

# Endon Hall Primary School

'Learning Together and having fun'



## Admissions Policy

**Policy updated:** Nov 2017

**Review date:** Nov 2018

Endon Hall Primary School is a Local Authority maintained, inclusive school and will admit children without reference to general ability or aptitude. We believe we operate a fair and equal Admissions Policy and, as a school community, we have a commitment to promote equality. Currently, our Pupil Admission Number (PAN) is 30.

### Aims

- To establish and maintain a fair and open Admissions Policy.
- To ensure equity of the provision for all children in the setting.

### Responsibility for the Policy and Procedure

#### Role of the Governing Board

The Governing Board has:

- delegated powers and responsibilities to the Headteacher to work with the Local Authority Admissions team in considering all applications to this school
- delegated powers and responsibilities to the Headteacher to ensure all school stakeholders and any interested visitors to the school are aware of and comply with this policy;
- responsibility for ensuring that the school complies with all equalities legislation;
- to take appropriate action to deal with all prejudice related incidents or incidents which are a breach of this policy;
- responsibility for the effective implementation, monitoring and evaluation of this policy

#### Role of the Headteacher

The Headteacher will:

- liaise with the Local Authority Admissions team regarding Reception class admissions and in signposting Year 6 parents to admissions information for Secondary school;
- consider all In-Year applications to this school;
- inform the Local Authority Admissions team of any In-Year applications received, and the outcome of the application (See Appendix 2), providing copies of letters sent to parents;
- ensure that all applications are looked at fairly and openly;
- ensure school personnel, children and parents/carers are aware of and comply with the policy;

- provide leadership and vision in respect of equality;
- provide guidance, support and training to all staff;
- monitor the effectiveness of this policy;
- report to the Governing Board on the success and development of this policy

### Role of the Local Authority Admissions team

The Local Authority Admissions team will:

- coordinate pupil admissions to the school's Reception class;
- in the event of over-subscription on entry to Reception, uphold the following criteria:
- work closely with the Headteacher regarding In-Year applications;

### Local Authority On-Entry Admissions Criteria

Admission to the Reception class of this school shall be determined by the criteria set out below:-

If the total number of preferences for admission to a school exceeds the school's Published Admission Number (PAN), the following order of priority is used to allocate the available places. (N.B. after applying the oversubscription criteria, where an applicant can be offered a place at more than one preferred school then they will be offered a place at the school ranked highest on their application.)

- 1) Children in Care and children who ceased to be in care because they were adopted (or became subject to a residence order or special guardianship order).
- 2) Children who satisfy both of the following tests:

**Test 1:** the child is distinguished from the great majority of other applicants either on their own medical grounds or by other exceptional circumstances.

*Medical grounds must be supported by a medical report (obtained by the applicant and provided at the point of application). This report must clearly justify, for health reasons only, why it is better for the child's health to attend the preferred school rather than any other school.*

*Exceptional circumstances must relate to the choice of school and the individual child, i.e. the circumstances of the child, not the economic or social circumstances of the parent/carer. They should be supported by a professional report (obtained by the applicant and provided at the point of application), e.g. social worker. This report must clearly justify why it is better for the child to attend the preferred school rather than any other school.*

**Test 2:** the child would suffer hardship if they were unable to attend the preferred school.

*Hardship means severe suffering of any kind, not merely difficulty or inconvenience, which is likely to be experienced as a result of the child attending a different school. Applicants must provide detailed information about both the type and severity of any likely hardship at the time of application.*

- 3) Children who have an elder sibling in attendance at the preferred school and who will still be attending the school at the proposed admission date;

*For admission purposes, a brother or sister is a child who lives at the same address and either: have one or both natural parents in common; are related by a parent's marriage; are adopted or fostered by a common parent or are unrelated children who live at the same address, whose parents live as partners.*

- 4) Children living within the catchment area of the preferred school;

- 5) Other children arranged in order of priority according to how near their home addresses are to the main gate of the school, determined by a straight-line measurement as calculated by the Local Authority's Geographical Information System.

Where it is not possible to accommodate all children applying for places within a particular category then the Local Authority will allocate the available places in accordance with the remaining criteria. If for instance, all the catchment area children cannot be accommodated at a school, children who are resident within the catchment area will be arranged in order of priority according to distance i.e. category (6).

For more information, visit the Admissions Team website at:

<http://www.staffordshire.gov.uk/education/schoolsandcolleges/admissions/admissions.aspx>

### **Governor run Nursery provision**

Admissions to our Nursery class shall be determined by the criteria set out below:-

- 1) Siblings
- 2) Children residing in our catchment area
- 3) Children requiring a **full time place** i.e. 5 full days per week (15 funded hours + 15 paid hours or 30 funded hours, if eligible)
- 4) Children whose age on entry means they could be accessing the Nursery for over 3 terms

Our rationale for opening a Nursery on site is to enable children who would previously have secured a place in our Reception class (catchment and siblings) to access Endon Hall as early as possible. Therefore, once a session reaches 80% capacity, we will defer a decision for children who do not meet criteria 1 and 2. Once contracts are signed, one month's notice is required in writing if either the school or parent/carer wishes to make any alterations to places, or to end a placement.

#### **Admissions for the Autumn Term:**

For those meeting Criteria 1 and 2, decisions are made in February each year for the following September if the Nursery has been full since the previous September. Deferred decisions for those not meeting Criteria 1 & 2 are made in April each year, following receipt of our Reception admissions list.

If places remain available after the September intake each year:

#### **Admissions for the Spring Term:**

|  |                                    |
|--|------------------------------------|
| Decisions for those who meet Criteria 1 and 2:           | By 1 <sup>st</sup> October         |
| Deferred decisions for those not meeting Criteria 1 & 2: | Upon return from October half term |

#### **Admissions for the Summer Term:**

|  |   |
|--|---|
| Decisions for those who meet Criteria 1 and 2:                 | By the start of the Spring Term (January) |
| Deferred decisions for those who do not meet Criteria 1 and 2: | By February half term                     |

### **Role of Parents/Carers**

Parents/carers will be aware of and comply with this policy.

Where parents/carers wish to apply for a place In-Year, the In-Year Admissions form will be completed (See Appendix 2) and submitted to the Headteacher at the preferred school.

Where parents/carers wish to apply for a place in Nursery, the Nursery 'Request for Place' form will be completed and submitted to the Headteacher.

## Raising Awareness of this Policy

We will raise awareness of this policy via:

- the school website
- the staff handbook
- meetings with parents/carers such as introductory, transition, parent-teacher consultations
- prospective parents/carers making admissions enquiries

## Equality Act 2010

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, race, religion or belief and sexual orientation. Our Admissions Policy makes clear the sole criteria used to manage admissions to our school.

## Monitoring the Effectiveness of the Policy

Annually (or when the need arises) the effectiveness of this policy will be reviewed by the Headteacher and any necessary recommendations for improvement will be made to the Governors.

|                                  |           |              |          |
|----------------------------------|-----------|--------------|----------|
| <b>Headteacher:</b>              | V Lewis   | <b>Date:</b> | Nov 2017 |
| <b>Chair of Governing Board:</b> | D Higgins | <b>Date:</b> | Dec 2017 |