



Red Rose Primary School

Admissions Policy

Approved by: A Brinton - Headteacher
J Lumley - Chair of Governors

Last Reviewed July 2022

Next review due by: July 2023 - to be reviewed annually by Headteacher and Chair

1. Aims

This policy aims to:

- explain how to apply for a place at the school
- set out the school's arrangements for allocating places to the pupils who apply
- explain how to appeal against a decision not to offer your child a place

2. Legislation and statutory requirements

This policy is based on the following advice from the Department for Education (DfE):

- School Admissions Code
- School Admission Appeals Code

3. Definitions

The *'normal admissions round'* is the period during which parents can apply for state-funded school places at the school's normal point of entry, using the common application form provided by their home local authority.

'Looked after children' are children who, at the time of making an application to a school, are:

- in the care of a local authority; or
- being provided with accommodation by a local authority in exercise of its social services functions.

'Previously looked after children' are children who were looked after, but ceased to be so because they:

- were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002; or
- became subject to a child arrangements order; or
- became subject to a special guardianship order.

A child reaches *'compulsory school age'* on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

4. How to apply

For applications in the normal admissions round you should use the application form provided by Durham Local Authority. You can use this form to express your preference for a minimum of 3 state-funded schools, in rank order.

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You will receive an offer for a school place directly from Durham Local Authority.

5. Requests for admission outside the normal age group

Parents are entitled to request a place for their child outside of their normal age group.

Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of each case and in the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

- parents' views
- information about the child's academic, social and emotional development
- where relevant, their medical history and the views of a medical professional
- whether they have previously been educated out of their normal age group
- whether they may naturally have fallen into a lower age group if it were not for being born prematurely
- the child's date of birth
- the Headteacher's views

Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round. They will be considered on the basis of the admission arrangements laid out in this policy, including the oversubscription criteria listed in Section 6. Applications will not be treated as a lower priority if parents have made a request for a child to be admitted outside the normal age group.

Parents will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents do not have a right to appeal if they are offered a place at the school, but it is not in their preferred age group.

6. Allocation of places

6.1 Admission number

The school has an agreed admission number of 45 pupils for entry in Reception.

6.2 Oversubscription criteria

All children whose statement of special educational needs (SEN) or education, health and care (EHC) plan names the school will be admitted before any other places are allocated. If the school is not oversubscribed, all applicants will be offered a place. In the event that the school receives more applications than the number of places it has available, places will be given to those children who meet any of the criteria set out below, in order, until all places are filled.

1. Children who are 'looked after' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence/child arrangement, or special guardianship order*. A looked after child is a child who is, at the time of making an application to a school, (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. Medical Reasons: Children with very exceptional medical factors directly related to school placement.
3. Sibling Links: Children who have a sibling** already attending the school and who is expected to be on roll at the school at the time of admission.
4. Distance: Children who live nearest the preferred school measured by the shortest walking route***. This will be based on the child's address. Where the last place to be allocated would mean that a multiple birth sibling group i.e. twins, triplets or other multiple birth sibling groups, would be split, the sibling group will be given priority over other children. Otherwise if only one final place can be offered and two applicants live equidistant from the school, the LA's system of random allocation will apply.
5. Highest priority will be given to looked after children and all previously looked after children who apply for a place at the school.
6. Priority will next be given to children with siblings at the school. Siblings include step siblings, foster siblings, adopted siblings and other children living permanently at the same address. Priority will not be given to children with siblings who are former pupils of the school.

* An adoption order is an order under section 12 of the Adoption Act 1976 or section 46 of the Adoption and Children Act 2002. A 'residence order' is an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989. A child arrangement order is an order settling the arrangements to be made as to the person with whom the child is to live under section 14 of the Children and Families Act 2014. Section 14A of the Children 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).

** Sibling is defined as children who live as brother or sister in the same house, including natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, step brothers or sisters and children of the parent/carer's partner. Some schools give priority to siblings of pupils attending another community and voluntary controlled school with which

they have close links (for example, schools on the same site). Where this is the case, details will be published in the Local Authority's Admissions Brochure.

*** In assessing home to school distance the LA uses a Geographic Information System (GIS) to identify and measure the shortest route utilising only the Ordnance Survey Integrated Transport Network (ITN) and Urban Paths Network (UPN) which are national recognised datasets. The LA will not include any other routes or any other method of measurement. Routes are measured from the centre point**** of the child's house, or in the case of a flat from the centre point**** of the building, to the nearest school site entrance. In all cases the GIS identifies the route to be measured by connecting in a straight line the centre point**** of the child's house to the closest point on the nearest route on the ITN/UPN.

****In accordance with the coordinates of the Basic Land and Property Unit on the National Land and Property Gazetteer.

7. In-year admissions

You can apply for a place for your child at any time outside the normal admissions round. As is the case in the normal admissions round, all children whose statement of SEN or EHC plan names the school will be admitted.

Likewise, if there are spaces available in the year group you are applying for, your child will always be offered a place.

If there are no spaces available at the time of your application, your child's name will be added to a waiting list for the relevant year group. When a space becomes available it will be filled by one of the pupils on the waiting list in accordance with the oversubscription criteria. (see 6.2 above)

8. Appeals

If your child's application for a place at the school is unsuccessful, you will be informed why admission was refused and given information about the process for hearing appeals. If you wish to appeal, you must set out the grounds for your appeal in writing in accordance with the following procedures:

<https://www.durham.gov.uk/article/2196/School-place-appeals>