

Claycots School Partnership



Admissions Policy

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Aims

This policy aims to:

- Ensure that all school places at Claycots School are allocated and offered in an open and fair way.
- 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

Legislation and statutory requirements

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

- [School Admissions Code 2021](#)
- [School Admission Appeals Code](#)

The school is required to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#).

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

This includes children who appear to have been in state care outside of England and have ceased to be in state care due to being adopted.

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.

How to apply

To apply for a school place in the normal admissions round you should go to the admissions page of your home local authority website (regardless of which local authority the schools are in). You can use this form to express your preference for a minimum of 3 state-funded schools, in rank order.

You will receive an offer for a school place directly from your local authority.

Please note, pupils already attending our nursery will not transfer automatically into the main school. A separate application must be made for a place in reception.

You will be required to complete a school application form, which can be found on our website.

Allocation of places

Admission number

The school has an agreed admission number of 120 pupils at each campus for entry in year reception.

PAN does not determine availability of places in other year groups.

This means that for other years groups which are not the normal points of admission, PAN does not apply admission authorities cannot refuse admissions solely on the grounds that they are full (reached their PAN) in those year groups.

Admissions may be refused where the admissions of another child would prejudice the provision of efficient education or efficient use of resources.

Oversubscription criteria

The following criteria will be followed when the school has more applications than places available:

- Looked after children and all previously looked after children who apply for a place at the school, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.
- LAC and PLAC who cease to be looked after as a result of being adopted or subject to child arrangements/special guardianship order.
- Children whose education, health and care (EHC) plans name the school must be admitted before any other places are allocated.
- Children who have strong medical or social grounds for admission
- Children who will have a brother or sister, including all blood half-, step-, adoptive and foster brothers and sisters of the child (not cousins) who live at the same home as the child, in the infant, linked junior or primary school in September 2021. This would not apply if the sibling were due to leave in the July before the younger child would be admitted
- Children of staff where the:
 - a. member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made; and/or
 - b. the member of staff is recruited to fill a vacant post at the school for which there is a demonstrable skill shortage

If the school is not oversubscribed, all applicants will be offered a place.

Tie break

In the case of 2 or more applications that cannot be separated by the oversubscription criteria outlined above, the school will use the distance between the school and a child's home as a tie breaker to decide between applicants. Priority will be given to children who live closest to the school. Distance will be measured in a straight line from the child's home address to the school's front gates on [road name]. A child's home address will be considered to be where he/she is resident for the majority of nights in a normal school week.

Or where the distance between 2 children's homes and the school is the same, random allocation will be used to decide between them. This process will be independently verified.

Children below compulsory school age

Where children below compulsory school age are offered a place at the school, they will be entitled to attend the school full-time in the September following their fourth birthday.

Parents may defer their child's entry to the school until later in the school year but not beyond the point at which the child reaches compulsory school age, and not beyond the beginning of the final term of the school year the offer was made for.

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.

Challenging behaviour

We will not refuse to admit a child on behavioural grounds in the normal admissions round or at any point in the normal year of entry. We may refuse admission for an in-year applicant for a year group that isn't the normal point of entry, only in such a case that we have good reason to believe that the child may display challenging behaviour that may adversely affect the provision we can offer. In this case, we will refer to the Fair Access Protocol. We will not refuse admission on these grounds to looked after children, previously looked after children and children with EHC plans listing the school.

Fair Access Protocol

We participate in Slough Borough Council's Fair Access Protocol. This helps ensure that all children, including those who are unplaced and vulnerable, or having difficulty in securing a school place in-year, get access to a school place as quickly as possible.

Fair Access Protocols may only be used to place the following groups of vulnerable and/or hard to place children, where they are having difficulty in securing a school place in-year, and it can be demonstrated that reasonable measures have been taken to secure a place through the usual in-year admission procedures:

- Children either subject to a Child in Need Plan or a Child Protection Plan or having had a Child in Need Plan or a Child Protection Plan within 12 months at the point of being referred to the Protocol;
- Children living in a refuge or in other Relevant Accommodation at the point of being referred to the Protocol;
- Children from the criminal justice system;

- Children in alternative provision who need to be reintegrated into mainstream education or who have been permanently excluded but are deemed suitable for mainstream education;
- Children with special educational needs (but without an Education, Health and Care plan), disabilities or medical conditions;
- Children who are carers;
- Children who are homeless;
- Children in formal kinship care
- Children of, or who are, Gypsies, Roma, Travellers, refugees, and asylum seekers;
- Children who have been refused a school place on the grounds of their challenging behaviour; (where an admission authority receives an in-year application for a year group that is not the normal point of entry and it does not wish to admit the child because it has good reason to believe that the child may display challenging behaviour, it may refuse admission and refer the child to the Fair Access Protocol.
- Children for whom a place has not been sought due to exceptional circumstances
- Children who have been out of education for four or more weeks where it can be demonstrated that there are no places available at any school within a reasonable distance of their home. This does not include circumstances where a suitable place has been offered to a child and this has not been accepted; and
- Previously looked after children for whom the local authority has been unable to promptly secure a school place

In-year admissions

Parents can apply for a place for their child at any time. If there are spaces available in the year group you are applying for, your child will be offered a place.

To apply for an in-year admission you go to the admissions page of your home local authority website to apply for a school place. You can use this form to express your preference for a minimum of 3 state-funded schools, in rank order.

You will receive an offer for a school place directly from your local authority.

Parents will be notified of the outcome of your in-year application in writing within 10-15 school days.

You will also be required to complete a school application form, which can be found on our website.

Where an applicant is offered a school place following an in-year application, and the offer is accepted, arrangements will be made by the school for the child to start as soon as possible, particularly where the child is out of school.

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. Please go to [School admissions appeals – Slough Borough Council](#) for more information.

Monitoring arrangements

This policy will be reviewed and approved by the Governing Body every year. Whenever changes to admission arrangements are proposed (except where the change is an increase to the agreed admission number), the Governing Board will publicly consult on these changes. If nothing changes, it will publicly consult on the school's admission arrangements at least once every 7 years.

Communication

This policy will be communicated via the website and the Teachers' Shared Drive

Signed: _____

Position: _____

Date: _____

| Version | Authorised | Approval Date | Effective Date | Review Date |
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| 1 | Resources Committee | | | Sept 2022 |
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