (see (iii) in Definitions) on the role of the XXXXXX who will still be on roll at the time of the sibling’s admission. (See 6 for additional children who may be considered under this criterion.)*

*4. Other children living in the catchment area of XXXXXXXXXX*

*5. Children living out of the catchment area of the school who at the time of the application have a sibling (see (iii) in Definitions) on the role of XXXX who will still be on roll at the time of the sibling’s admission. [Where a sibling was allocated a place at the school in the normal admission round in a previous year because the child was displaced (see (iv) in Definitions) from the catchment school for their address, the application will be considered under 3, above, subject to the siblings still living in the catchment area. In future normal admissions rounds a younger sibling will be considered to have been displaced where they were allocated a place at the school under this criterion as a consequence of their elder sibling’s displacement and they remain living in the catchment area].*

*6. Other children.*

***Definitions***

*(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) 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.*

*(iii) ‘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 3 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.*

*(iv) ‘Displaced’ refers to a child who was refused a place at the catchment school in the normal admissions round having named it in the application and was not offered a higher named preference* school.

* ***Additional information: Waiting List, starting school, admission of children outside normal age group, appeals, legislation.***

***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 reception 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.*

***Additional Information***

1. ***Pupils with a statement of special educational needs***

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

1. ***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.*

1. ***In-Year Fair Access placements by the local authority***

*The local authority must ensure that all pupils are placed in schools as quickly as possible. It may therefore 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 the provisions of the local authority’s In-Year Fair Access Protocol. The Protocol is based on legislation and government guidance.*

1. ***School Closures***

*In the event of a school closure, pupils from the closing school may be given priority for admission to 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.*

1. ***Waiting lists***

*When all available places have been allocated, waiting lists will be operated by schools on behalf of the local authority. 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.*

1. ***Starting school***

*Pupils born between 1 September 2013 and 31 August 2014 (inclusive) are entitled to full-time schooling from September 2018.  Parents can 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.*

*Children with birthdays between:*

* *1 September and 31 December 2013 (inclusive) reach compulsory school age on 31 December 2018, at the start of the Spring term.*
* *1 January and 31 March 2014 (inclusive) reach compulsory school age on 31 March 2019, at the start of the Summer term;*
* *1 April and 31 August 2014 (inclusive) reach compulsory school age on 31 August 2019, at the start of the new school year.*

*Parents of children with birthdays between 1 April and 31 August 2014 (inclusive), whose child has not started in a Year R class during the 2018-19 school year, may wish to request admission to Year R in September 2019 rather than admission to Year 1. In these circumstances, all relevant factors will be considered in assessing the request; parents would be expected to state clearly why they felt 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 2017 to ensure that an informed decision is made. [Parents should refer to the County Council webpage:*

1. ***Admission of children outside their normal age group***

*Parents can seek places outside their normal age group. Decisions will be made on the basis of the circumstances of each case; parents may be offered a place in another year group at the school.*

1. ***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 the University of Chichester Academy Trust by 22 May 2018[[1]](#footnote-1) In-year applicants can contact the University of Chichester Academy Trust  at any time having received a refusal letter from the school. Information on how to appeal and the timetable for the appeals process is on the Trust website at www.unicat.org.uk*

1. ***Legislation***

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

*Information varies between Councils.*

* ***Local Councils website address and contact details.***

*Eg: For information on Hampshire County Councils Admissions please see* [*www.hants.gov.uk*](http://www.hants.gov.uk)*. Contact details:* [*admissions.team@hants.gov.uk*](mailto:admissions.team@hants.gov.uk)

*Tel: 03005551377*

All councils request a copy of the schools admissions arrangements (policy). The deadline for this varies, Portsmouth City Council request details by the 28th February with West Sussex and Hampshire requesting a copy by the 15th March with a preference to have this slightly earlier (1st week of March). An admissions overview document produced for each school outlining their local council’s request, timeline and contact details is included at the end of this report (Appendix 2).

All schools having sent the policy to their local councils must also add the details to their websites. I would suggest the following timeline:

|  |  |
| --- | --- |
| ***November 2016*** | *Admissions policies updated and confirmed with schools* |
| ***November to December 2016*** | *Consultation of policies – added to schools website and Trust websites* |
| ***20th February 2017*** | *All schools asked to send their admissions arrangements to the Trust Office by Monday 20th February prior to arrangements sent to council.* |
| ***28th February 2017*** | *Deadline for admission arrangements to be determined* |
| *All schools need to upload their appeals timetable and appeals policy on to their websites*  *Trust office to upload onto website* |
| *Portsmouth to send admissions policy to Portsmouth city council. Copying* [*unicat@chi.ac.uk*](mailto:unicat@chi.ac.uk) *into e-mail*  *Admissions policy to be added to school website* |
| ***By 9th March 2017*** | *All other schools to send their admissions policy to councils copying* [*unicat@chi.ac.uk*](mailto:unicat@chi.ac.uk)  *Admissions policy to be added to school websites* |
| ***15th March 2017*** | *Deadline for all admission arrangements to be sent to councils (West Sussex County Council, Hampshire County Council)* |
| ***1st March 2018*** | ***National Offer Day for Secondary Schools*** |
| ***16th April 2018*** | ***National Offer Day for Primary School Places*** |

On the timeline I have added schools must send the Trust their proposal for the admissions arrangement prior to sending the details to the council. This is there if the Trust feel they would like an overview of all the school admissions policies prior to them being sent to the councils.

**Appeals**

The Admission Appeals timetable (Appendix 3) and Appeals policy (Appendix 4) for 2017 must be published on school websites and the Trust website by 28th February 2017. Please see draft of updated appeals timetable below (in italic). Details of which will be sent to all schools at the beginning of February 2017.

***Admissions Appeals Timetable for Year R (Starting school in reception) and Year 3 (infant to junior school transfer) in September 2017***

|  |  |
| --- | --- |
| *Notification Dates for On-time applicants* | *Monday 17th April 2017* |
| *Notification date for late applicants (Whose applications received on or after 24th March 2017)* | *Monday 15th May 2017* |
| *Deadline date for parents wishing to lodge an appeal (returning completed appeal papers to the Independent Appeals Service)* | *Monday 22nd May 2017* |
| *Appeal hearings to be held* | *15thJune – 20th July inclusive (between May and July)* |
| *Decision letters to be sent* | *Within 5 school days of hearing.* |

*Please note:*

1. *Appeals lodged after 22nd May 2016 will be heard during the above dates if possible or within 30 school days of the appeal being lodged. Appeals lodged on or after 12th June may not be heard until the autumn term but no more than 30 school days after the appeal was lodged.*
2. *Appellants will receive at least 10 school days’ notice of the exact date and location of their appeal hearing.*
3. *Following the lodging of an appeal, additional papers may be submitted to the Appeals service until 10 working days before the hearing. Evidence admitted after this date will be considered by the panel but this may lead to an adjournment and significant delays.*

**Website requirements**

All schools must do one of the following:

* Publish your school’s admission arrangements, explaining how you will consider applications for every age group, including:
* Arrangements you have in place for selecting the pupils who apply
* Your oversubscription criteria (how you offer places if there are more applications than places).
* An explanation of the process parents need to follow if they want to apply for their child to attend your school.
* Publish details of how parents can find out your school’s admission arrangement through your local authority.

Example of website check list below, details can also be found: [S:\Private\Academies\Admissions\Websites admissions\Websites admissions table.docx](file:///S:\Private\Academies\Admissions\Websites%20admissions\Websites%20admissions%20table.docx)

*Name of School Date*

|  |  |
| --- | --- |
| ***Websites*** | *Schools must do one of the following:*   * *Publish your school’s admission arrangements, explaining how you will consider applications for every age group, including:* * *Arrangements you have in place for selecting the pupils who apply* * *Your oversubscription criteria (how you offer places if there are more applications than places)* * *An explanation of the process parents need to follow if they want to apply for their child to attend your school* * *Publish details of how parents can find out your school’s admission arrangement through your local authority.* |

|  |  |  |
| --- | --- | --- |
|  | *Yes/no* | *comment* |
| * *publish your school’s admission arrangements, explaining how you will consider applications for every age group, including:* |  |  |
| * *Arrangements you have in place for selecting the pupils who apply* |  |  |
| * *Your oversubscription criteria (how you offer places if there are more applications than places)* |  |  |
| * *An explanation of the process parents need to follow if they want to apply for their child to attend your school* |  |  |
| * *Publish details of how parents can find out your school’s admission arrangement through your local authority.* |  |  |

Trust Website:

I would suggest we add all the Admissions policy consultations and a list of the policies for all schools on the Trust website as seen on other Academy Trust websites (<http://www.stepacademytrust.org>).

Conclusion

All schools **must** determine their admissions arrangements by the 28th February 2017. This includes determining their PAN number and oversubscription criteria.

All schools **must** inform their respective councils by deadline dates of their admission arrangements and show details of these on their school websites.

The schools appeals timeline and policy for 2017 **must** be on the schools and Trust website by 28th February 2017. Details of policy and timeline once confirmed will be sent to schools.

Recommendations

I would propose that the Trust central team look at standardising the Admissions policies in all Trust schools sending an e-mail proposal to confirm schools are happy with this arrangement in November. At this time I would also include on the e-mail key dates and information on the admissions process for 2018/19. The policy template from Hampshire was discussed with headteachers at the Advisory group in 2016. If agreed I would recommend we consult on the policy November to December (6 weeks).

Appendix

1. Admissions Policy/templates:

Primary schools

Secondary schools

1. Admissions Appeals timetable for Year R
2. Appeals Policy

Appendix 1

Admissions Policy/templates

[Primary schools](HCC/Admissions%20Policy%202017-18%20Hampshire.doc)

**Trust logo School logo**

**Name of School – County Council (primary)**

**Admission Policy for 2018/19**

This policy will apply to all admissions from 1 September 2018, 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 2017/18 for allocating places for September 2018 as part of the main admission round.

The guiding principles of the Admissions Policy are to be clear, fair and objective and compliant with all relevant legislation; that the school will work with XXXXX County Council to ensure places are offered in accordance with the published arrangements; that the school will serve 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.

**Admission Criteria**

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 published admission number (PAN) for XXXXXXXXXXXXXXXX is 30.

County Council will consider first all those applications received by the published deadline of midnight on Sunday 15 January 2018. Notifications to parents offering a Year R school place for XXX will be sent by the County Council on 18th April 2018.

Applications for Year R made after midnight 15 January 2018 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.

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 families who have a serious medical, physical or psychological condition which makes it essential that the child attends XXXXX rather than any other. (Appropriate medical or psychological evidence must be provided in support.)

3. Children living in the catchment area of XXXX *(see (ii) in Definitions)* who at the time of application have a sibling *(see (iii) in Definitions)* on the role of the XXXXXX who will still be on roll at the time of the sibling’s admission. (See 6 for additional children who may be considered under this criterion.)

4. Other children living in the catchment area of XXXXXXXXXX

5. Children living out of the catchment area of the school who at the time of the application have a sibling *(see (iii) in Definitions)* on the role of XXXX who will still be on roll at the time of the sibling’s admission. [Where a sibling was allocated a place at the school in the normal admission round in a previous year because the child was displaced *(see (iv) in Definitions)* from the catchment school for their address, the application will be considered under 3, above, subject to the siblings still living in the catchment area. In future normal admissions rounds a younger sibling will be considered to have been displaced where they were allocated a place at the school under this criterion as a consequence of their elder sibling’s displacement and they remain living in the catchment area].

6. Other children.

**Definitions**

(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) 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.

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**Additional Information**

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

1. **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.

1. **In-Year Fair Access placements by the local authority**

The local authority must ensure that all pupils are placed in schools as quickly as possible. It may therefore 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 the provisions of the local authority’s In-Year Fair Access Protocol. The Protocol is based on legislation and government guidance.

1. **School Closures**

In the event of a school closure, pupils from the closing school may be given priority for admission to 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.

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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.

1. **Starting school**

Pupils born between 1 September 2013 and 31 August 2014 (inclusive) are entitled to full-time schooling from September 2018.  Parents can 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.

Children with birthdays between:

* 1 September and 31 December 2013 (inclusive) reach compulsory school age on 31 December 2018, at the start of the Spring term.
* 1 January and 31 March 2014 (inclusive) reach compulsory school age on 31 March 2019, at the start of the Summer term;
* 1 April and 31 August 2014 (inclusive) reach compulsory school age on 31 August 2019, at the start of the new school year.

Parents of children with birthdays between 1 April and 31 August 2014 (inclusive), whose child has not started in a Year R class during the 2018-19 school year, may wish to request admission to Year R in September 2019 rather than admission to Year 1. In these circumstances, all relevant factors will be considered in assessing the request; parents would be expected to state clearly why they felt 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 2017 to ensure that an informed decision is made. [Parents should refer to the County Council webpage:

1. **Admission of children outside their normal age group**

Parents can seek places outside their normal age group. Decisions will be made on the basis of the circumstances of each case; parents may be offered a place in another year group at the school.

1. **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 the University of Chichester Academy Trust by 22 May 2018[[2]](#footnote-2) In-year applicants can contact the University of Chichester Academy Trust  at any time having received a refusal letter from the school. Information on how to appeal and the timetable for the appeals process is on the Trust website at www.unicat.org.uk

1. **Legislation**

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

For information on County Councils Admissions please see [www.](http://www.hants.gov.uk) . Contact details:

Appendix 2

[Admissions Appeals Timetable for year R](Appeals%20timetable/Admissions%20Appeals%20Timetable%20for%20Year%20R%20and%20Year%203%20in%20September%202016%20(2).docx)

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**Admissions Appeals Timetable for Year R (Starting school in reception) and Year 3 (infant to junior school transfer) in September 2017**

|  |  |
| --- | --- |
| Notification Dates for On-time applicants | Monday 17th April 2017 |
| Notification date for late applicants (Whose applications received on or after 24th March 2017) | Monday 15th May 2017 |
| Deadline date for parents wishing to lodge an appeal (returning completed appeal papers to the Independent Appeals Service) | Monday 22nd May 2017 |
| Appeal hearings to be held | 15thJune – 20th July inclusive *(between May and July)* |
| Decision letters to be sent | Within 5 school days of hearing. |

Please note:

1. Appeals lodged after 22nd May 2017 will be heard during the above dates if possible or within 30 school days of the appeal being lodged. Appeals lodged on or after 12th June may not be heard until the Autumn term but no more than 30 school days after the appeal was lodged.
2. Appellants will receive at least 10 school days’ notice of the exact date and location of their appeal hearing.
3. Following the lodging of an appeal, additional papers may be submitted to the Appeals service until 10 working days before the hearing. Evidence admitted after this date will be considered by the panel but this may lead to an adjournment and significant delays.

Appendix 3

[Appeals Policy](Appeals%20timetable/Admission%20Appeals.docx)

Admission Appeals

If your child has been refused admission to a Trust school, you have the right to appeal to an independent appeal panel.

If you wish to appeal against a decision not to admit your child into a Trust school, please email cat@chi.ac.uk to request an appeals pack.

The University of Chichester Academy Trust have an agreement in place with the Hampshire County Council Independent Appeals Service to manage any appeals received by the Trust, this independent service will be applicable to appeals for all of the Trust schools.

**There are two types of appeal:**

Infant class size appeals-this is where your child has been refused admission to your preferred school on the grounds that the admission of an additional child would breach the infant class size limit.

Standard appeals- this is where your child has been refused admission because the admission of an additional child would prejudice the provision of efficient education or the efficient use of resources.

Further guidance can be found on the following http://www3.hants.gov.uk/education/admissions/ad-guidance/ad-information/ed-ad-appeals.htm

**What will I be required to do?**

If you choose to appeal you will need to make a written statement and most parents also attend the hearing to present their case in person. The guidance notes above will explain the structure of the hearing. You will receive written notice of the date and venue of the hearing at least 10 school days in advance.

**Have I got a strong appeal case?**

We cannot advise parents how strong their case is or where their appeal will be successful. Appeals are based on individual circumstances and the decision for each case is reached by the Independent appeal panel.

**When will my appeal be heard?**

Full details are provided in the Appeals timetable.

**When will I receive the panel’s decision?**

The Clerk to the appeal will usually write to you with Appeal Panel’s decision within 5 working days of the hearing, although this may be possible where there are multiple appellants for one school.

The decision of the independent appeal panel is binding upon the University of Chichester Academy Trust and can only be overturned by the Courts.

If your appeal is successful, then you should contact the school to make the necessary arrangements for your child’s start date.

If your appeal is unsuccessful your local authority admissions team will be able to tell you where school places are available. You can contact them directly to discuss your options and make enquiries about places at other schools.

**Waiting Lists**

Waiting lists are separate to appeals. Please contact your local Authority for information on waiting lists

1. Parents must be given at least 20 school days from the date of notification that their application was unsuccessful to lodge an appeal [↑](#footnote-ref-1)
2. Parents must be given at least 20 school days from the date of notification that their application was unsuccessful to lodge an appeal [↑](#footnote-ref-2)