

# **SALTFORD CHURCH OF ENGLAND PRIMARY SCHOOL**



## **Admission Policy**

**2022 - 2023**

# Saltford Primary School

## Admission Policy

### Introduction

Saltford Primary School is an Academy and as such the Academy Governance Committee is the admissions authority.

We are an inclusive school that welcomes children from all backgrounds and abilities.

All applications will be treated on merit and in a sensitive manner.

The only restriction we place on entry is that of number. If the number of children applying for entry exceeds the places available, we enforce the procedure set out below in order to determine whether a child is admitted or not. It is our wish to allow parents the right to have a place at the school of their choice. However, this is not always possible, due to an excessive demand on the number of school places available.

The school does not discriminate with regards to admissions on any basis.

Recognising its historic foundation, the school will preserve and develop its religious character in accordance with the principles of the Church of England and in partnership with the Church at parish and diocesan level.

The school aims to serve its community by providing an education of the highest quality within the context of Christian belief 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.

### How to make an application for a place

Saltford Primary School is part of Bath and North East Somerset's Co-ordinated Admissions Scheme. All applications for admission must be submitted to your home Local Authority (LA) by the published closing date. The LA will forward all applications to the school and the Academy Governance Committee will rank all applications against the admissions criteria. The ranked list will then be returned to the LA under the coordinated admissions scheme and they will make a single offer of a place on the published date.

### Published Admissions Number

The Academy has a Published Admission Number of 60 which means that it will admit 60 children into Reception Class. This includes children with Statements of Special Educational Need or Education, Health and Care Plans (EHCP) where the Academy is the identified education provider. If 60 or fewer applications (including those from the parents of children in receipt of a Statement of Educational Need and those in receipt of an Education, Health and Care Plan) are received, all those applying will be offered places. If the Academy receives more than 60 applications, i.e. the Academy is over-subscribed, the following procedure is followed:

### Special Educational Needs

The Special Educational Needs Code of Practice requires that Governing Bodies admit any children with a Statement of Special Educational Need or an EHCP naming Saltford Primary School, before it will consider any other applications.

Following the admission of any children with a Statement of Special Educational Need or an EHCP, the Academy Governance Committee will consider all other applications received by the closing date. Where there are fewer applications than places available within the school's Published Admission Number, the Academy Governance Committee will admit those children. Where there are more applications received than there are places available within the required year group, the Academy Governance Committee will consider all on time applications against the criteria as set out below.

## **PRIORITY A**

Children in Public care [Looked after Children] or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangement order, or special guardianship order.

## **PRIORITY B**

The 2 categories in this criterion will be given equal consideration.

- Children who live within a 1.5 mile radius\* of the school and for whom there will be a sibling in attendance on the admission date at the preferred school.
- Children who live outside a 1.5 mile radius\* of the school but it is their **closest** School and for whom there will be a sibling in attendance on the admission date at the preferred school.

## **PRIORITY C**

Children of staff of Salford Primary School, where that member of staff has been employed for two or more years at the time at which the application for admission to the Academy is made, and/or where the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

## **PRIORITY D**

Children who live closest to the school as measured in a direct line.

### **Additional Notes**

Please note that applications for Salford Primary School should be made through the family's home local authority by the national closing date of 15 January 2022.

For Priority C applicants the Academy's Supplementary Information Form must also be completed and returned direct to the Academy by the closing date of 15 January 2022.

To be considered under the above criteria parents must have named the school as a preference. Under the above criteria all preferences are considered equally. If a child qualifies for more than one school they will be offered their highest preference as stated on their application form.

The 1.5 mile radius will be measured from the address point of a school as defined by the Local Land & Property Gazetteer (LLPG). In all cases, distances will be measured in a direct line from the address point of the child's home address to the address point of a school as defined by the Local Land & Property Gazetteer (LLPG). Measurements will be determined using the Local Authority's GIS computerised mapping system.

## **Oversubscription Criteria**

If under all the above criteria any single category resulted in oversubscription, those living closer to the preferred school would receive the higher priority. Where there is more than one applicant ranked equally according to the published admission criteria and there are insufficient places available to allocate all of the equally ranked applicants the place(s) will be allocated by random allocation.

## **Late Applicants**

Any late applicants should complete their home LA's common application form and return it to their home LA as soon as possible. In line with agreed co-ordinated admission procedures the Academy will be informed of any late applications received.

## **Waiting List**

Unsuccessful applicants will have the opportunity to go on the Waiting List. Places in Reception Class are offered from the Waiting List in accordance with the oversubscription criteria. The Waiting List will be kept open until March. Please note that Looked After Children, Previously Looked After Children and those allocated a place at the school in accordance with a Fair Access Protocol must take precedence over those on the waiting list.

Every effort will be made to contact applicants on the waiting list using the last contact details provided by the applicant, but, where a response to an offer has not been received within 10 school days, the offer will be withdrawn and the available place offered to the next child on the waiting list to qualify for the available place.

## **Home Address**

The child's home address is defined as the permanent address where he or she generally resides with their parent. Temporary addresses may not be used. Where the parent/guardian/carers of the child have separated, the home address of the child will be regarded as the address at which the child sleeps for the majority of the weekdays.

The Academy reserves the right to investigate home addresses and may ask applicants to supply further evidence of the home address. This may include Council Tax, Electoral Roll, Utility Bill records, GP registration, and Child Benefit records. A place allocated on the basis of fraudulent information may be withdrawn.

## **Definitions**

- Siblings are defined as children who are brother or sister; half brother or sister; adopted brother or sister; step brother or sister; the child of the parent/carers partner; and in every case the child should be living in the same family unit at the same address.
- A member of Academy staff is defined as full time and part time, teaching and non-teaching staff employed by the Academy and who are paid through the school's payroll system.

## **Deferred entry to Reception**

While a child is below compulsory school age, the parent/carer may choose to defer his/her child's entry to school until later in the school year. However, he/she cannot defer beyond the point at which the child reaches statutory school age or beyond the start of the last term in the school year (the school operates on the basis of a six term year).

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

The Local Authority will consider applications for delayed or accelerated entry in cases where parents would like their child to be admitted to a year group either side of their chronological age group. The reasons for the request must be fully explained and included with the application form.

A parent of a 'summer born' child entitled to start school in September 2022, may choose to delay his/her entry to school until September 2023, where the parent(s) considers this arrangement to be in the best educational interests of the child. The parent(s) may request to apply for reception in September 2023 rather than Year 1. However, there is a risk attached to deciding this approach, which the parent must be clear about. Although the Local Authority may agree to a new application being submitted for a Reception place in September 2023, there can be no indication given as to whether a place will be available until the 2023 'normal' admissions round is complete. The following process will apply.

The parent must submit an application to the home local authority during the 2022 'normal' admission round, making it clear in the text box on the application form that he/she wishes to request to delay the child's entry until September 2023. Where the intention is for the child to start within the 2023 reception cohort, this must be clearly stated on the form. The Local Authority will formally note the parent(s) instruction and will consider the request. If a request to delay is approved, parents/carers will have their application withdrawn and effectively, the child will no longer be part of the 2022 'normal' admission round. Parents will then need to make a new application as part of the main admissions round for the following year in September 2023.

Where the Local Authority indicates willingness to accept an application from a child placed out of year group, this will not guarantee a place at the preferred school as any application will have to be made with the admissions round for the year in which the child is starting school and considered against the published admission criteria.

Where a parent delays a child's entry until 2023 and then decides that he/she should join year 1 rather than reception, he/she will need to make an In-Year application within six school weeks of the place being required.

## **In Year Admissions (i.e. all applications other than for Reception Class)**

All applications must be made directly to the Academy. An application is made by completing an application form which must be forwarded to the Academy. If no form is submitted the Academy will not be able to process the application.

All applications will be considered by the Admissions Committee of the Academy Governance Committee and places will be offered if this will not prejudice efficient education of others at the Academy or the efficient use of resources.

Where there are more applicants at any one time than there are places available, priority will be determined by applying the Oversubscription Criteria as set out above.

## **Admission Appeals**

If the Academy Governance Committee does not offer a child a place at this school, this will be because to do so would prejudice the education of other children by allowing the number of children in the school to increase too much.

Parents whose application is turned down by the Academy Governance Committee have the legal right to appeal to an Independent Appeals Panel (IAP). Details of how to appeal will be explained in the decision letter. The IAP's decision is binding for all parties concerned.

### **Monitoring and Review**

The Academy Governance Committee will monitor this admissions policy and it will be reviewed at least every two years or sooner if required.