



# Adwick Primary Pupil Admissions Policy

<b>PERSON RESPONSIBLE FOR POLICY:</b>	<b>D. DUKES</b>
<b>APPROVED: K. HOLL &amp; K. MCKEOWN</b>	<b>DATE: 09.07.2024</b>
<b>SIGNED:</b>	<b>ROLE: CO-CHAIRS OF GOVERNORS</b>
<b>TO BE REVIEWED:</b>	<b>ANNUALLY</b>

## 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](#).

## 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

4.1 The application procedure can be found at:

<http://www.doncaster.gov.uk/services/schools/primary-admissions>

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.

#### **4.2 Admission to Nursery**

Children attend Nursery either part-time or full-time and will be admitted to Nursery in a term after their third birthday. Currently, there are admissions in January, April and September, but this will be applied flexibly in the interests of the child. There are 39 places in each Nursery session. In the event of Nursery places being over-subscribed, the over-subscription criteria described above will be applied. Parents will be informed of the decision by the school.

#### **4.3 Visits to the school home visits**

Parents of prospective new pupils are positively encouraged to visit the school.

Adwick Primary will also endeavour to carry out a home visit for all pupils who are offered a place, prior to them starting at Adwick Primary.

### **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.

Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of each case and the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

- Parents' 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
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely
- The headteacher's views

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.

## 6. Allocation of places

### 6.1 Admission number

The school has an agreed admission number of 60 pupils for entry in Reception - Year 6. It also has a 39 place Nursery per am and pm session.

### 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, with the exception of Fair Access Protocol (see section 6.5).

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 order, until all places are filled.

#### a) **Looked After Children and all previously Looked After Children**

#### b) **Catchment Area**

Children who are ordinarily resident in the catchment area of the preferred school. (Details of Catchment Areas are available from the LA at [www.doncaster.gov.uk/admissions](http://www.doncaster.gov.uk/admissions))

For applications for the year of entry, a catchment area school will be determined in relation to the address at which the pupil is ordinarily resident on the closing date. Once a waiting list is formed, a child's place on that list will be updated in light of any new address.

#### c) **Siblings**

Children who are living within the same family unit (e.g. stepchildren) who will be attending the requested school, (excluding nursery), at the point of admission.

#### d) **Proximity**

Children who live nearest to the requested school measured in a straight line from the centre point of the child's ordinary place of residence, to the entrance nearest to the reception point of the school building. In the case of split site schools, 'entrance nearest to the reception point' will refer to the site the pupil attends for the purpose of morning registration.

If two or more pupils live equidistant from the school, the distance each pupil lives by road from the preferred school will be measured and the place offered to the pupil who lives nearest by this means. In the event of this being equal (e.g. in the case of flats), places will then be decided by Random Allocation.

Measurements will be made using ONE provided by Capita Education Services and/or ArcView GIS provided by Environmental Systems Research Institute Inc or suitable substitute.

Where a place is only available in any of the above criterion for one child from a multiple birth i.e. twins, each child will be offered a place.

## **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 in such a case that we have good reason to believe that the child may display challenging behaviour that may adversely affect the provision we can offer. In this case, we will refer these pupils to the Fair Access Protocol.

## **6.6 Fair Access Protocol**

We participate in Doncaster Council'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/ Transfers**

Parents can apply for a place for their child at any time outside the normal admissions round. All admissions will be passed through 'Admissions' at Doncaster LA, Adwick Primary school does not do 'quick admissions' for pupils (see section 4.).

Adwick Primary School will only admit children on the first day of each term – Autumn 1, Spring 1 and Summer 1 (this will not overrule any relevant legislation).

If an application is made for a child to attend the school, then it will need to be made directly to 'Admissions' at Doncaster LA.

If a place is offered after the first day of a term, then this place will be held open for the child to start on the first day of the following term.

If a pupil does not start at the school within two weeks of the start date offered by the Headteacher, the place will not be held open beyond this period and a new application will need to be made, in-line with the above criteria.

No child will normally be accepted to attend Adwick primary without prior consultation with the school they are leaving.

Pupils will be encouraged to remain at Adwick Primary for the full seven years as mid-phase transfer has detrimental effects on pupil progress. If a transfer to another school is requested, it is recommended that this is done at the end of term, or in exceptional circumstances at the end of the half term.

## **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.

## **9. Monitoring arrangements**

This policy will be reviewed and approved by the governing board every year. 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.