

## **St Christopher's Church of England Primary School**

### ***Admission Policy***

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## **1. Introduction**

This document sets out the admission arrangements for schools which form part of the Diocese of Ely Multi-Academy Trust (“DEMAT”).

Schools will comply with all relevant provisions of the Department for Education’s School Admissions Code 2021 (“the Admissions Code”), the School Admission Appeals Code 2022 (“the Appeals Code”) and the law on admissions. The school will, through DEMAT, consult as may be required and/or necessary. The Admission Authority for the Schools is the DEMAT Board, the powers and functions of which may be delegated to the Local Governing Body (“LGB”) of the school.

All schools in DEMAT will participate in coordinated admission arrangements by the Local Authority (LA) in their relevant geographical location.

Notwithstanding these arrangements the Secretary of State may direct the DEMAT school to admit named pupils to a school following a request by the Local Authority to intervene.

## **2. Admission Arrangements**

The admission arrangements for the school for the 2024/2025 academic year are set out below.

### **2.1 Nursery (*where relevant*)**

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

*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 requirements of 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.

### *Admission of children below compulsory school age and deferred entry to school*

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 2.17 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.

### *Admission of children outside 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.

### *Admission of Summer Born children*

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. 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. There is no right of appeal against a decision not to allow an out of age range admission. If the request is refused, you should submit a complaint to the school in accordance with its complaints policy.

### *Timescales*

To ensure that the outcome of any request is known in time to make an informed decision about whether their child will start school before compulsory school age, parents should

- make an application for their child's normal age group at the usual time, AND submit a request for admission outside the normal age group at the same time
- The Admission Authority will then ensure that the parent receives the response to their request before primary national closing date

If their request is agreed, their application for the normal age group may be withdrawn before a place is offered. If their request is refused, the parent must decide whether to accept the offer of a place for the normal age group (with the option of deferring entry to later in the school year or part time

attendance initially), or to refuse it and make an in-year application for admission to year one for the September following the child's 5th birthday.

Where a parent's request is agreed, they must make a new application for a school place during the main admissions round the following year.

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

### **2.3 Consideration of applications**

#### *Applying for Reception places in the normal admissions round<sup>1</sup>*

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. You should apply to the LA in whose area you live, not the LA in whose area the school is, if this is different.

The deadline for submitting applications is 15 January for admission to Reception the following September. The National Offer Date for Reception places is 16 April or the next working day.

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 (EHCP), that child will be admitted by the school. If the number of applications for admission to the school (including any pupils admitted because their EHCP names the school), is greater than the PAN, applications will be considered against the criteria and order set out below:

1. Looked after children<sup>2</sup> and previously looked after children<sup>3</sup> including those who appear (to the Admissions Authority) to have been in state care outside of England<sup>4</sup> and ceased to be in state care as a result of being adopted<sup>5</sup>.

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<sup>1</sup> This includes late applications which are those made after the application deadline but before the first day of the Autumn term.

<sup>2</sup> A 'looked after child' is a child who is (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) at the time of making an application to a school.

<sup>3</sup> 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,

<sup>4</sup> A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

<sup>5</sup> 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 Act 2002 (see Section 46 adoption orders).

2. Sibling<sup>6</sup>: 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 recruited to fill a vacant post at the school 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. All other applicants

In cases where there are more applicants within a criteria than there are places available, a straight line distance measurement between the child's home and the school will be used to rank applications. The measurement will be taken from the child's home address which has been notified to the school and other relevant agencies as being the child's normal place of residence<sup>7</sup>. Priority will be given to those children who live closest to the school. DEMAT will measure the distance by a straight line ('as the crow flies'). All straight line distances are calculated electronically 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 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, places will be offered via a random draw which will be supervised by someone independent of the school.

Note: If the final place available at a school is offered to a twin, triplet or other multiple birth and the remaining sibling(s) would ordinarily be refused, we will offer places to the remaining sibling(s) at the same school. The law requires that this will apply even in those primary schools where this would mean that more than 30 pupils would be admitted to an infant class with a single qualified teacher.<sup>3</sup>

#### **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).

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<sup>6</sup> 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 in other family units, living together at the same address, are not considered siblings under this criterion.

<sup>7</sup> 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).

#### **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 31 December of each school year of admission. 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. 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. Arrangements for Appeal Panels**

When the Admission Authority informs a parent of a decision to refuse their child a place at the school when they have applied for a place, this will include the reason why admission was refused; information about the right to appeal; the deadline for lodging an appeal and the contact details for making an appeal. NB when this decision is made as part of the LA's coordinated process, the LA will notify the parent of the above. 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.