

ADMISSION POLICY

Admission Policy for Flanderwell Primary School 2017/18

Places will be allocated to Rotherham Primary School in accordance with the criteria determined by Rotherham Metropolitan Borough Council who administer the allocation of places on behalf of the Central Learning Partnership Trust (CLPT), who are the admitting authority:

Rotherham Metropolitan Borough Council Admissions Criteria for Community and Controlled Primary Schools and Academies states:

Applications for Academies in Rotherham will be considered in accordance with the following admissions criteria (from all the applications received for an oversubscribed school, the Authority will determine which children are eligible for a potential place in accordance with the admission criteria). These criteria are applied equally to preferences from parents who live in Rotherham and those who do not.

Please note that where 'Authority' is stated this refers to the Governing Body of the Academy within CLPT.

Admission to Primary Reception at Flanderwell Primary School

	Net Capacity Figure (FS2 – Y6)	Admission Number (FS2 – Y6)
Flanderwell	50	50

Places will be allocated in the following order of priority:

A) Children with Special Educational Needs:

A small number of children will have an Education Health Care Plan that names a school and these children must be admitted to the school that is named as part of that process.

The majority of children with special educational needs will not require a Education Health Care Plan. Applications for children who have special educational needs but no Education Health Care Plan will be considered on the basis of the Authority's published admissions criteria.

B) In the following order of priority, those, who on the closing date are:

- i) Relevant looked after children and previously looked after children. (see note 3 below).
- ii) Children who have a specific medical reason confirmed by a medical practitioner which the Authority is satisfied makes attendance **at that particular school essential**.
- iii) Children with a compelling social reason which the Authority is satisfied makes attendance **at that particular school essential**. The kinds of overriding social reasons which could be accepted are where there is evidence that the pupil's education would be seriously impaired if he or she did not attend the preferred school. Parents should ensure that they attach full supporting information to the Common Application Form.
- iv) Children who on the closing date live in the catchment area of the school as defined by the Authority who will also have an older brother or sister (as defined by the LA) on the roll of the preferred school or its associated junior school at the time of their admission. Parents should ensure that they attach full supporting information to the Common Application Form.
- v) Children who on the closing date live in the catchment area of the school as defined by the Authority.
- vi) Children who on the closing date live outside the catchment area of the school as defined by the Authority whose older brother or sister will be on the roll of the preferred school or its associated junior school at the time of their admission.
- vii) Children who on the closing date live nearest to the school measured in a straight line on a horizontal plane (as the crow flies). See Notes below for definition.

Notes

- 1 Where the admission number for any school is likely to be reached mid category, places will be prioritised within that category by reference to the distance between the home address and the school. Highest priority will be given to those living closest to the school measured in a straight line on a horizontal plane (commonly known as measurement, "as the crow flies"). This process is administered by the LA.
2. Where any final place at a school is available and two or more pupils are judged to be living equidistant from the school (e.g. in flats), the final place will be allocated by the drawing of lots by officers of the authority. Where places are being allocated based on the distance criteria or as part of the distance tie breaker, and there are insufficient places within the admission number for two (or more) children living in the same

building (e.g. flats) or otherwise equidistant from the school, then any final place will be allocated by the simple drawing of lots by a representative of the Legal and Democratic Services of the LA.

3. A 'relevant looked after child' is a child that is looked after by a local authority in accordance with Section 22 of the Children Act 1989 at the time an application for admission to a school is made, and who the local authority has confirmed will still be looked after at the time when he/she is admitted to the school.

Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a Child Arrangement Order or special guardianship order). For further information please refer to the Admissions Code of Practice which can be downloaded from www.dfe.gov.uk

4. Places will be allocated in accordance with the LA's co-ordinated admissions schemes for Primary and Secondary schools. In assessing preferences, the LA will operate an 'equal preference' system, which means that no priority will be given according to the ranking of the preference, except where a potential offer can be made in respect of more than one school. In that situation, the final offer of a place will be made at the highest ranked of the potential offer schools.
5. Children issued with an Education and Health Care Plan will gain a place at the school named in the statement as part of that process.
6. Information on the catchment area for Flanderwell Primary can be obtained by contacting the School Organisation Team on (01709) 254831 or on www.rotherham.gov.uk.

Deferred Entry

Parents/carers may request that their child's entry be deferred until later in the same school year, and the place is held for that child and is not available to be offered to another child.

It is important to note however, that parents/carers are not able to defer entry beyond the child's fifth birthday, nor beyond the academic year for which the original application was accepted.

Parents can also request that their child takes up the place offered on a part-time basis until the child reaches compulsory school age.

If you wish to defer your child's admission or take up the place on a part-time basis you are advised to contact the Head Teacher to discuss the matter

further. It would also be helpful if you would notify the Admissions Team of the LA in writing of your intentions.

Early Admission to Primary School

Although most children will be admitted to a school within their own age group, occasionally parents seek places outside of the normal age group for their child. Governors will consider such requests carefully and make decisions on the basis of the individual circumstances of each case. However, it is important to note that early admission will only be considered for a maximum of one term early and will only be granted in **very exceptional circumstances**.

In such cases an application must be made in writing to the Strategic Director for Children and Young People's Services, at Rotherham Metropolitan Borough Council, giving full details. Advice will then be requested from the Head Teacher and Chair of the Governing Body of Flanderwell Primary School. An Education Welfare Officer and, if necessary, an Educational Psychologist will also be asked for advice, as will the Head Teacher/Manager of the child's nursery school/setting. The full details of the application will then be considered.

With the application parents should request that the child is admitted to another year group (state which one). It will be necessary to complete a Common Application Form for entry into any school within the usual cycle for admissions for the particular year. For further advice on early admission you should contact the Admissions Officer on (01709) 823777.

It should be noted that all early education providers (e.g. pre-schools, day nurseries, Children's Centres and some child minders) that receive funding to deliver early education to 3 and 4 year olds are required to plan activities and experiences within the Early Years Foundation Stage framework that will enable children to work towards the Early Learning Goals. Each early education provider has an Outreach Teacher who visits the nursery to ensure the curriculum is being delivered appropriately. Although the majority of children attend a school nursery for their foundation stage 1 year, it is possible for children to remain with their preschool/day nursery provider until starting full-time school. Both schools and private/voluntary early education providers deliver the same Early Years Foundation Stage framework. If you feel your child's needs are not being met please speak to the Nursery Teacher/Manager to discuss your concerns.

If you have any further queries please contact an Admissions Officer on (01709) 823777 or the Early Years Adviser on (01709) 822535 or the Executive Headteacher of Flanderwell Primary School.

Appeals

If you have not been offered a place at Flanderwell Primary School you have the right of appeal to an independent appeal panel which CLPT arrange for via the LA.

All independent appeals are organised by an Appeals Clerk and follow procedures, which are set out in legislation and the School Admission Appeals Code of Practice. The Appeals Clerk, Panel and process is independent of the Authority's Admissions Team.

Important requirements to note are:

- Appeals must be in writing stating the grounds on which the appeal is made;
- every parent has the right to attend the independent appeal in order to make their case;
- the parent can be accompanied by a friend or be represented by them;
- independent appeals are heard in private;
- the decision of the Appeals Panel is binding on both parents and the Admissions Authority;
- parents will receive written notification of the Appeals Panel decision.
- Dates – (parents will be advised at the earliest opportunity of appeal dates by the Clerk)

General Information on Appeals

A separate document containing details of the appeals procedure is available from the LA to parents whose applications could not be satisfied.

Any member of the Authority may attend, as an observer, any hearing by an Independent Appeal Panel established by the Authority.

Parents will be given at least 14 days written notice of the date, time and place of the appeal hearing and will receive prior to the appeal, written documentation summarising the reasons for refusing the admission.

If a parent does not attend the appeal or is not represented by another person the hearing may be held and the case dealt with in the absence of the parent using only the written documentation submitted.

In some cases, parents who are not successful at the appeal occasionally consider applying again for the same school in the same academic year. Unless there has been a significant and material change of circumstances which is relevant to the application for admission, the Authority is not required to reconsider its decision and therefore parents do not have the right of another appeal.

Limits to Infant Class Sizes

Limits on class sizes imposed by law mean that, subject to certain limited exceptions, infant classes in Foundation Stage 2/Reception, Year 1 and Year 2 may not contain more than 30 children with a single teacher.

Because of this legal requirement, Flanderwell Primary will not be able to admit a child to an infant class if to do so would result in a class size of above 30 children.

The scope for Admissions Appeal Panels to uphold an appeal against non-admission has been limited where the admissions authority has refused admission on class size prejudice grounds.

It is important to note that if your preference for a place in Reception or Foundation Stage 2 has been refused on the grounds of class size legislation, the normal two-stage decision-making process as detailed in the "Admission Appeals – A Guide for Parents and Carers" will not apply. Unless an applicant can successfully prove that either the decision that class size prejudice would arise is not one that a reasonable admission authority would have made in the circumstances or, that the preference should have succeeded had the admission arrangements been applied correctly, the appeal will fail.

You are therefore urged to bear this information in mind if a place at Flanderwell Primary School has been refused because of class size legislation.

Waiting Lists – Reception /Foundation Stage 2 Intake

The Local Authority Admissions team will administer the waiting list on behalf of Flanderwell Primary School which will operate until the 31 December 2018. Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant they will be

allocated to children on the waiting list 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.

The LA process is described below:

On the Offer Day of (**i.e Summer Term 2018**), the Admissions Team of the LA will establish and maintain a waiting list for all primary schools in Rotherham, where the number of applications for those schools has exceeded the available places in Reception/Foundation Stage 2.

The child's name will automatically be put on the waiting list for a school where they have not been made an offer of a place and where that school is named as a higher preference than the school at which an offer has been made.

Definition of Sibling.

For a child to be considered a sibling, one of the following conditions must exist:

- brother/sister to be permanently resident at the same address.
- Step brother/step sister to be permanently resident at the same address.
- half brother/half sister to be permanently resident at the same address.
- brother/sister who do not live at the same residence but, who share the same parents.
- child of the parent/carer's partner to be permanently resident at the same address.
- adopted brother/sister permanently resident at the same address

You may be required to provide proof e.g. Birth Certificate and proof of residence as stated above.

USEFUL CONTACTS

ADMISSIONS TEAM

Children and Young People's Services
Riverside House
Main Street
Rotherham
S65 1AE

Contact an Admissions Officer on
(01709) 823777
or email:

admissions.enquiries@rotherham.gov.uk

APPEALS CLERK

Legal and Democratic Services,
Town Hall, The Crofts,
Moorgate Street,
Rotherham
S60 2TH
Tel: (01709) 822054
Email: debbie.pons@rotherham.gov.uk