



DEMAT Admission Arrangements Statement

Reviewer	Date written / reviewed	Review date	Comments
DEMAT	22.02.2021	Feb 2022	
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This policy has been reviewed and adopted by the Local Governing Body in September 2021.

DEMAT Admission Arrangements Statement

In the development of this document, consideration has been given to Equality and Diversity (See DEMAT statement)

Equality and Diversity

DEMAT is committed to promoting equality of opportunity for all staff and job applicants. The Trust aims to create a supportive and inclusive working environment in which all individuals are able to make best use of their skills, free from discrimination or harassment, and in which all decisions are based on merit. We do not discriminate against staff based on age; race; sex; disability; sexual orientation; gender reassignment; marriage and civil partnership; pregnancy and maternity; religion, faith or belief (Equality Act 2010 protected characteristics). The principles of non-discrimination and equality of opportunity also apply to the way in which staff and Governors treat visitors, volunteers, contractors and former staff members.

Data Protection

DEMAT will process personal data of staff (which may be held on paper, electronically, or otherwise). DEMAT recognises the need to treat it in an appropriate and lawful manner, in accordance with the Data Protection Act 2018 (DPA).

	Version	Date
Date approved by the DEMAT Standards and Ethos Committee	1	22.02.21
Date on which the DEMAT consulted with the unions if applicable	1	Not applicable
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1. Introduction

This document sets out the admission arrangements for DEMAT schools as applied to St Christopher's Primary School.

Schools will comply with all relevant provisions of the Department for Education's School Admissions Code of Practice 2021 ("the Admissions Code"), the School Admission Appeals Code of Practice 2012 ("the Appeals Code") and the law on admissions. The school will, through DEMAT, consult as may be required and/or necessary. Reference in the Codes to admission authorities shall be deemed to be references to the DEMAT Board, the powers and functions of which may be delegated to the head teacher supported by the Local Governing Body (LGB) of the school.

All schools in The DEMAT will participate in coordinated admission arrangements by the Local Authority (LA) in their relevant geographical location and in respect of other arrangements specified in the admissions code.

Notwithstanding these arrangements the Secretary of State may direct the DEMAT school to admit named pupils to a school on application from the LA, before doing so the Secretary of State will consult the DEMAT.

2. Admission Arrangements

The admission arrangements for the school for the current academic year and for subsequent years are set out below.

Schools have an agreed admission number of pupils in the Reception year and nursery (where full-time equivalent places will be available in the nursery). Places in the nursery school may be full time or organised on a part-time basis (mornings and afternoons). Details will be provided on the school website and may vary from time to time. Sufficient notice of arrangements will be given prior to annual application.

Schools may set a higher or lower admission number than its Published Admission Number (PAN) for any specific year. Before making any change to the agreed admission number, or a permanent change to its PAN schools will, in accordance with the provisions of the School Admissions Code 2021, notify the LA of the consent to such an arrangement of the DEMAT board and the school head teacher supported by the LGB. Where it is proposed to have a lower admission number the school will consult as required by paragraphs 1.3 and 1.42 of the School Admissions Code.

In accordance with its funding agreement the school will also seek the consent of the Secretary of State to any permanent change to its PAN.

2.1 Nursery

It is important to note that attendance/enrolment in the nursery will be distinct and separate and have no relevance to attendance in the primary or other sections of the school for which a separate application will have to be made in accordance with the LA's co-ordinated admissions arrangements. No appeal will be allowed against the refusal of a place in the nursery

Oversubscription – If the nursery is oversubscribed, priority will be given to children with Education, Health and Care Plans where the school is named. The remaining places will then be offered in accordance with the oversubscription criteria which applies to the school as a whole (as described in paragraph 3), except that sibling priority will only apply where a sibling already attends the school nursery or primary school.

Waiting list – The nursery will keep a waiting list which will be used to fill casual vacancies occurring as a result of an enrolled child leaving during the academic year or withdrawing from a place that has been offered. The list will be compiled in accordance with the Admissions Code so that children will be ranked in line with the school's oversubscription criteria (see paragraph 3).

2.2 Primary

The school has an agreed PAN of 60 pupils in the Reception year.

After the allocation of Reception places, the school will admit 'rising fives', i.e., all children with places can be admitted to the Reception year at school in the September following their fourth birthday but before reaching compulsory school age. In accordance with paragraph 2.16 of the Admissions Code, a parent/carer may request that their child's taking up of a place be deferred 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 the offer was made. A parent/carer may request that their child takes up the place part time until compulsory school age is reached.

Note: In respect of a child born late in an academic year after 1 April, the ordinary expectation is that he or she will join Reception at the latest in the term he or she turns five and then progress to Year 1 in the next academic year. If a parent/carer wants their child to join Reception in the September term after their fifth birthday, that decision is strictly subject to the discretion of the DEMAT school.

Where the primary school is oversubscribed, the criteria for admission are as set out below.

2.3 Consideration of applications

Arrangements for applications for places at the school will be made in accordance with the relevant LA's co-ordinated admission arrangements and will be made on the Common Application Form provided and administered by the relevant LA

The DEMAT schools will use the LA's timetable for applications to the school each year (exact dates within the months may vary from year to year). This will fit in with the timetable for the co-ordination of admission arrangements agreed following consultation, within the LA

After the admission of pupils with statements Education, Health and Care Plans where the school is named, the school will consider all applications for places

Where fewer applications are received than places available, the school will offer places to all those who have applied.

3. Oversubscription Criteria

Where the school is named on a pupil's Education, Health and Care Plan, that child will be admitted by the school. If the number of applications for admission to the nursery or primary school is greater than the PAN, applications will be considered against the criteria and order set out below:

1. Looked after children (children in care) and previously looked after children (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, immediately following having been looked after, including those who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted).
2. Sibling¹: where the child has a sibling in the school or a sibling has already been offered a place at the school, and where the sibling will still be attending the school at the time of admission but not in a specialist unit or a specialist resource base for Hearing Impaired provision or in a nursery. Priority will be given, where necessary, to applications where there is the smallest age gap.
3. Children of staff at the school where there is a demonstrable skill shortage – Children of members of staff will have priority in the oversubscription criteria if the staff member is filling a post for which there is a demonstrable skill shortage. DEMAT is required to approve the Headteachers' designation of such posts and confirm the assessment that a member of staff appointed meets the requirements of the shortage. Priority will be limited to one place for each form of entry in any year.
4. Straight line distance measurement – A child's home will be the address at which the child normally resides, and which has been notified to the school and other relevant agencies as being the child's normal place of residence².

In those cases where DEMAT is required to carry out the measurement itself, priority will be given to those children who live closest to the school. We will measure the distance by a straight line ('as the crow flies'). All straight-line distances are calculated electronically by Suffolk County Council using data provided jointly by the Post Office and Ordnance Survey. The data plots the co-ordinates of each property and provides the address-point between which the straight-line distance is measured and reported to three decimal places. Where there is more than one home within a single building (for

¹ The term 'sibling' includes: natural, half, step, and adopted brothers and sisters; a child of the partner of the parent; and children who are fostered into the family. In all these cases, the child and their sibling will both be living at the same address (that is where the child is ordinarily resident) in a single-family unit. This means that children from different family units, where those separate families are living together at the same address, are not considered siblings under this criterion.

² Meaning the place where your child usually lives and where they sleep overnight. Where a child lives at two or more addresses, each for part of the week, the address at which the child is ordinarily resident will be considered to be the address that the child lives at for most of the week (excluding weekends and school holidays).

example apartments) we will measure to a single point within that building irrespective of where those homes are located.

Tie breaker: If DEMAT is unable to distinguish between applicants using the published criteria, including those who live in blocks of flats with the same building entrance, places will be offered via a random draw which will be supervised by someone independent of the school.

Note: In the case of multiple births or brothers and sisters in the same year group, where there is only one place available in the school, both will be considered together as one application.

4. Right of appeal

There will be a right of appeal to an Independent Appeal Panel for all applicants refused admission to the primary school (see section 5).

4.1 Operation of Waiting Lists

Subject to any provisions regarding waiting lists in the LA's co-ordinated admission scheme, the school will operate a waiting list.

Where in any year group the school receives more applications for places than there are places available, a waiting list will operate until the end of the summer term. This will be maintained by the school, and it will be open to any parent/carer to ask for his or her child's name to be placed on the waiting list following an unsuccessful application.

A child's position on the waiting list will be determined solely in accordance with the oversubscription criteria set out above. When places become vacant, they will be allocated to children on the waiting list in accordance with the oversubscription criteria, not the date on which the application is received or added to the waiting list.

At the end of the Summer Term, the school will close the waiting list and advise applicants whether they have been successful. If a Parent/carers wish to apply for a place in the next school year, if there are still no places available, they will be given the right of appeal and asked if they wish to go on the waiting list.

5. Arrangements for Appeal Panels

Except in relation to an application for admission into the nursery school, where there will be no right of appeal following an unsuccessful application, parents will have the right of appeal to an Independent Appeal Panel ("Appeal Panel") if they are dissatisfied with an admission decision of the school.

The Appeal Panel will be independent of the school. The arrangements for appeals will be in line with the Appeals Code. The determination of the Appeal Panel will be made in accordance with the Code and will be binding on all parties. The school will provide written guidance for parents/carers about

how the appeals process works and will provide parents/carers with a named contact who can answer any queries parents/carers may have about the process.

6. In- Year Applications

Applications should be submitted to the school directly.

The school will consider all such applications and if the year group applied for has a place available, admit the child

If more applications are received than there are places available, the oversubscription criteria in section 3, shall apply.

6.1 In-Year Application Appeals

Except in relation to an application for admission into the nursery school, where there will be no right of appeal following an unsuccessful application, parents/carers will have a right of appeal to an Independent Appeal Panel if they are dissatisfied with an admission decision of the school.

7. Admission of Children Outside of their Normal Age Group.

Parents of gifted and talented children, or those who have experienced problems or missed part of a year, for example due to ill health, can seek places outside their normal age group. Where a child is already attending a school this discussion will take place between the headteacher and the parents, and will be decided on the individual circumstances of each request.

When it is agreed that a child can be admitted out of their normal age group the application will be processed as part of the main admissions round (unless the parental request is made too late for this to be possible) and on the basis of the determined admission arrangements only, including the application of oversubscription criteria where applicable. Parents wishing to apply for admission outside the normal age group should contact the school office for further guidance.

Applicants should provide documentation in support of their application regardless of whether they are asking for the student to be admitted in a lower or higher year group. Applicants will be notified in writing of the decision. Unsuccessful applicants will be given the right to appeal.