

Inspiring achievement

Roman Hill Primary School Admissions Arrangements 2022-3

Introductory Statement

Roman Hill is situated in the coastal Suffolk town of Lowestoft and is part of the Waveney Valley Multi Academy Trust (an academy hereinafter referred to as The Academy). Roman Hill is a mixed 4–11 Primary School with an on-site Nursery. Nursery admissions are dealt with under separate arrangements.

There will be no requirements for aptitude from prospective students. The main principle of admission is to maintain the character of the academy, providing for the needs of young people within the age of 4-11, who live in the catchment area of Roman Hill and surrounding area.

Roman Hill is an “inclusive” school and welcomes all applications. Students are expected to comply with the academy’s Behaviour and Attendance Policies, which are available for public view. All students are expected to comply with the academy’s uniform requirements.

The trustees of Roman Hill Primary School, as part of the Waveney Valley Multi Academy Trust, are required by law to review, agree and publish their admissions criteria each year.

Published Admission Number

Roman Hill has a Published Admission Number (PAN) of 75.

The school will admit this number of pupils if there are sufficient applications.

Where there are fewer applications received than the PAN for the relevant year group, the Academy will offer places at the school to all those who applied.

Process

Normal Year of Entry - Process for Parents

- All applications for Reception places, (normal year of entry) must be processed by the Local Authority Admissions Team. Decisions about admissions will remain the responsibility of the trustees (as the admissions authority of the academy) but Suffolk County Council will send the offer of a place to parents/carers on behalf of the academy trustees.
- When a parent/carer contacts the school about a normal year of entry place, staff will signpost them to contact their home Local Authority.
- For students living in Suffolk: Applications should be made online by visiting: www.suffolk.gov.uk/admissions. Alternatively, Parents/Carers can contact the Local Authority Admissions Team for an application form on :0345 600 0981 or by downloading a CAF1 form from the Suffolk County Council website: www.suffolk.gov.uk/admissions
- For students living outside Suffolk: parents/carers need to contact their home Local Authority.

- If parents/carers send an application direct to the academy, it will be forwarded to Suffolk County Council admissions team. The national closing date for the 2022/23 intake is **15th January 2022**. Any applications received after this date will be dealt with as a late application. Parents must supply evidence if there are exceptional circumstances which prevent the application being submitted on time.

Offers will be made on **19th April 2022** or the next working day.

Deferred entry for the Reception Year

Parents offered a place in the Reception Year for their child have a right to defer the date their child is admitted, or to take the place up part-time, until the child reaches compulsory school age. Places cannot be deferred beyond the beginning of the final term of the school year for which the offer was made.

Children reach compulsory school age on the prescribed day following their fifth birthday (or on their fifth birthday if it falls on a prescribed day). The prescribed days are 31st August, 31st December and 31st March.

Oversubscription

Children who have an Education Health and Care Plan (EHC Plan), which names Roman Hill Primary School, must by law, be offered a place.

In the event of oversubscription, admissions will be prioritised using the following criteria:

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 arrangement order or special guardianship order, immediately following having been looked after).
2. Sibling: 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 nursery. Priority will be given, where necessary, to applications where there is the smallest age gap.
3. Children who are **ordinarily resident** in the catchment area and who live nearest to the school. We 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. By ordinarily resident we mean the place where your child usually lives. We consider this to be where they sleep overnight. We may need proof of this address. If you use another address to give the impression that your child lives at a different address to where they are ordinarily resident, such as a second home or a grandparent's address, so that you have a higher priority for a place at that school; we consider this to be a fraudulent application. 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). Separate evidence in writing from each parent must be provided to confirm the child's living arrangements at the time of application. In cases where the child spends an equal proportion of the school week at two or more different addresses, evidence of which is to be considered the main contact address will be required

to support the application. Agreement in writing by the parents will be required to state which address is to be used as the ordinary resident address. This address will then be used when processing all school preferences expressed. It is not acceptable to use one address for one school preference and another address for another school preference. If we are aware of a parental dispute affecting the application, we may not be able to deal with the application and you may need to seek independent legal advice in order to resolve the matter.

4. Children who live outside the school's catchment area in the same priority order as set out above.

Tie-break

It is possible that the PAN of the school will be reached in any one of the categories set out above. For this reason, all applications will be prioritised according to the criteria described. Decisions will be made about the offer of places in accordance with those priorities. If it is necessary to use a tiebreaker to distinguish between two or more applications, a distance criterion will be used. We will give priority to the applicants who live nearest to the school as measured by a straight line.

In the unlikely event that two applicants competing for a single place at a school live the same distance from the school, the place will be offered to one applicant on the basis of lots drawn by someone independent of the school.

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, Suffolk County Council 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. Where a sibling of a twin, triplet or other multiple birth has a school named on their EHC plan, Suffolk County Council will from the date of issue of the EHC plan treat their twin, triplets or other multiple births under the sibling oversubscription criterion for the named school. This does not apply to siblings of children in a specialist unit or a specialist resource base for Hearing Impaired provision or a nursery, because they do not meet the sibling definition in the oversubscription criteria.

Late Applications

Late applications received by the Local Authority after the application deadline date, will be considered after all the on time applications have been processed. Further information is available from the Local Authority on 0345 600 0981. Parents should contact the local authority admissions team if the reason for the late application is outside of their control and they wish for their application to be considered with the "on time applications".

In-Year Admissions

In-year admissions will be subject to the same criteria as above. When an application has been successful, the child should continue to attend their current school, unless this is not practical to do so for reasons such as distance, when moving form out of area. Roman Hill Primary School will offer the place on or before the following half term. If an application is made during a half term holiday or the Summer, Christmas or Easter holidays, or with less than 10 school days before a holiday, the offer of a school place will be on or before the start of the following half term. The child will remain on roll at the previous school until they take up the place at the offered school. Applications for in – year admissions should be made directly to the school on 01502 563161 or by completing the inyear application form as seen on the school website www.romanhill-pri.suffolk.sch.uk

In-year applications will not be processed more than one term in advance of required start date. Once an offer has been made, the parent or carer will have 14 days from the date of the offer letter to respond. If no response is received, the academy will regard the offer as declined.

Roman Hill does not keep a waiting list for in-year applications.

Section 2 – Procedures

Consideration of Applications

- The Academy will consider all applications for places. Where fewer than the PAN of applications for the year group are received, The Academy will offer places to all those, who have applied.
- In accordance with paragraph 1.7 of the School Admissions Code The Academy will give priority to applications on behalf of "Looked after Children" (Children in Care) and children, who were looked after but ceased to be so because they were adopted (or became subject to a child arrangements order or a special guardianship order, immediately following having been looked after).
- The Academy reserves the right to refuse entry to applicants, who have been permanently excluded from two or more schools. This applies within two years of the second exclusion.
- The Academy is part of the Local Authority Co-ordinated Scheme and Fair Access Protocol.
- Applications for children, who have an Educational Health Care Plan where Roman Hill is not the named school, will be processed in partnership with the Local Authority SEN team, to ensure a fair and supportive transition.

Section 3 - Definitions and Detail

Children Act 1989

A child that is looked after by the local authority is defined under the Children Act 1989 as:

- A child in their care.
- A child that is provided accommodation by the local authority. Accommodation is defined as residence, which offers such for a continuous period of 24 hours.
- 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).

Previously looked after children

Previously looked after children includes children who were adopted under the Adoption Act 1976 (section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (section 46 adoption orders). Child arrangements orders are defined in section 8 of the Children Act 1989, as amended by section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22nd April 2014 is deemed to be a child arrangements order.

Siblings

The term 'sibling' includes: natural, half, step, and adopted brothers and sisters; a child of the partner of the parent/carer; 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.

Right of Appeal

Parents/carers have the right to appeal to The Academy's designated "Independent Appeal Committee" if they are dissatisfied with an admission decision of The Academy. In this event, the appropriate forms and appropriate details on how to contact the Educational Appeals Office can be found on the Suffolk County Council website: www.suffolk.gov.uk/admissions

Admission of children outside their normal age group

It is expected that children will normally be educated within their chronological year group. However, The Academy's Admission Committee will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned in line with the School Admissions Code. This will take into account the views of the head teacher.

Requests have to be made in writing including where relevant any supporting evidence. A CAF1 application form must be sent to the Local Authority along with the decision letter(s) from the own admissions authority school(s) and other relevant evidence by the national closing dates.

The Academy will inform the parent/carer of the decision in writing including the reasons for the decision. If the request is refused, parents/carers will be given the details of the complaints procedure. Even if the request is agreed there is no guarantee there will be a place available.

Waiting Lists - Normal Year of Entry

If Suffolk County Council is unable to offer your child a place at one of your preferred schools, they will automatically add their name to the waiting list for those schools. Names are placed on the waiting list in the priority order set out in the school's admissions oversubscription criteria. The order of the waiting list can change each time a child's name is added or the circumstances of a child already on the list changes. As a result, a child's place on the list can go up or down (for example due to withdrawals or late applications).

Late applicants will be added to any waiting lists in oversubscription priority order if their parental preferences cannot be met. If a place becomes available at a school, it will be offered to the child who is ranked highest on the waiting list. Places are not offered based on the date on which names were placed on the list. The waiting lists will close on 31st December 2022.