



Isham CE Primary School

## Admissions Policy 2020



In accordance with our ethos, fairness and compassion lie as the values at the heart of this policy. We seek to ensure all applicants to Isham are treated fairly, with compassion for those children that are deemed most in need of a secure school place. This policy seeks to clearly define how children are offered places at our school.

### Admissions Criteria

PDET (Peterborough Diocese Education Trust) are the Admission Authority in this PDET Academy although implementation of the policy has been delegated to the Local Governing Board (LGB) of Isham Primary School.

We will accept children up to our published Admission Number (PAN) which is 15. When there are more applications than there are the 15 places available, the governors will admit pupils according to the following criteria which are listed in order of priority.

The governors will admit all children with a statement of Special Educational Needs or an Education, Health & Care Plan (EHCP) which names the school.

### Oversubscription Criteria

1

**'Looked After Children'** which includes; A 'looked after child' or a child who was previously looked after but immediately after being looked after were adopted or became subject to an child arrangements 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).

2

The governors will admit one pupil on **social or medical grounds** where professionals have clearly identified that the school will best meet the needs of the child. These applications must be accompanied by documentary evidence from appropriate professionals within the Health or Social services.

3

**Children living with their parent(s)/carer(s) in the ecclesiastical parish of St Peter's, Isham.**  
(\*See residence definition below.)

4

**Children who have a sibling attending the school at the time of admission.** (\*\*See sibling definition below.)

5

**Children of worshipping members of any Church that is a member of Churches Together in England, this includes the Church of England.**

Details can be found at [www.cte.org.uk](http://www.cte.org.uk). These applications must be accompanied by form SIF/A available from the school. The completed SIF/A will then be sent to the minister with form SIF/B to verify church allegiance.

6

**Any other child.**

### **Tie Breaker**

Where there are more applications in any one category, applications will be prioritised on the distance from the child's home to the main entrance of the school. (Distances will be determined by the Local Authority, measured on a straight line basis, using a geographical information system.)

### **\*Residency definition**

The child's place of residence is the address of the parent(s)/legal guardian(s) with whom the child spends the majority of time during the school week.

(Parent(s)/legal guardian(s) may be asked to produce evidence of residency /home address at any time during the admissions process.)

\* For information on Parish Boundaries visit:- [www.achurchnearyou.com](http://www.achurchnearyou.com) Alternatively, school can provide a hard copy if you wish to request this

### **\*\*Definition of siblings**

The definition of a brother or sister (sometimes referred to as a sibling);

- a brother or sister sharing the same parents.
- a half brother or half sister where two children share one common parent.
- a step-brother or step sister, where two children are related by a parent's marriage/partnership.
- adopted children.

A brother or sister **must** be living at the same address when the application is made.

### **Waiting Lists**

All parents who are refused a place at the school at any time may wish to place their child's name on a Waiting List.

Pupils will be placed on the Waiting List in strict order according to the oversubscription criteria on the Admissions Policy. If a place becomes available at the school, places will be allocated according to this criteria.

Parents must contact the school within the first 7 days of every term to request that their child's name is placed on the Waiting List. This can be done by telephone or e-mail: 01536 723956 or [head@isham.northants-ecl.gov.uk](mailto:head@isham.northants-ecl.gov.uk).

The Waiting List will be revised at the time of allocation of places, again September, January and April.

At the time of allocation of places, parents must contact the school within 7 days to request that their child is placed on the Waiting List. If parents wish their child to remain on the Waiting List they must contact the school in September, January and April. Should the parent not register their child's name by this time, they will be removed from the waiting list.

Parents should contact the school within 7 school days at the beginning of September, January and April. Any places which become available, will be allocated after 7 school days at the beginning of September, January and April.

Waiting List applicants, for entry at all times other than the start of Year R, will receive written confirmation of their application and details of how to remain on the Waiting List.

#### **Late Applications**

The governors will deal with late applications after all the 'on time' applications have been processed. Those refused a place due to the school having admitted up to the PAN (15) will be advised of their right to appeal.

#### **Right of Appeal**

All parents have the right to appeal if their child has not been allocated a place at Isham Primary School.

In the first instance you should contact the Appeals Administrator, Diocesan Education Office, Bouverie Court, 6 The Lakes, Bedford Road, Northampton NN4 7YD.

#### **Admission of children below compulsory school age and deferred entry to school**

Children are required to start their compulsory education from the beginning of the term following their 5<sup>th</sup> birthday (based on a 3 term year with terms starting in September, January and April). In Isham CE School, children are entitled to a full year in Reception i.e. the school place is available from the beginning of the school year in which the child has their 5<sup>th</sup> birthday.

#### **Deferred entry:**

Parents/carers can request that entry to the School is deferred until later in the same school year (i.e. a child born in the autumn term could defer starting school until January and a child born in the spring or summer term could defer their start until after Easter). If such a request is made the School is required to hold the place for the child; the place cannot be offered to another child but it cannot be kept open beyond the beginning of the summer term.

Any parents/carers considering deferring their child's admission to school are recommended to discuss this with the Head teacher.

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

Parents/carers may seek a place for their child out of their normal age group e.g. if the child is gifted and talented or has experienced problems such as ill health. Additionally, parents/carers of

a summer born child (i.e. a child born in the period from 1 April to 31 August) may not want to send their child to school until the September following their 5th birthday and may request that they are admitted out of their normal age group – e.g. to Reception rather than to Year 1 – *please refer to the section on Summer Born children below.*

### **Process for requesting a place out of normal age group (*not Summer Born*)**

Parents/carers may seek a place for their child out of their normal age group as stated above. If parents/carers wish to do so, they must contact the head teacher, Kirstin Howarth, at the School.

The Admissions Committee of the LGB will convene a meeting to consider the request and 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, the child's medical history and the views of a medical professional;
- ❖ whether the child has previously been educated out of their normal age group;
- ❖ whether the child may naturally have fallen into a lower age group if it were not for being born prematurely;
- ❖ the Head teacher's views.

**Please note** – if the Admissions Committee does not agree to this request to be admitted out of cohort, there is no right of appeal against that decision.

### **Requests for admission out of normal age group (*Summer Born children*)**

- Parents/carers who wish to apply for a place in Reception out of the normal age group should make a request to the LGB which is responsible for administering the admission arrangements at the School. The request needs to be accompanied by reasons for such a request and should be made by **1 December** of the year prior to the year the child should enter Reception if they had not requested to defer applying.
- The Admissions Committee of the [Local] Governing Board will convene a meeting to consider the request and 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, the child's medical history and the views of a medical professional;
  - ❖ whether the child has previously been educated out of their normal age group;
  - ❖ whether the child may naturally have fallen into a lower age group if it were not for being born prematurely;
  - ❖ the Head teacher's views.

### **What happens next?**

- The Admissions Committee will inform the parents/carers of its decision on the Year group the child should be admitted to when they have to start school (i.e. Reception or Year 1) and will set out clearly the reasons for their decision. (*For details of when a child has to start school - see paragraph above - "Admission of children below compulsory school age and deferred entry to school"*);
- If the Admissions Committee **agrees** to the parent's/ carer's request to defer the application for a Reception place, they will inform the local authority and the parents/carers will then need to make an application for a place in Reception in the normal round of admissions in the following academic year.  
**Please note** – in this following normal admissions round, if the School is oversubscribed, all applications (including deferred applications) for the School will be ranked in accordance with the School's oversubscription criteria. If the application is not successful, parents/carers will have the right to appeal but, as the purpose of the appeals process is to consider whether a child should be admitted to a particular school, parents/carers do not have a right of appeal if they have been offered a place and it is not in the year group they would like;
- If the Admissions Committee does **not agree** to the application being deferred, there is **no right of appeal** against that decision and the parents/carers will need to make an application to the local authority for a place in Reception by 15 January or make an in-year application for a Year 1 place at the appropriate time.