

MALCOLM SARGENT PRIMARY SCHOOL
ADMISSION POLICY FOR ADMISSIONS IN 2019-2020

Malcolm Sargent Primary School (the School) provides for the admission of all children in the September following their fourth birthday.

Where the School has offered a child a place:

- a) that child is entitled to a full-time place in the September following their fourth birthday;
- b) the child's parents can defer the date their child is admitted to the School until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which it was made whichever is the sooner; and
- c) where the parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

Parents interested in deferring admission or arranging part-time attendance must contact the School to discuss this.

Admissions Authority

The School's governing body is the Admissions Authority.

Process of Application for the Normal Intake Year (into Foundation Stage)

Arrangements for applications for places into Foundation Stage at the School will be made in accordance with Lincolnshire County Council's coordinated admission arrangements. Parents resident in Lincolnshire can apply online at www.lincolnshire.gov.uk/schooladmissions. They can also apply by telephone or ask for a hard copy application form by telephoning 01522 782030. Parents resident in other areas must apply through their home local authority. The School will use the Lincolnshire County Council's timetable published online for these applications and the relevant local authority will make the offers of places on their behalf as required by the School Admissions Code.

Process of Application for Mid-Year Admissions

Arrangements for applications for places mid-year will be made in accordance with Lincolnshire County Council's coordinated admissions arrangements. Parents should contact the School in the first instance for advice regardless of their home local authority. The School will only admit children up to the Published Admission Number (PAN) in each year group. If there are spaces in the required year group the application will usually proceed immediately. If the year group is already at Published Admission Number, the parent's application may be added to the reserve list at their request. Applications are dealt with strictly in order of receipt. In the event of two applications being received simultaneously (for instance, two applications arriving in the same post) the oversubscription criteria will be applied.

Process of Application for the Admission of Children Outside their Normal Age Group

Parents may seek a place for their child outside their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. Parents wishing to make these requests must contact their home local authority for guidance on the procedure to follow. It is important for parents to note that they have the opportunity and responsibility to provide whatever evidence they wish to support their request. The School will make decisions based on the circumstances of each case and in the best interest of the child concerned. This will include taking account of:

- the parents' views;
- any available 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;
- any evidence that the child may naturally have fallen into a lower age group if he/she were not born prematurely;
- the views of the head teacher.

Education Health Plans

In accordance with legislation the allocation of places for children with the following will take place first; Statement of Special Educational Needs (Education Act 1996) or Education, Health and Care Plan (Children and Families Act 2014). Remaining places will be allocated in accordance with this policy.

Oversubscription Criteria

Where applications for admission to any age group exceed the number of places available, the following selection criteria will be applied in the order set out below to decide which children to admit. The School's Published Admission Number is 90.

1. Looked after children and all previously looked after children. 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 care arrangements order or special guardianship order).
2. A brother or sister who will be attending the school at the expected time of admission. Main residence during term time will be the nominated address for the pupil.
3. Children of staff at the School who have been employed for two years or more at the time of application or where a staff member has been recruited to fill a vacant post for which there is a demonstrable skill shortage. A member of staff being teaching or support staff.
4. Straight line distance from home to the School, with the applicant living nearer to the School having priority.

Final Tiebreaker

If two or more children are tied for the last place a lottery will be drawn by an independent person, not employed by the School or working in the Children's Services Directorate at the local authority.

Definition of Children in Public Care

A 'looked after child' is a child who is (a) in the care of the 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) at the time of making an application to the School. This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children's Act 2002 (see section 46 adoption orders). Child arrangement orders are defined in s.8 of the Children's Act 1989, as amended by s.12 of the Children and Families Act 2014. Child arrangement orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangement order. Section 14A of the Children's Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

Twins and Other Siblings from a Multiple Birth

In these cases all the children will be considered together as one application. If one or more can be admitted within the Published Admission Number the School will go above its admission number as necessary to admit all the children, unless this would make the class too large. The government's School Admissions Code makes an exception to the infant class limit in this situation.

Brothers and Sisters in the Same Year Group

Where there is only one place available in the School the children will be considered together as one application. The School will go above its Published Admission Number as necessary to admit all the children, except in cases where infant class regulations prevent this from happening. If this happens the School can only legally offer one place because the government's School Admissions Code makes no exception to the infant class size limit for siblings in the same year group. The School will only be able to offer the parent a place for one child.

Definition of Brother and Sister

A brother or sister is a child as listed below:

- a brother or sister who shares the same biological parents
- a half-brother, half-sister, step-brother or step-sister
- a legally adopted child or a child legally adopted by a biological or step-parent

All children must live at the same address.

Published Admission Number (PAN)

The School has a Published Admission Number of 90; the infant class size limit of 30 is therefore in force for the Foundation Stage, Y1 and Y2. If twin A is the 90th child on application of the oversubscription criteria, twin B is therefore 91st. The School Admissions Code allows twin B to be admitted; this child is an exception to the infant class size limit until the end of Key Stage 1, or until a child leaves and the class falls back to 30 and the year group to 90.

If sibling A (an individual with one or more birth parents in common) is 90th on application of the criteria and sibling B (in the same cohort but not a twin) is 91st, it would not be possible to admit sibling B because this would break the 90 limit without one of the exceptions to the infant class size limit given in the School Admissions Code applying. This is because the exception in the government's School Admissions Code applies only to twin or sibling from a multiple birth, not siblings in the same cohort. The cohort is the group of children who are eligible to enter the School in the same specific academic year, thus being educated at the same time.

By home the School means the address where the child lives for the majority of the school term time with a parent who has parental responsibility as defined in the Children Act 1989, or any child in the household where an adult in the household is defined as a parent for the purposes of Section 576 of the Education Act 1996. This could include a person who is not a parent but who has responsibility for her or him. It could include a child's guardians but will not usually include other relatives such as grandparents, aunts, uncles etc unless they have all the rights, duties, powers and responsibilities and authority, which by law a parent of a child has in relation to the child and their property. Where your child lives normally during the School week equally with more than one parent at different addresses, the home address for the purposes of school admissions will be that of the parent who lives closest, as measured by straight line distance, to

the School in question. If you have more than one home, the School will take as the home address the address where you and your child normally live for the majority of the school term time.

The straight line distance is as calculated electronically to three figures after the decimal point (eg 1.543 miles) by Lincolnshire County Council school admissions team from the Post Office Address Point of the home to the Post Office Address Point of the School.

Reserve List

For admission into the intake year the School will keep a waiting list which is called a reserve list. If the School has to refuse a place, your child is automatically added to the reserve list, unless you have been offered a higher preference school. This list is in the order of the oversubscription criteria as required by the School Admissions Code. This means that names can move down the list if someone moves into the area and is higher placed under the oversubscription criteria. The School must not take account of the time your child has been on the reserve list. For the Foundation Stage intake year, the reserve list is kept by the Lincolnshire County Council's admissions team until the end of August. After this the School Admissions Code requires that the School keeps the reserve list until the end of the autumn term.

Reserve lists for other year groups are also maintained in addition to the intake year, known as mid-year admissions. The reserve list for both the intake year and for mid-year admissions is kept by the School until either a place is allocated, or parents withdraw their application. Periodic checks will be made by the School to ensure that parents wish to retain their application on the reserve list.

Children of UK Service Personnel (UK Armed Forces)

For families of service personnel with a confirmed posting to the area or Crown servants returning to live in the area from overseas, the School will:

- Process an application in advance of the family arriving in the area provided the application is accompanied by an official letter that declares a relocation date and a Unit postal address or quartering area address to use when considering the application against the School's oversubscription criteria.
- Accept a Unit postal address or quartering address for admission purposes for a service child.

The School will not refuse a service child a place because the family does not currently live in the area.

Discrimination

No discrimination for admission will be made on the grounds of disability, ethnic background, academic ability or those diagnosed as having special needs.

Fair Access Protocols

Local authorities are required to have Fair Access Protocols in order to make sure that unplaced children who live in the home local authority, especially the most vulnerable, are offered a place at a suitable school as quickly as possible. This includes admitting children above the Published Admissions Number to schools that are already full.

Fraudulent or Misleading Applications

As an Admission Authority the School has the right to investigate any concerns it may have about your application and to withdraw the offer of a place if it considers there is evidence that you have made a fraudulent claim or provided misleading information, for example a false address was given which denied a place to a child with a stronger claim. The School reserves the right to check any address and other information provided so it can apply the oversubscription criteria accurately and fairly.

Right of Appeal

If you are not allocated a place within any year group you have the right of appeal to an Independent Appeal Panel. Please apply in writing to the Clerk to the Governors at the School address as soon as possible. An Independent Panel will hear your appeal and the decision of the Panel will be binding on the School and the parents/carers.

Ken Swanson, Chairman, Governing Body, Malcolm Sargent Primary School
Approved January 2018