

## **Admissions Policy 2018/19 – Cranwell Primary School**

The governors of Cranwell Primary School are committed to applying 'best value' principles to all aspects of the management and organisation of the school and have therefore formulated this policy to ensure that the school is using its resources effectively to meet the needs of the children. The school operates its admission policy in accordance with the dates and deadlines set out in 'School's Coordinated Admissions Scheme' for Lincolnshire. Dates are determined for each year and information on these can be obtained from the School or the Offices of the Lincolnshire Authority. Cranwell Primary School is a Foundation School and is a maintained School under Lincolnshire County Council.

This Admissions Policy defines the procedures used for the admission of pupils:

- To the Foundation Setting (Foundation) FS2 – admissions administered by Lincolnshire County Council
- To other year groups – admissions administered by Cranwell Primary School

### **Pupil Admission Numbers (PAN)**

The School will admit a PAN of 60 children per year group.

### **Foundation Stage (FS2)**

Children will be admitted to the School at the age of 4, entering the Foundation Year in the September following their 4th Birthday. Applications for places for children beginning their Foundation Year should be made to the School Admissions Team by the deadline in January in the preceding school year online at: [www.lincolnshire.gov.uk/schooladmissions](http://www.lincolnshire.gov.uk/schooladmissions).

Parents/Carers of Foundation age children may apply for a part-time place or may defer entry until later in the school year. Places will be offered by the School Admissions Team on the School's behalf in April. The published admission limit for the school is 60. Mid-year admissions within the Foundation setting will be co-ordinated by the School Admissions Team at [www.lincolnshire.gov.uk/schooladmissions](http://www.lincolnshire.gov.uk/schooladmissions).

### **Late applications**

Late applications for initial pupil places in the Foundation Stage (FS2) should be directed to the LA. If there are then remaining places, they will be offered to parents using the same criteria as the initial allocation. Unsuccessful applicants who wish to do so may then appeal to the LA's Admissions Appeal Panel. Parents may wish to defer the start date up until the statutory school age, which is the term after their fifth birthday. If you choose this option, your child may begin in the National Curriculum year group one, and you will need to apply for a place within this year group.

*Please note: if your child has not started at the beginning of the Summer Term, the School can legitimately give the place to another child.*

The determining dates for children reaching fifth birthdays are:

- 31st August – for an Autumn Term start
- 31st December – for a Spring Term start
- 31st March – for a Summer Term start.

### **Home – School Links**

Parents of children starting school for the first time in the Foundation (FS2) setting receive invitations to attend a meeting at the School prior to the admission of their children. These children also have the opportunity to spend some time in their new class setting prior to entry. The Foundation Stage Teachers and Learning Support Assistants undertake a programme of home visits in the term before they enter school.

### **Children of UK service personnel (UK Armed Forces)**

For families of service personnel with a confirmed posting to the area, or Crown servants returning to live in the area from overseas, the Governors will:

- Allocate a place in advance of the family arriving in the area provided the application is accompanied by an official letter that declares a relocation date and a Unit postal address or quartering area address to use when considering the application against the school's oversubscription criteria.
- Accept a Unit postal address or quartering area address for admissions purposes for a service child.

## **Criteria for Admission**

The allocation of places is made without reference to physical or mental ability, aptitude, race, nationality or ethnic origin.

In accordance with legislation the allocation of places for children with the following will take place first; Statement of Special Educational Needs (Education Act 1996) or Education, Health and Care Plan (Children and Families Act 2014). Remaining places will be allocated in accordance with this policy.

If the school is over-subscribed in a particular year group, then the Admissions Panel will rank applicants using the following criteria in the order in which they are stated:

1. Children in the care of the Local Authority termed Looked after children and all previously looked after children.  
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 arrangements order or special guardianship order).

A 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school.

This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children's Act 2002 (see section 46 adoption orders).

Child arrangements orders are defined in s.8 of the Children Act 1989, as amended by s.12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order.

Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

2. Where the child has a sibling currently attending the school who will still be attending when the new entrant begins school.

*'Siblings' are defined under the Lincolnshire County Councils Admission Policy as:*

- *A full brother or full sister, whether or not resident in the same household.*
- *Another child normally resident for the majority of term time in the same household, for whom an adult in the household has parental responsibility as defined in the Children Act 1989.*

*In the case of twins and other siblings of multiple births, these children will be considered together as one application. If one or more can be admitted within the published admission number the school will be allowed to go above its admission number as necessary to admit all the children, unless this would make the class too large. they are a permitted exception to the infant class size limit. The School, however, is not required to admit them over PAN (Pupil Admission Number).*

3. The proximity of the child's home to the School, with those living nearer to the School being accorded the higher priority.

*By 'home', we mean the address where the child lives for the majority of the School term time with a parent who has parental responsibility, as defined in the Children Act 1989, or any child in the household where an adult in the household is defined as a parent for the purposes of Section 576 of the Education Act 1996. This could include a person who is not a parent but who has responsibility for the child. It could include a child's guardians, but will not usually include other relatives, such as; grandparents, aunts, uncles, etc., unless they have all the rights, duties, powers, responsibilities and authority, which by law a parent of a child has in relation to the child and their property.*

- *If your child lives with more than one parent at different addresses normally during the school week, the home address for the purposes of School admissions will be that of the parent who lives closest, as measured by driving distance, to the School. Driving distance as calculated by Lincolnshire County Council school admissions team from the Post Office Address Point of the home to the Post Office Address Point of the school.*

*If you have more than one home, we will take the home address as the address where you and your child normally live for the majority of the school term time.*

## **Tie Break**

If any of the above criteria have too many applicants then a tie-break will be distance as described above. The child living closer to the school will be offered the place.

If two or more children are tied for the last remaining place a lottery will be drawn by an independent person, not employed by the school or working in Children's Service Directorate at the local authority.

## **Midyear Admissions**

Midyear admission applications may be dealt directly with Cranwell Primary School. Application forms for admission are available by contacting Cranwell Primary School or can be downloaded from the website. The school will allow up to a PAN of 60 in each academic year group.

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

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health.

Parents wishing to make these requests must contact their home local authority for guidance on the procedure to follow.

It is important for parents to note that they will have the opportunity and responsibility to provide whatever evidence they wish to support their request.

Cranwell Primary School 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 views;
- any available 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;
- any evidence that the child may naturally have fallen into a lower age group if it were not for being born prematurely
- the views of the Local Authority and any outside agencies
- the views of the head teacher

### **Reserve list**

- For admission into the intake year the governors will keep a waiting list which we call a reserve list.
- If we have to refuse a place at our school your child is automatically put on the reserve list, unless you have been offered a higher preference school.
- This list is in the order of the oversubscription criteria, as required by the school admissions code. This means that names can move down the list if someone moves into the area and is higher placed under the oversubscription criteria. The governors must not take account of the time you have been on the list.
- For the intake year the list is kept by the Schools Admission Team until the end of August. After this the school will keep the reserve list until the end of the academic year.
- Due to the transient nature of the school through service mobility if the PAN is reached in any year group and a reserve list comes into effect, the reserve list will remain until the end of each academic year. Parents would therefore have to re-apply for the next academic year.

### **Fair Access Protocol**

The government has stated that all local authorities must have a Fair Access agreement that allows hard to place children, for example those that have been permanently excluded, to be given a place before any oversubscription criteria are applied and before anyone is considered from the reserve list. If the governing body does not wish to admit a child with challenging behaviour, even though there are places available, it must refer the case to the local authority for action under the fair access protocol. This does not apply to children who are already in public care or stated as these children must be admitted.

### **Misleading Information**

The School and Local Authority have the right to investigate applications and withdraw places offered on the basis of misleading information.

### **Appeal Procedure**

If you are unsuccessful in obtaining a place for your child in the primary school of your choice, you may choose to take your case to an Independent Appeals Panel. The County Council's Legal Services arranges Appeals on behalf of the Governors of Cranwell Primary School.

The decision of the Panel will be set out in a letter, which if your appeal is unsuccessful, will state the reasons why your application for a place at this school has not been upheld.

*Please note: if you are applying for places in school year groups other than Foundation stage, the same process applies.*

### **Enquiries and Visits to the School**

We shall be happy to answer any enquiries about the school and the education we offer our pupils. You may like to access our school website on [www.cranwell.jincs.sch.uk](http://www.cranwell.jincs.sch.uk).

We welcome personal visits to the school by appointment and we shall be pleased to answer your queries and show you around before you make any application for a school place for your child. A personal tour of the school, or receipt of the school brochure, should in no way be construed as an acceptance of your child's application for admission. Such a visit is entirely without obligation on the part of the School or yourself, but will help you make a decision about your child's education before you begin the process of application for a school place.