

STAUNTON-ON-WYE ENDOWED
PRIMARY SCHOOL

ADMISSIONS POLICY

INTRODUCTION

This policy complies with the legal framework set out in Section 84 of the School Standards and Framework Act 1998 and the subsequent Codes of Practice for Admissions and Appeals. It also conforms to the Greenwich judgement 1989 and the Rotherham judgement 1997 and the admissions policy set out by the local admissions authority (LEA). This policy reflects the Admissions policy of the local authority, and as such reflects the results of consultation between different admission authorities and the work of the local Admissions Forum. Local Admissions Forums have the following functions:

- discussing all proposed admission arrangements in their area;
- discussing any proposed partial selection arrangements and confirming that they are in the interests of all local parents and children;
- commenting on the information provided by the LEAs describing admission arrangements in the local area;
- to review the co-ordination of admissions arrangements for local schools;
- discussing proposals to set or vary a School's published admission number (PAN)

Parents are informed of the published admission number (PAN) in a school's annual prospectus. The PAN is annually reviewed with regard to criteria such as statutory class size limits (infants) and the physical capacity of the School;

- discussing how admissions arrangements may be integrated with those in other neighbouring areas.

AIMS AND OBJECTIVES

This policy aims to:

- contribute to a simple clear, fair and objective admissions policy;
- enable parents to make informed preferences in the choice of school for their child. The LEA produces literature related to admissions in community languages;
- inform parents as to their rights with respect to admissions and appeals including those children with special educational needs or disabilities;
- support the LEA's inclusion policy by rapidly integrating excluded children back into full time mainstream education;
- comply with all relevant legislation and guidance - including infant class sizes and equal opportunities;

- comply with the timetables, deadlines and common dates set for the admissions process by the local admissions authority;
- clearly describe our over-subscription criteria and how they are applied;
- explain what is expected from parents, and what the parent can expect from the School and the LEA, at each stage of the admissions process;
- provide the name and details of the person to contact (both school and LEA) for the provision of further information.

1. Admission into Reception.

Children reach compulsory school age at the beginning of the term following their 5th birthday. Many primary schools admit all children in the September following their fourth birthday. Staunton-on-Wye Primary School, however, admits children twice a year, according to the timing of their birthday.

Children who have their 5th birthday between 1st September and 1st March, are admitted full-time at the beginning of the autumn term. Those children who reach the age of 5 after 1st March are usually admitted full-time at the start of the spring term. Summer born children can, however, be admitted in the autumn term if parents and staff feel that they are ready. All children are given the opportunity to attend school on Thursday mornings for the term before they start full-time.

2. Over-Subscription and Over-Subscription Criteria

Over-subscription criteria are used when more parents have expressed a preference for a particular school in a particular year than it has available places.

Children are admitted according to the following order of priority.

- (1) **Stated** - A child with a statement of special educational needs naming Staunton on Wye primary school
- (2) **Looked after** - Children in the Looked After system and children who are adopted, where the approved agencies, in consultation with the Governors, agree that the school is the most appropriate to meet the child's needs.
- (3) **Catchment with Sibling** - A child residing in the catchment area who has a sibling who will still be at the school in the term of admission (Siblings include half and step siblings and adopted or fostered children in the same family.).
- (4) **Catchment without sibling** - A child residing in the catchment area without a sibling at the school (see above for definition of sibling).
- (5) **Non-catchment with Sibling** - A child residing outside the catchment area who has a sibling who will still be at the school in the term of admission (see above for definition of sibling).

- (6). Open place - exceptional grounds: A child with exceptional social and/or medical and/or compassionate grounds for admission with written evidence to show that this school is particularly placed to meet the child's needs.
- (7). Open place - feeder pre-school: A child who has attended Staunton-on-Wye pre-school for at least one term immediately prior to entry
- (8). Open place - closest to school: A child who lives closest to the school by the shortest appropriate route.
- (9). Open place - former sibling: A child who has had a brother or sister in the school in the past.

When applications are considered in each category, if numbers of children seeking admission exceeds the places available, allocation will be made with preference being given to a child who lives the shortest distance from the school by the most appropriate route. The most appropriate route is the shortest available route by the means most likely to be used; in the absence of any other evidence a distance under 1 mile will be assumed to be walked and over 1 mile will be assumed to be travelled by bicycle or car.

3. Definition of Place of Residence

The home of a child is defined as the place where they live for the majority of the year, and does not include where they are minded or where members of their extended family reside.

4. Pupils with special educational needs but without statements

Staunton on Wye primary school welcomes children with special needs. If the School is named in a statement of special educational needs, the admission authority has a duty to admit the child to the School. For non-statemented children with special educational needs or disabilities, over-subscription criteria are applied as to other applicants.

Admission authorities may not refuse to admit a pupil because they consider themselves unable to cater for his or her special educational needs - the LEA should provide the School, the pupil and the family with all required aids and assistance.

5. Disapplication of Parental Preference

The duty to comply with parental preference does not apply:

- where to admit the child would prejudice the provision of efficient education or the efficient use of resources. N.B. A pupil must not be refused admission on the grounds of that child's difficult behaviour. However, the School may always consider disciplinary action, including temporary and permanent exclusion once a child is on roll;

- where the child is of compulsory school age and has been permanently excluded from two or more schools and at least one of the exclusions took place after 1 September 1997. Disapplication is for a period of two years following the second exclusion.

N.B. A permanent exclusion is regarded as taking effect from the first school day the Headteacher has told the pupil not to attend school;

- where admission would be incompatible with co-ordinated admission arrangements covering two or more maintained schools and which have been approved by the Secretary of State;
- where admission would be incompatible with the duty to meet infant class size limits.

6. RIGHTS OF APPEAL

The admissions authority for this school is the governing body of the school. All parents have a right to appeal against the admission decision made. Appeal panels consider appeals from parents against a decision by an LEA admission authority, or a decision by a school governing body, to refuse admission to their child.

Compiled by: Staunton-on-Wye Endowed School	March 2010
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