



Admission Policy and Arrangements 2019 - 2020

Written By: Margaret Pollard/DBE Model

Ratified By Governors: January 2018

Consultation has taken place on this policy, which applies to admissions from September 2019. If there are no changes to be made, the next period of consultation will be for the admissions arrangements from September 2026.

1. Introduction

Admission Policy

September 2019

This document sets out the policy of Kineton C.E. (V.A.) Primary School with respect to admissions. For the purposes of this policy, the Governing Board of Kineton Primary School is the admission authority.

The school aims to serve its community by providing an education of the highest quality within the context of Christian faith and practice. It encourages an understanding of the meaning and significance of faith, and promotes Christian values through the experience it offers to all its pupils.

In accordance with government legislation, the Governing Board consults with the Diocesan Board of Education, the Local Authority, other local schools, parents and other relevant persons in respect of its admissions arrangements.

2. Aims

The overriding aim of this policy is that it should work for the benefit of all children and parents/guardians in our area. It should be simple to use and assist parents/guardians to make the best decisions on the preferred school for their children.

3. Published Admission Number (PAN)

Every year the Governing Board will review and publish information concerning the school's admission policy. This will confirm the maximum number of children to be admitted to the school for the year of intake. The school's published admission number for year 2019-20 is 30. If the number of applications is lower than the school's published admission number, all applicants will be admitted. If there are more applications than places available then all applications will be given a priority from the oversubscription criteria and places will be offered in priority order.

4. Priority area

Kineton Primary School serves a priority area of the civil parishes of Kineton, Compton Verney, Combroom, Butlers Marston, and Pillerton Hersey.

More information can be found at: <http://www.warwickshire.gov.uk/mapjuniorprimaryschools>.

5. Over-subscription

Where more applications have been received than places available or where to admit would conflict with the school fulfilling class size legislation, the following priorities shall apply in order:

a) Looked After Children and Previously Looked After Children

Children within Local Authority care as defined in Section 22 of the Children's Act 1989, for example children in residential homes or foster care, and also children who were looked after, but ceased to be so because they were adopted (under the terms of the Adoption & Children's Act 2002) or because they became subject to a child arrangement order or special guardianship order (under the terms of the Children's Act 1989).

b) Siblings who live in the priority area of the school

A child is considered in this category if a sibling* is attending the school at the time of application and will continue to do so at the time of admission i.e. at the start of the new academic year, and where the child lives within the priority area at the same address as the sibling. *See note 2 below.

c) Other children who live within the priority area of the school

d) Siblings who live outside the priority area of the school

A child is considered in this category if a sibling* is attending the school at the time of application and will continue to do so the time of admission i.e. at the start of the new academic year. *See note 2 below.

e) Children of permanent members of staff at the school

A child who is the son/daughter of a member of staff (teaching and non-teaching) who has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

f) Any other children not categorised above

Note 1

Children with a Statement of Special Educational Needs or Education, Health and Care Plan which names Kineton C.E. (V.A.) Primary School will be offered a place first. This will reduce the number of places available.

Note 2

The definition of sibling is:

- A brother or sister sharing the same parents;
- Half-brother or half-sister, where two children have one common parent;
- A stepbrother or stepsister, where two children are related by a parent's marriage or civil partnership;
- An adopted or fostered brother or sister.

The children must be living permanently in the same household.

Note 3

The address for admission purposes is the place where the child is permanently resident with his or her parent or parents or legal guardian(s). Where a child lives with parents with shared responsibility, the home address will be considered to be the address where the child sleeps for the majority of the week. If the child spends exactly equal amounts of time with each parent or guardian, it is the responsibility of the parents to decide which address is the home address for admission purposes. Parents should not assume that a place will automatically be allocated to their child.

Note 4

If the school is oversubscribed within any category above, the determining factor will be the distance from the child's home address to the school (priority being given to the shorter measurement). The Governing Board will give careful consideration to offering places above the Admission Number to applications from individuals with parental responsibility for children whose sibling from a multiple birth is admitted even when there are no vacant places and the twin or sibling has been given the last place in the year group.

6. Distance

Distance will be calculated by using a straight line measurement from the address point location coordinate of the applicant's home address (as set by Ordnance Survey) to the centre point ('centroid') of the school in question. (The centroid is a predetermined point set by Warwickshire County Council and all distances are subject to changes which may occur with updates of mapping data).

Where applicants are allocated the same criterion, priority is given in order of distance between the child's home and the school applied for (shortest distance = highest priority). If two or more children with the same priority for admission live an indistinguishable distance from the school, but cannot both be admitted, then the places will be decided by the drawing of names from a hat, and this will be independently overseen.

7. Starting at the school - normal admissions round application process

A school place in the Reception class is available for children from September following their fourth birthday.

Application for the normal admissions round should be submitted online through the Warwickshire Admissions Service website or hard copies are available from the Local Authority. Applications should be submitted to Warwickshire Admissions Service by the date given by the Local Authority.

Applications from families moving into the area will be considered as on time if they are submitted and accompanied by proof of address by the date given by the Local Authority.

Late applications i.e. those received after the deadline for the normal admissions round will not be considered until after all of those which were received on time have been processed. The school cannot guarantee places for children when there are no places available as a result of late applications for the normal year of entry or any application that relates to a different year group.

Once an offer of a school place has been made, it may only be lawfully withdrawn in very limited circumstances, which include an offer of a place based upon a fraudulent or misleading application. Where an offer of place is withdrawn, an application may be made afresh, and a right of appeal taken up if an offer of place is refused.

8. Admission of children below compulsory school age and deferred entry to school

Where a place has already been allocated in the Reception class, parents can defer the date their child is admitted to the school until later in the academic year but not beyond the point at which they reach compulsory school age* and not beyond the beginning of the final term of the academic year for which it was made. Where parents wish, a child below compulsory school age may attend part-time until later in the academic year but not beyond the point at which they reach compulsory school age. Once a place has been allocated, parents should make their wishes regarding deferment or part-time attendance clear to the Headteacher.

*compulsory school age – 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.

9. Admission of children born in the summer term

Parents of a summer born child (those born from 1st April to 31st August) may choose not to send their child to school until the September following their 5th birthday and may request that they are admitted out of their normal age group – to Reception rather than Year 1. Each request will be looked at on an individual basis with any decisions taken according to what is considered to be in the child's best interests. The following process should be followed in order:

- a) Parents should complete a form to request deferred entry. This can be found on the website: www.warwickshire.gov.uk/admissions.

- b) Parents should enclose any supportive evidence and documentation, for example from professionals who have worked with their child that they wish to be taken into account as part of that request.
- c) Parents must contact the headteacher prior to submitting their request form and explain to them the reason for asking for their child to be educated out of year group. The headteacher will then make a decision on the request according to what is considered to be in the child's best interests and then sign the request form to confirm their acknowledgement and agreement to such an arrangement if appropriate. However, where a child has an Education, Health and Care (EHC) Plan or a Statement of Special Educational Needs (SEN), the decision rests with the Local Authority (LA) and must be confirmed in the Plan/Statement.
- d) Parents should submit the completed request along with any supporting documentation to the Warwickshire Admissions Service by 01 December of the year before the child turns 4. This will provide time for requests to be processed, and where a request is not agreed, for the family to have adequate time to make an application before the published closing date.
- e) On receiving the supporting evidence, and on the recommendation of the Headteacher, Warwickshire Admissions Service will write to the parent to agree that the application can be processed for the following year. However, the letter will highlight the potential risks / impact of this deferral which include:
 - i) Whilst the school has agreed to the deferral, there is no guarantee that the child will be allocated a place at the school the following year;
 - ii) Deferring entry will have an impact on their child's score should they sit the 11+ test. This is due to the age standardisation process.
 - iii) When the child moves to a different school (eg primary to secondary, or to a different school due to a house move), the admission authority of the new school will be responsible for deciding which year group the child will be placed in. This could result in a child being required to 'skip' a year.
- f) An application for the child to start school must also be completed and sent with the request. This ensures that the child can still be considered for a school place which is relevant to their chronological age group, if the request for deferred entry is denied. If the request is approved then the application will be withdrawn and a new application must be made for the following year of entry, in line with the co-ordinated admission arrangements for that particular year of entry.
- g) A parent who chooses to defer entry by a whole school year will need to apply for a school place in the admissions round for the following year in the normal way. Their application will then be considered in exactly the same way as all others submitted during that application year.

If a parent who has applied by the closing date given by the Local Authority later changes their mind and wishes to defer their child's entry to Reception, they should discuss this and

other options with the Headteacher. Requests to defer will not be agreed if the only reason is that a place has not been offered at one of the preferred schools.

10. Applications for other children to be admitted into a class outside their normal age group

Parents may seek a place for their child outside their normal age group, for example, if the child has experienced problems such as ill health or if they are moving from overseas and their child has not been educated in the English school system. This request should be in the form of a written letter of application addressed to the Headteacher outlining the reason(s) why the parent wishes their child to be considered for admission into a class outside their normal age group. They should enclose any supportive evidence and documentation, for example from professionals who have worked with their child that they wish to be taken into account as part of that request. Each request will be looked at on an individual basis with any decisions taken according to what is considered to be in the child's best interests.

Parents should make the request to the school in good time, at least one month prior to the child's proposed entry to school, so the request can be considered and, where a request is not agreed, for the family to have adequate time to make an alternative application for a school place before the published closing date.

These applications for admission outside normal age group will be considered alongside all other applications in accordance with the Local Authority co-ordinated admissions scheme. Parents have a statutory right to appeal against the refusal of a place at the school for which they have applied. This right does not apply if they have been offered a place at the school but it is not in their preferred age group.

11. Waiting Lists

In the normal admissions round, it is necessary to submit an application to the Warwickshire Admissions Service to apply for a school place. Registering interest with the school before the admissions round guarantees neither a place nor priority within the oversubscription criteria. Offers of places will be made by the Local Authority on the school's behalf in the normal admissions round.

If the school is oversubscribed following the normal admissions round, a waiting list will be maintained, until December 31st of that year. The position on the list will be determined by applying the published over-subscription criteria and not by date of receipt. This will mean a position will change if a later application is received from someone with higher priority according to the over-subscription criteria. The existence of a waiting list does not remove the right of appeal against any refusal of a place from any unsuccessful applicant.

Names will only be removed from the list if a written request is received or if the offer of a place that becomes available is taken up or declined. The waiting list will close at the end of the autumn term. At that time parents of pupils on existing lists must confirm in writing their wish to be placed on a newly constructed waiting (or continued interest) list, which will operate for the remainder of that academic year. Non-receipt of written confirmation will result in not being placed on the newly constructed list.

12. Applications to Reception - Multiple Births

If there are insufficient places to accommodate all the children of a multiple birth (e.g. twins, triplets etc.) they will be admitted where the school can accommodate them without prejudicing the efficient education and use of resources for existing pupils. They will remain an 'excepted pupil' until numbers fall back to the infant class size limit of 30.

13. Equal Opportunities Policy

The admissions policy of the school is, while there are adequate places, to offer a place to all applicants irrespective of gender, religion, ethnicity or country of origin, disability or academic ability. Where applications exceed places available, offers will be made in accordance with the oversubscription criteria.

14. In-Year Admissions

Parents should apply directly to the Warwickshire Admissions Service who coordinate admissions throughout the course of the year. If there are more applications than places available in the year group concerned, the Governing Board will apply the oversubscription criteria to all the applications and inform the Local Authority if a place is available. Warwickshire Admissions Service will notify parents of the outcome.

15. Fair Access (IYFA protocol, in-year fair access protocol)

The Governing Board recognises its duty to work with the Local Authority during the course of the year to provide fair access for “hard to place” children, even where the school has already reached its published admission number – except where the infant class size limit of 30 pupils would be breached by doing so. These pupils may include children who have previously been permanently excluded from a school, children of Traveller families, refugees and asylum seekers, and children on the Child Protection register. The protocol established by the Local Authority for this purpose is designed to ensure that such pupils are shared equally between schools in an area.

16. Appeals Procedure

Parents have a right of appeal to the Independent Admission Appeals Panel against the decision of the Governing Board to refuse application for a school place. An Independent Admission Appeals Panel will be arranged by the school and details of the appeals procedure are available from the school.

In the case of deferred entry, parents do not have a right of appeal if their request is declined as the purpose of the appeals process is to consider whether a child should be admitted to the school. However, they may make a complaint about the decision not to admit their child outside their chronological year group. Further information about the school’s complaints procedure can be found on the school’s website.

An objection to the admission arrangements contained within this policy which are viewed as non-compliant with the Schools Admissions Code December 2014 should be submitted to the Office of the School’s Adjudicator (OSA) at osa.team@osa.qsi.gov.uk

Enquiries or comments about this policy should be addressed to:

The Chair of Governors
Kineton C.E. (V.A.) Primary School
King John’s Road
Kineton
CV35 0HS