

Policies & Procedures

Admissions Policy

Date policy approved	Spring 2018
Approving body	LGB and Abbey MAT Board
Next review date	Spring 2019
Previous review date	



Part of



Arrangements and Policy for Admission of Pupils to Manston St James Primary Academy

ADMISSION ARRANGEMENTS 2019

The whole life and ethos of Manston St James Primary Academy is underpinned by Christian principles. The Governors welcome applications from parents who wish their children to have a Church of England School education. Whilst the Governors seek to promote the traditions and teachings of the Church of England, they also welcome children from other faiths and cultures, and in no circumstances whatever will they allow colour, culture or origin to be used as criteria for admission.

1 PUBLISHED ADMISSION NUMBER

The Published Admission Number for the Reception year group and the admission limit for every other year group is **60**. It is the Governors' policy to admit no more than 60 children into the Reception year as part of the normal admission round and to hold to a maximum of 60 in each year group, irrespective of the number of children in the school overall. The one exception to this is the 'Bulge Year' intake of 2014. This Year Group contains a maximum of 90 children.

The Published Admission Number for Reception Class is 60.

By law, normally, no infant class may contain more than thirty children. The Governing Body will not place any restrictions on admissions to the reception class unless the number of children for whom admission is sought exceeds this number.

2 ADMISSION PROCEDURE FOR ENTRY INTO RECEPTION

Application for admission of pupils into Reception class at Manston St James Primary Academy must be made on-line at www.leeds.gov.uk naming the Academy as a preference. The common preference form must be completed and returned to the local authority or handed to school by the deadline of 15th January 2019. Common preference forms received after 15th January will be considered as late and will be dealt with once all other preferences have been considered.

In addition, if you are applying under oversubscription priority 3 or 4, the governors require a Supplementary Information Form, which can be obtained from the school, school website or local authority website. The Supplementary Information Form must be returned to school by the closing date for applications which is 15 January 2019.

If the SIF is not received by the due date, the application will be considered against our other oversubscription criteria, applied in order.

Children who have a **Statement of Special Educational Need or an Individual Education and Healthcare Plan** where Manston St James Primary Academy is named in the Statement/EHC Plan will be allocated a place; this is a statutory entitlement which overrides the oversubscription criteria.

When considering application for places in the school, priority for a school place will be given to all applicants who have named the school in their application.

Oversubscription Criteria

Where there are more applications than places, the governing body will make its decision for admission on the following criteria, in order of priority:

1. Children in public care or fostered under an arrangement made by the local authority or children previously looked after by a Local Authority, whose parent/s or guardian/s preferences Manston St James Primary Academy. Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order). **(see note 1)**
2. Children who have at least one **sibling** attending Manston St James Primary Academy at the proposed date of admission. **(See note 2)**
3. A child who, or whose parent(s)/guardian(s), are regular worshippers at St James the Great Church, Manston.
A regular worshipper is a person who worships at least once a month, for two years immediately preceding the application.

A 'Supplementary Information Form' (SIF) to provide confirmation of attendance at worship is available from the school, school website or LA website and is attached to this policy. The form should be signed by the vicar of St James the Great Church, Manston, and returned to the school by the closing date for applications. The parent/guardian must also make sure the vicar either stamps the form with the church stamp, or that they attach a signed sheet of the church's letter-headed paper. This will help to authenticate the faith reference. If the SIF is not received by the due date, the application will be considered against our other oversubscription criteria, applied in order. **It is the parent's responsibility to ensure that the completed Supplementary Information Form is returned to the school.** **(See note 3)**

4. A child who, or whose parent(s)/guardian(s), are regular worshipper(s) at another Christian church recognised by Churches Together in England and Ireland or a church which fully subscribes to the Christian doctrine of the Trinity.
A regular worshipper is a person who worships at least once a month, for two years immediately preceding the application.

A 'Supplementary Information Form' (SIF) to provide confirmation of attendance at worship is available from the school, school website or LA website and is attached to this policy. The form should be signed by the Minister of that Church and returned to the school by the closing date for applications. The parent/guardian must also make sure the Minister of the Church either stamps the form with the church stamp, or that they attach a signed sheet of the church's letter-headed paper. This will help to authenticate the faith reference. If the SIF is not received by the due date, the application will be considered against our other oversubscription criteria, applied in order. **It is the parent's responsibility to ensure that the completed Supplementary Information Form is returned (see note 3)**

5. A child who, or whose parent(s)/guardian(s), are regular worshipper(s) of another world faith which is one of the other five major world faiths represented in Great Britain (that is Buddhism, Hinduism, Islam, Judaism, and Sikhism).
A regular worshipper is a person who worships at least once a month, for two years immediately preceding the application.

A 'Supplementary Information Form' (SIF) to provide confirmation of attendance at worship is available from the school, school website or LA website and is attached to this policy. The form should be signed by the faith leader and returned to the school by the closing date for applications. The parent/guardian must also make sure the faith leader authenticates the form with a stamp from the place of worship, or that they attach a signed sheet of the letter-headed paper from the place of worship. If the SIF is not received by the due date, the application will be considered against our other oversubscription criteria, applied in order. **It is the parent's responsibility to ensure that the completed Supplementary Information Form is returned (see note 3)**

6. Children for whom Manston St James Primary Academy is their nearest school, measured in a straight line from the child's home address to the academy, taking into account Leeds community schools **(see note 4 & 5)**
7. Any other children wishing to gain a place at Manston St James Academy, prioritised by distance **(See notes 4 & 5)**

Tie Breakers:

Tie Breaker 1: Where there are candidates of equal priority, places will be given to those applicants who live closest to the school as measured in a straight line by the local authority's electronic mapping system.

Tie Breaker 2: In the unlikely event that two or more applicants reside equidistant from school, the remaining places will be allocated by the drawing of lots.

3. ADMISSION DURING THE 2019/20 ACADEMIC YEAR (IN-YEAR ADMISSION)

Parents are able to apply directly to the school at any time for an in-year transfer. An application form is available from the school or from the Local Authority and you will be notified by the school of the outcome of the application.

Where a family has moved into the area from abroad, another part of the country or city, and the child is effectively out of education, the application will be considered for an immediate start in the school, if there is a place available.

Where parents simply wish for their child to change schools, the application may be considered for the start of the following term.

4. WAITING LISTS

Where Governors are unable to offer places because of oversubscription remaining applicants will automatically be placed on a waiting list and offered any vacant places as they occur. Allocation of such places will be subject to the same criteria as applied to the initial admissions above. The waiting list will remain open until the end of the school year for which application was made to facilitate in year applications under the co-ordinated scheme.

5. RIGHT OF APPEAL

Appeals against an unsuccessful application must be made by parents, in writing, to the Clerk of the Appeals Panel, through the Head of School, within 20 school days of the parent receiving the notice that a place has not been offered to the child.

6. DEFERRED ENTRY

Once a Reception year place has been offered and accepted, parent(s) / carer(s) may:

1. choose to defer their child's entry to the academy until he/she is of compulsory school age (i.e. the start of the term following the child's fifth birthday) but not beyond the beginning of the final term of the school year for which it was made (i.e. summer term 2020).
2. choose their child to attend part-time until later in the school year but not beyond the point at which they reach compulsory school age (i.e. the start of the term following the child's fifth birthday).

7. CHILDREN EDUCATED OUTSIDE OF THEIR CHRONOLOGICAL AGE GROUP

Parent(s) / Carer(s) can request for their child to be taught outside of their chronological (correct) year group. These requests must be made as soon as possible after a place at the academy has been offered and accepted. Decisions will be made on the circumstances of each case and in the best interests of the child. Parental views, academic achievement, social and emotional development and where relevant medical views will be taken into consideration. The views of the Principal will be taken into account.

When informing parent(s) / carer(s) of their decision the admission authority will clearly set out the reasons for their decision.

Parents have a statutory right to appeal against the refusal of a place at the academy for which they have applied. (see Section 5 – Right of Appeal) This right does **not** apply if they are offered a place at the school but it is not in their preferred age group.

8. COMPLAINTS

- An individual wishing to make a complaint about any Admission matter should discuss this with the academy in the first instance.
- If the complaint can be dealt with by pursuing an Admission appeal, the academy will advise parent(s) / carer(s) of this.
- If the issue is not resolved and can't be dealt with by pursuing an Admission appeal, then a formal complaint may be made, following the complaints procedure as set out in the Parent/Carer Complaints Policy (Spring 2014).

9. EQUALITY IMPACT STATEMENT

We will do all we can to ensure that this policy does not discriminate, directly or indirectly. We shall do this through regular monitoring and evaluation of our policies. On review we shall assess and consult relevant stakeholders on the likely impact of our policies on the promotion of all aspects of equality, as laid down in the Equality Act (2010). This will include, but not necessarily be limited to: race; gender; sexual orientation; disability; ethnicity; cultural beliefs and pregnancy/maternity.

NOTES

1 Children will receive **Priority 1** if:

- they are children currently looked after by a local authority;
- children fostered under an arrangement made by the local authority;
- those who have been adopted from local authority care;
- children who reside with a person named on a Child Arrangements Order following being looked after by the local authority (or residency order);
- those with a Special Guardianship Order following being looked after by the local authority.

2 The term 'sibling' is defined as:

- a full or half-brother or sister
- a stepbrother or sister
- an adoptive brother or sister
- foster sibling
- the children of parents living together in the same family household.

For these purposes, brothers and sisters must be living at the same address as your child. Siblings refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, foster brother or sister. The definition does not include cousins or other family members sharing a house.

3 **Parents**

'Parents' include all those people who have a parental responsibility for a child as set out in The Children Act 1989. Where responsibility for a child is 'shared', the person receiving Child Benefit is deemed to be the parent responsible for completing application forms.

4 **The home address and residing in**

For admission purposes, the home address is where the child usually lives with their parent or carer. You must not give the address of a childminder or relative. The Local Authority will investigate any queries about addresses and, depending on what they find, they may change the school offered to your child. When we consider your application, we assume your address will be the same in the following September as you have provided. If you plan to move house, you must still give your current address. If you move house after the deadline of 15 January 2019 for Primary and Junior applications, you must tell the Local Authority of your new address as they may have to offer your child a place at another school.

If it is found that a false address has been given with the aim of fraudulently securing a school place, that place may be withdrawn, even if the child has already started at the school.

5 Distance

Distance to the school as measured in a straight line by the Local Authority's electronic mapping system. Leeds Local Authority use a program that measures the 'straight-line' distance from the centre of the main school building to your home address. The point they measure to at your home address is determined by the Local Land and Property Gazetteer (LLPG). This information provides the Local Authority with coordinates for every dwelling. If they are not able to match your address with the LLPG then they will use the centre of your dwelling.

In the unlikely event there are insufficient places for two (or more) pupils living in the same building (e.g. flats) or otherwise equidistant from the school, then any final place will be allocated by the drawing of lots