



# **ADMISSIONS POLICY**

**2020 / 2021**

This policy outlines clearly and simply the procedures and protocols which are currently in operation around admissions into Sutton Park Primary RSA Academy. As an Academy we are our own admissions authority, but we have taken the decision to carry on working closely with the Local Authority to ensure that all arrangements are both transparent and fair.

The planned admission limit for Reception in September 2020 is 30 and children are admitted to Sutton Park Primary RSA Academy in accordance with this Admissions Policy.

### **Admissions Process – Entry to the school at the normal time (Reception)**

Applications for a school place for the September Reception intake must be made by completing a Worcestershire online application form by the specified closing date for that year by visiting [www.worcestershire.gov.uk](http://www.worcestershire.gov.uk). The Local Authority will notify parents of the outcome of their application for a place.

### **Applying for Places**

Applications are welcomed from all who wish their child/children to attend Sutton Park Primary RSA Academy. Pupils and their parent[s]/carer[s] who are considering applying are warmly invited to visit the School. Please contact the school office to arrange a visit. We will be pleased to show you around the school, provide information and answer any questions you may have. If there are more applications than places, the Governors have due regard to the Published Admission Number (PAN) of 30 places for Reception and will apply the criteria for admission, as detailed later in this policy. The following procedure for applications is designed to ensure that the Admissions Policy is applied as fairly and consistently as possible.

### **Age of Pupils**

Pupils normally enter the School in Reception in the September after they reach the age of 4 and leave at the end of Year 6.

### **Date of Application**

The Local Authority specify the closing date each year and parents/carers should ensure they have made their application by the specified date.

## **Procedure**

The Local Authority receive applications and send the list of those nominating Sutton Park Primary RSA Academy in first, second or third preference to the Governing Body of the school, along with a distance measurement for assessment. The application form data is then used to place applications in order of priority according to the scheme below.

### **Pupils where an Education Health and Care Plan (EHCP) has been agreed, naming the School on the Statement.**

These pupils are automatically admitted to the School. Where places required by EHCP pupils are known before the Governors' Admissions Committee meets, the number of pupils with an EHCP naming this School will be deducted from the 30 places available to be offered.

## **Priority Order**

When there are more applications than places pupils will be admitted in the following order of priority:

1. Pupils who have an EHCP
2. Relevant "**looked after**" and "**previously looked after**" pupils.
3. Children who have a sibling currently attending Sutton Park Primary RSA Academy. In order to qualify for a place on the grounds of a sibling attending the school, the sibling must be attending the school **at the time of intended admission**.
4. Other pupils who live in the Sutton Park Primary RSA Academy **Catchment Area**. A copy of the Catchment map is available from the LA or can be seen in school.
5. Children who have attended Sutton Park Primary RSA Academy's Little Sparks Nursery.
6. Other children.

Within each criterion, priority will be given to those who live nearest to Sutton Park Primary RSA Academy. In the case of oversubscription, places will be allocated (for all the listed criteria) to pupils who live nearest to the school by the shortest straight line distance. The measurement will be taken using the GeoCode Points from the centre of the building of the home address (centroid) to the Geocode point for the centre of the School buildings (centroid). This will be done by using the Local Authority's software package called Arcview GIS to determine distance. Ordnance Survey supply the co-ordinates that are used to plot an address within this system. In the event of equi-distance applicants, any place will be allocated by random

selection (lottery). This process will be conducted by a suitable person independent of the school.

### **Oversubscription Criteria for Admission to Sutton Park Primary RSA Academy**

If Sutton Park Primary RSA Academy is oversubscribed, the purpose of the published over subscription criteria is to give everyone a fair opportunity to apply for a place at the School. The Admissions Committee take considerable time and the utmost care to ensure that the system is applied fairly.

### **Offers of Places**

The Governors' Admissions Committee will rank all applications received in order of priority as described above. This list of pupils for whom places could be offered is then provided to the Local Authority who, according to the Co-ordinated Scheme, will make offers. The offer of a place will be a single offer to you, of your highest ranked school, where a place is available. Those for whom no place can be offered are advised of their right to appeal within fourteen days of the date of posting of the letter.

**Firm offers will be made by the home Local Authority on the published date. They will not be made by Sutton Park Primary RSA Academy.**

The Governors reserve their right to withdraw an offer of a place before the pupil is admitted to the school where it is found that the offer has been made on the basis of a fraudulent or intentionally misleading application which effectively denied a place to a pupil with a stronger claim, or where a parent/carer has not responded to the offer within 14 days of it being made. Any parent[s]/carer[s] of pupils who are unsuccessful in gaining a place will have the pupil's name placed on a waiting list for a place at Sutton Park Primary RSA Academy irrespective of whether they make an appeal against the decision not to offer them a place. In previous years a small number of places have become available between April and September due to families moving home etc. Any such places will be allocated to pupils on the waiting list. This process will operate in keeping with the principles outlined in this Policy i.e. when a place becomes available, it will be allocated according to the oversubscription criteria listed above.

**N.B.** Parents are advised that they must return the application form to the Local Authority by the published deadline. This deadline will be adhered to strictly and applications received after this date will be at a disadvantage in the event of oversubscription. We remind you that you will only receive a single offer of a school place under the Co-ordinated Admissions process. This offer will be of your highest ranked school, where a place is available.

## **Appeals**

The parent[s]/carer[s] of children who are unsuccessful in gaining a place Sutton Park Primary RSA Academy will be able to appeal to an Independent Appeals Panel. Parent[s]/carer[s] wishing to exercise this right should contact in writing the Clerk to the Governing Body of Sutton Park Primary RSA Academy within fourteen days of receipt of notification.

The Independent Appeal Panel's procedures are in accordance with the Schools Standards and Framework Act 1998, as amended by the Education Act 2002 and the Schools Appeals Code of Practice. Parent[s]/carer[s] may attend the hearing of their appeal and make their case to the panel.

## **In Year Applications for Admission**

The parent[s]/carer[s] of children seeking admission to the School should apply for a place by completing an in year admission form (CA1 form). These applications will be co-ordinated on behalf of all schools by the School Admissions team at Worcestershire County Council, on behalf of the Local Authority. Details of the co-ordinated scheme can be viewed at the following link:

[https://www.worcestershire.gov.uk/downloads/download/1330/co-ordinated\\_schemes\\_for\\_all\\_worcestershire\\_schools](https://www.worcestershire.gov.uk/downloads/download/1330/co-ordinated_schemes_for_all_worcestershire_schools)

If a place is not available in the relevant year group, the application will be placed on the school's waiting list for admission into the relevant year group. This is organised according to the criteria for over-subscription above. When a place becomes available, it will be offered to the pupil at the top of the waiting list. However, the School Standards and Framework Act 1998 removes the duty to comply with parental preference where agreeing to the preference would prejudice the provision of efficient education or the efficient use of resources. If no place is immediately available, parent[s]/carer[s] are entitled to appeal following the procedure outlined above. Where places are awarded we reserve the right to refuse admission for a reasonable period of time to allow and encourage the parents / carers to work with their existing school. Additionally we reserve the right to refuse admission for a reasonable period of time in order to collect information from the pupil's previous school to facilitate our planning and provision mapping to meet their individual needs with a personalised learning programme. Parents / carers should be aware that in order to ensure the correct provision for all pupils joining Sutton Park Primary RSA Academy, previous school (s) will be contacted to ensure a smooth transition.

### **Admission of children outside the normal age group**

Parents may seek a place for their child outside of their normal age group. The Governors will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's/carer's 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; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. They will also take into account the views of the Headteacher.

When informing a parent/carer of their decision on the year group the child should be admitted to, the Governors will set out clearly the reasons for their decision.

Where the Governors agree to a parent's/carer's request for their child to be admitted out of their normal age group and, as a consequence of that decision, the child will be admitted to a relevant age group (i.e. the age group to which pupils are normally admitted to the school) the Local Authority and Governors will process the application as part of the main admissions round, unless the parental request is made too late for this to be possible, and on the basis of their determined admission arrangements only, including the application of oversubscription criteria where applicable. They will not give the application lower priority on the basis that the child is being admitted out of their normal age group.

Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school but it is not in their preferred age group.

The information contained in this policy is correct at the time of writing but minor amendments may be made without notice, for example to comply with new statutory requirements or due to circumstances beyond the control of the Governing Body at Sutton Park Primary RSA Academy, including information published by Worcestershire County Council.

## Appendix A

### Definitions

- **"Looked after" and "previously looked after"** includes all those currently in the care of or accommodated by a Local Authority under the terms of the Children Act 1989 and children who were previously in the care of or accommodated by a Local Authority but immediately after being looked after, became subject to an adoption, child arrangements order or special guardianship order.
- **Parent[s]/carer[s]** – parent, guardian and others who have actual care of a pupil and whose address appears on the pupil benefit book or other legal agreement confirming the care of the pupil.
- **Sibling** – a brother or sister including half-brother, half-sister, stepbrother or stepsister, or any pupil who lives in the home as part of the family.
- **Home** – must be the address where the pupil usually lives. Places cannot be offered on the basis of a possible future address. If you move to a different address but have not sold or given up the tenancy of your previous home, this will not count as a change of address. Also, if you allow your child to live with someone in a different area, the pupil's usual home will be taken as their home address for the measurement of distance. Pupils who have parent[s]/carer[s] with shared responsibility will have the address of the parent/carers who is in receipt of Child Benefit used as their home address for admissions purposes. If you are moving, the Governors will need one of the following before they can consider your new address when applying the Oversubscription Criteria for a place at this School:
  - a letter from a solicitor confirming that you have exchanged contracts to buy a property
  - a tenancy agreement confirming that you will be renting a specific property
  - a letter from a housing association confirming that you will be living at a specific address
- **Catchment Area School** - is the school allocated by the LA to take children for the geographical area within which your address falls. It is likely to be the school nearest to your home address but this will not always be the case.