

Endon Hall Primary & Nursery School

'Learning Together and having fun'



Admissions Policy

Policy updated: Nov 2020, Nov 2021

Review date: Nov 2022

Statement of intent

Endon Hall Primary School is a Local Authority maintained, inclusive school with a Governor run Nursery attached. We will admit children without reference to general ability or aptitude. We believe we operate in an open, fair, clear and objective manner and, as a school community, we have a commitment to promote equality. Currently, our Pupil Admission Number (PAN) is 30.

We work to the principle that any parent/carer accessing our admissions arrangements will be able to easily understand how places for that school will be allocated, and will not be alienated or discouraged from applying based on admissions criteria.

Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Equality Act 2010
- Human Rights Act 1998
- School Standards and Framework Act 1998
- DfE (2021) 'School Admissions Code'
- DfE (2012) 'School Admission Appeals Code'

This policy operates in conjunction with the following school policies:

- Equal Opportunities Policy
- Data Protection & GDPR Policy
- Special Educational Needs and Disabilities (SEND) Policy
- SEND Information Report
- Admissions Policy Appendix: Changes to Procedures for Admissions and Admission Appeals until 30 Sept 2022

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 (LA) Admissions team in considering all applications to this school;
- responsibility to ensure that the LA has all the information it needs to set admissions arrangements;
- Working with the LA when determining the school's capacity;
- Publishing a link to the full, determined admissions arrangements on the school's website;

- 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

The Local Authority team is responsible for:

- Acting in accordance with the relevant legislation and guidance when carrying out the overall admission of pupils into the school;
- Clearly communicating any reasons for rejecting the admission of a pupil, as well as the parent's right to appeal and the appeal process;
- Implementing any advice or recommendations given by the Schools Adjudicator without undue delay;
- Determining the admission arrangements on an annual basis and publicly consulting stakeholders on any proposed changes to the admission arrangements;
- Setting clear, fair and effective oversubscription criteria which do not discriminate against any pupil;
- Communicating oversubscription criteria clearly to parents;
- Notifying the LA of any in-year admissions and their outcomes;
- Co-ordinate pupil admissions to the school's Reception class;
- Work closely with the Headteacher regarding In-Year applications;
- In the event of over-subscription on entry to Reception, uphold their oversubscription criteria

Applications and offers

Applications to Reception

Parents are invited, by the relevant Local Authority (LA), to apply for a Reception place. They will note their three preferred schools, along with a brief explanation, in rank order – the schools do not have to be located in the LA area where the parents live. Parents will provide LAs with the following information when they submit their application:

- Their name and their child's name and date of birth
- Their and their child's address and proof of residence

Parents are not guaranteed to have their preferences met. The LA will request supplementary information for the purpose of processing applications where necessary.

Offers of places on entry to Reception

All offers will be made on National Offer Day i.e. 16 April (or the next working day where this date falls on a weekend or bank holiday).

Where the school is oversubscribed, the LA will rank applications in accordance with its determined arrangements, and the qualifying scheme will ensure that only one offer will be made per child by the LA.

An offer will only be withdrawn if it has been made in error, a parent has not responded within 20 working days, or if the offer was made via a fraudulent or misleading application. Where an offer has not been responded to within the designated time frame, the LA will give the parent a further opportunity to respond and will explain that the offer will be withdrawn if they do not. If any application is found to be fraudulent after a child has started at the school in the first term of the new academic year, the school may withdraw the place. If the fraudulent application is found after this time, the pupil will not be removed.

The Headteacher will assist the LA with deciding on which year group a child will enter. Once a decision has been reached, the child's parents will be informed in writing along with an explanation of how the decision was reached and any reasons why.

The school must admit all children who have an EHC plan where the school is named. Children with SEND who do not have an EHC plan will be treated equally to all other applicants in the admissions process. This includes children who may need additional support or reasonable adjustments to be made. The details of the school's SEND provision can be found in our Special Educational Needs and Disabilities (SEND) Policy and SEND Information Report on our website.

In-year admissions

The school will follow the same process for in-year admissions as for admissions at the start of the academic year.

We will publish a link to the LA's in-year admissions arrangements on the school website by 31 October 2021. Following this date, the school will publish a link to the LA's in-year admissions arrangements on the school website by 31 August each year.

Endon Hall Primary School will consider all such applications and if the year group applied for has space available, then a place will be offered. If a place is not available, then the child's parent can ask for their child's name to be added to the appropriate waiting list. As with admissions at the start of the academic year, parents whose applications are turned down are entitled to appeal through the process outlined below.

We will ensure that parents can access a hard copy of the information from the LA about in-year applications upon request.

We will provide the LA with details of the number of places available, or any supporting evidence, no later than two school days following the request of such information from the LA.

Local Authority On-Entry Admissions Criteria

Admission to the Reception class at Endon Hall Primary School shall be determined by the Local Authority, using 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 Staffordshire County Council's Admissions website at:

<https://www.staffordshire.gov.uk/Education/Admissions-primary/Apply/Overview.aspx>

Admissions Appeals

Until 30th September 2022, the LA will have due regard to the extension of the temporary regulations changing certain aspects of the admission appeals procedure, in line with the Admissions Policy Appendix: Changes to Procedures for Admissions and Admission Appeals until 30th September 2022.

The Governing Board will be aware of, and assist the LA where relevant with regard to, the below admissions appeals procedure.

Informing of appeals

When informing a parent of their unsuccessful admissions application, a letter will be sent by the LA which includes the reason why admission was refused; information about the right to appeal; the deadline for lodging an appeal and the contact details for making an appeal. Parents will be informed in the letter that, if they wish to appeal, they must make the appeal in writing. Grounds for appeal are not limited.

Constitution of appeals panels

The LA and the appeals panel will act in accordance with all relevant legislation and guidance. The judicial function of the appeals panel will be transparent, accessible, independent and impartial, and will operate in accordance with the principles of natural justice.

A clerk will be appointed to the appeals panel who is independent of the school and the education functions of the LA. The appeals panel will comprise a chair and at least two other panel members. The panel will also include at least one lay person and a person who has experience in education. The chair of the appeals panel is responsible for the conduct of the hearing, including introducing parties, explaining individual roles and how the hearing will be conducted, and ensuring that parties have sufficient opportunity to state their case and ask questions.

Panel members will be independent from the school and will remain independent for the duration of their service. The clerk is responsible for assigning members of the appeals panel; however, they will not assign the following disqualified persons:

- A member of the LA
- A member or former member of the governing board of the school
- An employee at the LA or governing board of the school, other than a teacher or TA
- Any person who has, or at any time has had, any connection with the LA, school or LA who may not act impartially
- Any person who has not attended training required by the LA arranging the appeals panel

There will be three members of the panel available at all times during the appeals process. If any member has to temporarily withdraw, the hearing will be postponed until the panel member returns. If the panel member is unable to return, they will be replaced, and the appeals will be reheard.

Appropriate training will be given, funded by the LA, to all panel members and clerks before they take part in a panel hearing. As a minimum, this training will include:

- The law relating to admissions.
- The panel's duties under the Human Rights Act 1998 and the Equality Act 2010.
- Procedural fairness and natural justice.
- The roles of specific panel members e.g. the chair.

Members of the appeals panel will receive travel and subsistence allowances where applicable, and will be compensated for any loss of earnings or expenses.

The rate of payment is set by the LA and has due regard to the recommendations of the remuneration panel.

The appeals panel must not have a vested interest in the outcome of the hearing.

The LA will indemnify the members of the appeals panel against any legal costs and expenses they incur in connection with any decision taken in good faith whilst acting as a member of the appeals panel.

Appeals hearings

The LA will publish an appeals timetable on their website by 28 February each year. The timetable will comply with section three of the 'School Admission Appeals Code'. Appeals will be lodged and heard for the normal admissions round within 40 school days of the deadline for lodging appeals.

For late applications, appeals will be heard between 30-40 school days of the appeal being lodged. For in year admissions, appeals will be heard within 30 days of the appeal being lodged.

The LA will provide appellants with written notification of the date and all final arrangements of the appeal hearing, including a deadline for the submission of any further evidence that was not sent in the original appeal.

The LA will comply with any request for information to help parents prepare their case for the appeals hearing. All evidence relating to the appeal hearing will be passed on to the clerk, including the admission process, reasons for the decision and how the admission would cause prejudice to the education provision of the school. The clerk will send all the papers required for the hearing to both parties and the members of the panel seven days before the hearing.

The presenting officer will be responsible for relaying to the attendees the decision not to admit the child, and answer questions where necessary.

Appellants may attend in person or be represented by another individual. Where appellants cannot attend, a decision will be made based on the written evidence.

Appeal hearings must be private and held in an accessible location. The order of the appeals will be:

- Case for the LA
- Questioning by the appellant(s) and panel
- Case for the appellant(s)
- Questioning by the LA and panel
- Summing up by the LA
- Summing up by the appellant(s)

Multiple appeals will be heard, either individually or in groups, by the same appeals panel where appropriate. Notes of the hearing will be made and kept securely by the LA for a minimum of two years. These notes are, in most cases, exempt from disclosure under the Freedom of Information Act 2000 and the Data Protection Act 2018.

Reaching a decision

When reaching a decision, the LA will have due regard to section three of the 'School Admission Appeals Code'.

Appeals decisions will either be upheld or dismissed – there will be no conditional decisions made, in line with section 94(6) of the School Standards and Framework Act 1998. The final decision will be decided by a simple majority. If votes are split equally, the chair will make the casting vote.

The final decision and accompanying reasons will be communicated in writing to the appellant, LA and the LA. The decision letter will be signed by the clerk or chair of the appeals panel and sent no later than five school days after the decision has been made.

If a child has been refused admissions due to any SEND, this will be considered by the First-tier Tribunal (SEND) and not the appeals panel.

Admission appeals for infant classes only - The LA will have due regard for the two-stage process outlined in the 'School Admission Appeals Code' when negotiating appeals regarding infant class sizes.

Complaints

Appellants do not have the right to more than one appeal in respect of the school for the same academic year unless, in exceptional circumstances, the LA has accepted a second application from the appellant due to a material change in the circumstances of the parent, child or school but still refused admission. Appellants can apply for a place at the school for a different academic year.

If appellants have an issue with the appeal process, they can complain to the Local Government Ombudsmen.

Governor run Nursery provision

Admissions to Endon Hall Nursery (Governor run), 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 1st 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.

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| Headteacher: | V Lewis | Date: | Nov 2017 | Nov 2018 | Nov 2019 | Nov 2020 | Nov 2021 |
| Chair of Governing Board: | D Higgins | Date: | Dec 2017 | Dec 2018 | Dec 2019 | Dec 2020 | Nov 2021 |