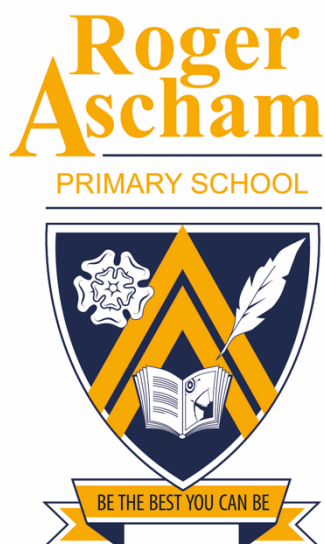


Admissions Policy

Roger Ascham Primary School



Approved by:	Local Governing Body	Date: 2 nd February 2022
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1. Aims

This policy aims to:

- › Explain how to apply for a place at the school
- › Set out the school's arrangements for allocating places to the pupils who apply
- › Explain how to appeal against a decision not to offer your child a place

2. Legislation and statutory requirements

This policy is based on the following advice from the Department for Education (DfE):

- › [School Admissions Code 2021](#)
- › [School Admission Appeals Code](#)

The school is required to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#).

As an academy, the school is required by its funding agreement to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#).

This policy complies with our funding agreement and articles of association.

3. Definitions

The **normal admissions round** is the period during which parents can apply for state-funded school places at the school's normal point of entry, using the common application form provided by their home local authority.

Looked after children are children who, at the time of making an application to a school, are:

- › In the care of a local authority, or
- › Being provided with accommodation by a local authority in exercise of its social services functions

Previously looked after children are children who were looked after, but ceased to be so because they:

- › Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
- › Became subject to a child arrangements order, or
- › Became subject to a special guardianship order

This includes children who appear to have been in state care outside of England and have ceased to be in state care due to being adopted.

A child reaches **compulsory school age** on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

4. How to apply

For applications in the normal admissions round you should use the application form provided by your home local authority (regardless of which local authority the schools are in). You can use this form to express your preference for a minimum of 3 state-funded schools, in rank order.

You will receive an offer for a school place directly from your local authority.

Please note, pupils already attending our nursery will not transfer automatically into the main school. A separate application must be made for a place in reception.

5. Requests for admission outside the normal age group

Parents are entitled to request a place for their child outside of their normal age group.

The purpose of this section is to provide guidance for headteachers and governing bodies in making the right decision, in the best interests of the child concerned, if asked by parents to consider deferred admission into Reception class. RAY Academy Trust (our school's admission authority) recognises that parents have the right to delay entry to school, for any child born between April 1st and August 31st, until the September after the child's 5th birthday. However, in such cases, it is for the Trust, as the admission authority, to determine whether or not the child should be educated within their normal age group (starting in Year 1) or outside their normal age group (starting in Reception). The Trust delegate the decision to the school's Local Governing Body [LGB] who, when required, will form a decision-making panel.

The Trust will aim to follow the Department for Education's [DfE] guidance 'Admission of Summer Born Children: Advice for Local Authorities and School Admission Authorities (Updated 27 May 2021)' [the Guidance] that states '*in general, children should be educated in their normal age group, with the curriculum differentiated as appropriate, and that they should only be educated outside their normal age group in very limited circumstances.*' It is for the Trust to determine when and where those limited circumstances should apply. In doing so the Trust will always endeavour to act:

- a) in the best interest of the child concerned
- b) considering the request of the child's parents and
- c) considering the view of the headteacher.

The LGB panel will convene if there is disagreement between the parents' request and the headteacher's view. If the parents and the headteacher agree that deferred admission outside of the normal age group would be in the best interest of the child, then the decision is delegated to the headteacher without any need for the panel to consider the request.

In making their decision the panel will refer to the DfE's Guidance (particularly sections 6 – 8) and consider 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.

The headteacher and/or panel are very likely to approve parents' request if the child is born prematurely (37 weeks or earlier) where the full-term date would have fallen after 31st August;

The headteacher and/or panel are very likely to approve parents' request if there is clear medical evidence that describes a significant delay in the child's development;

In all other circumstances the panel will need to consider each individual case on its merits with what is best for the child being of primary concern. The panel will consider the child's current circumstances and also any implications for the child's education and welfare in the longer term – up to Year 6 and beyond.

In all cases, before making a recommendation, the headteacher will ask to meet with the parents and preferably the child.

Evidence to be considered is referred to in section 8 of the Guidance:

'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. A lack of professional evidence, or limited evidence, does not mean that requests should be refused outright.'

Guided by the contents of this policy and having considered the parents' request, any evidence they may have provided and the view of the headteacher, the panel will decide whether or not the child will be educated outside of their normal age group. The headteacher or the chair of the panel will notify the child's parents of the decision in writing within 14 days.

Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round. They will be considered on the basis of the admission arrangements laid out in this policy, including the oversubscription criteria listed in section 6. Applications will not be treated as a lower priority if parents have made a request for a child to be admitted outside the normal age group.

Parents will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents do not have a right to appeal if they are offered a place at the school but it is not in their preferred age group. Parents will be notified that although there is no right of appeal, they may wish to follow the Trust's complaint procedure if they feel they have been treated unfairly.

6. Allocation of places

6.1 Admission number

The school has an agreed admission number of sixty pupils for entry in Reception.

6.2 Oversubscription criteria

All children whose education, health and care (EHC) plans name the school will be admitted before any other places are allocated.

If the school is not oversubscribed, all applicants will be offered a place.

In the event that the school receives more applications than the number of places it has available, places will be given to those children who meet any of the criteria set out below, in priority order until all places are filled.

1. All Looked After Children and previously Looked After Children who apply for a place at the school.
2. Medical or social reasons or children 'at risk'
3. Siblings
4. School staff children
5. Distance

Full definitions and explanations of all the above criteria are to be found in London Borough of Waltham Forest's 'Starting Primary School': www.walthamforest.gov.uk/content/applying-primary-school-place

This also details the additional evidence parents are required to provide for the specific criteria: Looked After Child; Medical/Social; School Staff Child.

6.3 Tie break

In the case of 2 or more applications that cannot be separated by the oversubscription criteria outlined above, the school will use random allocation as a tie breaker to decide between applicants. This process will be independently verified.

6.4 Multiple Births

If the last child to be offered a place is one of multiple births, all multiple birth siblings will be admitted to the school as 'permitted exceptions' to the infant class legislation which limits infant classes to no more than 30 children.

6.5 Challenging behaviour

We will not refuse to admit a child on behavioural grounds in the normal admissions round or at any point in the normal year of entry. We may refuse admission in certain cases where the specific criteria listed in the School Admissions Code (paragraph 3.8) apply, i.e. where section 87 of the School Standards and Framework Act 1998 is engaged.

We may refuse admission for an in-year applicant for a year group that isn't the normal point of entry, only if we have good reason to believe that admitting the child may lead to the provision we can offer being adversely affected. In this case, we will refer these pupils to the Fair Access Protocol. We will not refuse admission on these grounds to looked after children, previously looked after children and children with EHC plans listing the school.

6.6 Fair Access Protocol

We participate in London Borough of Waltham Forest's Fair Access Protocol. This helps ensure that all children, including those who are unplaced and vulnerable, or having difficulty in securing a school place in-year, get access to a school place as quickly as possible.

7. In-year admissions

Parents can apply for a place for their child at any time outside the normal admissions round. As is the case in the normal admissions round, all children whose EHC plans name the school will be admitted.

Likewise, if there are spaces available in the year group you are applying for, your child will be offered a place.

If there are no spaces available at the time of your application, your child's name will be added to a waiting list for the relevant year group. When a space becomes available, it will be filled by one of the pupils on the waiting list in accordance with the oversubscription criteria listed in section 6.2 of this policy. Priority will not be given to children on the basis that they have been on the waiting list the longest.

Applications for in-year admissions should be sent to the following address:

office@rapsch.co.uk

Parents will be notified of the outcome of your in-year application in writing within 15 school days.

8. Appeals

If your child's application for a place at the school is unsuccessful, you will be informed why admission was refused and given information about the process for hearing appeals. If you wish to appeal, you must set out the grounds for your appeal in writing and send it to the following address:

The Education Appeals Committee; Democratic Services; Town Hall; Forest Road; Walthamstow; E17 8ER

Details of the school's appeals process including the deadline for receipt of appeals and timetable for hearing appeals can be found in London Borough of Waltham Forest's 'Starting Primary School':

www.walthamforest.gov.uk/content/applying-primary-school-place

The appeals timetable is also published on the school website: www.rapsch.co.uk

9. Monitoring arrangements

This policy will be reviewed and approved by the Board of Governors every 2 years.

Whenever changes to admission arrangements are proposed (except where the change is an increase to the agreed admission number), the governing board will publicly consult on these changes. If nothing changes, it will publicly consult on the school's admission arrangements at least once every 7 years.