



Smallwood Church of England Primary Academy **Admissions Policy 2016/17**

Smallwood Church of England Primary School became an academy in August 2014. We can now determine our own admissions. We are adopting the following arrangements with respect to the admission of children to the School for the academic year 2016-2017. This aligns our admissions with other members of Congleton Education and Community Partnership (CECP) which our school is part of, particularly Congleton High School who are also our main transition secondary school.

Application to and co-ordination of admission into Reception class at age 4 is still the responsibility of the local authority.

Starting in any other cohort yr1 to yr6, if there is a vacant place, is treated as an in-year admission and applications are to Smallwood Primary Academy.

The Trustees and Governors are committed to ensuring that admissions to the School reflect the wide diversity of the community that the School exists to serve.

Procedure for admission into our Reception class.

Detailed information and guidance will be published in the Cheshire East booklet. Applications should be submitted on the Common Application form to the Local Authority responsible for the parental address.

Attendance at Coppice Pre-school.

Attendance at the private pre-school run from our site does not guarantee admission to the School; parents of children who are admitted for pre-school education will still need to apply for a place at the School and all applications will be considered in accordance with the relevant published admission arrangements.

Students will be admitted without reference to ability or aptitude. The age of admission to Smallwood Primary Academy is currently 4 years old. The planned admission number (PAN) for the year commencing 2016 is currently 20.

Over-subscription Criteria

Where applications for admission exceed the number of places available, the following criteria will be applied in the order set out below:

1. Cared for child and previously cared for children as defined in Section 22 of the Children Act 1989.
2. Children whose brother or sister attends the School and who is expected to continue at the School in the following school year. This also includes half-brothers/ sisters and unrelated children living together as part of one household.
3. Children resident within the designated catchment area of the school. Children will be classed within this criterion if they and their parents are resident within the area served by the school.
4. Pupils living nearest to the school measured using an Ordnance Survey address-point system which measures straight line distances in miles from the address point of the school to the address point of the place of residence.
5. Children with exceptional medical and social needs where admission to the School might best help satisfy those exceptional needs, providing that such application is submitted with appropriate evidence or reports from a doctor or social worker. (*see note below*)
6. All other children

Notes: A 'cared for 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 at the time of making an

application to a school or have a child arrangement order. Previously cared for children are children who were cared for, but ceased to be so because they were adopted (or became subject to a child arrangement order or special guardianship order).

If Smallwood CE Primary Academy is named in a child's personalised Statement of Educational Needs or Educational Health Care Plan (EHCP) the Governors have a duty to admit the child to the School.

Where capacity is exceeded in any of the above admission criteria a place will be allocated to the child living nearest to the School measured using an 'address-point system'. (i.e. the Local Authority distance measuring system which measures straight line distance in miles from the child's permanent place of residence to the School address point.

Proof of address and residency may be required and the Trustees and Governors retain the right to withdraw any place offered on the basis of a fraudulent or intentionally misleading application.

When a child lives at more than one address e.g. spends part of each week at different addresses, full details of the arrangements must be included on the application form (or by means of an accompanying note) to enable the Trustees and Governors to decide which address (or, exceptionally, addresses) to use for admission purposes. Supporting evidence from a registered professional such as a medical practitioner, psychologist or social worker, must be provided which sets out the particular reasons why Smallwood CE Primary Academy is the most suitable School and the difficulties that would be caused if the child had to attend another school. The Trustees and Governors, if it is considered appropriate, will seek the views of the School Doctor or Educational Psychologist in the event of parents requesting admission on medical or psychological grounds. This criterion cannot be considered if the required documents have not been received.

Late applications for places will be considered after all applications received on time. Cheshire East as our local authority set the dates for application for Reception Class Children as:

Key dates in the school admissions process to Reception 2016/17.

Primary Reception Applications:

Opens: 1st September 2015.

Closes: 15th January 2016.

Offers made: 18 April 2016

Deadline for accepting or declining places: 3 May 2016

Any applications received after the closing date cannot be considered as on time except if there are exceptional circumstances, and these are evidenced by the date indicated by the Local Authority for such consideration (see the LA Co-ordination Scheme 2016/17)

Repeat applications will not be considered within the same school year, unless the parents' or the School's circumstances have changed significantly since the original application was made.

Children whose applications are unsuccessful will be placed on a 'waiting list' for one term after the start of the academic year in case any further places become available.

In Year applications – Following changes in admissions legislation, applications for school places received after the first day of the school year into the relevant age group (which includes the reception class at age 4+ and secondary transfer at 11+) or into any other year group must be made on the common application form provided by the authority where you live, i.e. your 'home' local authority.

The Trustees and Governing Body expects that all students selecting Smallwood Church of England Primary Academy would contribute to achieving the aims set out in its Mission Statement.

Delaying Admission to the Reception Class

When considering admission into the reception class for the first time in September following your child's fourth birthday i.e. into the chronological peer group, you may feel that your child is not ready to start school. In such cases you can still apply for admission to that chronological peer group but request that your child attends part-time until they reach compulsory school age, or that the date your child is admitted to school is deferred until later in the same academic year and until your child reaches statutory school age, which is the term after your child's fifth birthday. If you are a parent of a summer born child, your son or daughter will not reach statutory school age for almost a full school year after the point at which they could first be admitted to school. If you are considering delaying admission until the following academic year rather than applying for admission to your child's chronological peer group, you will need to discuss this with the school prior to applying. Your views will be fully considered and you will receive advice from the school to help you decide on the best course of action before a decision is taken by the relevant admission authority. You will also need to

discuss your intentions with your home local authority in order that arrangements can be made to include your child in the relevant school admission application round, if this is agreed. This is to ensure that you do not miss out on important information about applying for school places. For non-statutory guidance published by the Department for Education (DfE) about summer born children, please visit the DfE website at www.education.gov.uk.

If the school as admission authority agrees to your request to delay admission until the following year, **this does not guarantee a place in the reception class at that school.**

The decision on the application for reception, which will need to be made through the normal admission round, will be based on the published admission arrangements as for all applications. Therefore you need to be made aware that an application for an oversubscribed school **could be unsuccessful**, even though the application for delayed entry is supported by the admission authority.

Appeals

Parents/ Guardians/ Carers whose children are not offered a place have the right to appeal to an Independent Appeal Panel. Parents wishing to appeal should obtain an appeal form from the School. The form should be sent to reach the Clerk to the Appeal Panel, care of Smallwood CE Primary Academy School, within 20 days of the date of the letter confirming the Governors' decision not to offer a place. Should an appeal be unsuccessful, the Governing Body will not consider further appeals within the same academic year unless there have been significant or material changes in the child's circumstances.

Agreed May 20th 2015.

Review September 2016.