Langer Primary Academy Admissions Arrangements for School Year 2019-20

Academies Enterprise Trust is the Admissions Authority for the Academy.

These arrangements are established in accordance with Annex 1 of the Academy’s Supplemental Funding Agreement.

**Admission Number**

Langer Primary Academy has an agreed Published Admission Number (PAN) of 30 for entry into Reception. The Academy will accordingly admit at least 30 pupils in the relevant age group each year if sufficient applications are received. All applications will be admitted if 30 or fewer apply.

**Children with an Education, Health and Care Plan**

Any child with an Education, Health and Care Plan (“EHC”) is required to be admitted. This gives such children overall priority for admission to the named academy. This is not an over-subscription criterion.

**Looked After Children**

Any child that is Looked After or previously Looked After is required to be admitted to the Academy. This gives such children overall priority for admission to the named school. In the case of previously looked after children, admission authorities may request a copy of the adoption order, residence order or special guardianship order and a letter from the local authority that last looked after the child confirming that he or she was looked after immediately prior to that order being made.

**Over-subscription Criteria**

If the Academy is oversubscribed, after the admission of pupils with an Education, Health and Care Plan (“EHC”) where the school is named in the plan. Priority for admission will be given to those children who meet the criteria set out below, in priority order:

1. Looked after children and previously looked after children.
2. Sibling: where the child has a sibling in the school or a sibling has already been offered a place, and who will still be there at the time of admission. Priority will be given, where necessary, to applications where there is the smallest age gap. If you have more than one child at the school, please name the youngest one.
3. Children who are ordinarily resident in the catchment area.
4. Children 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 by the local authority (LA) using data provided jointly by the Post Office and Ordnance Survey. The data plots the coordinates of each property and provides the address-point between which 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.

**Operation of waiting lists**

Subject to any provisions regarding waiting lists in the coordinated admission scheme, the Academy will operate a waiting list. Where in any year the Academy receives more applications for places than there are places available, a waiting list will operate until 31 December. This will be maintained by the Academy and it will be open to any parent to ask for his or her child’s name to be placed on the waiting list, following an unsuccessful application. Places from the waiting list will be offered in the priority order set out above, not in order of the date applications are made.

**Late applications**

Late and second applications will normally be processed after the allocation process has been completed for all applications received by the closing date.

Exceptionally, the LA may determine that an application will be processed as if received on time when there is a very good reason for it being received late. This is provided that the application, reasons and evidence are received no later than the date indicated in Annex Two for primary schools and Annex Three for secondary schools. This only applies in circumstances outside the parents’ or carers’ control, which made it impossible for the application to have been made on time.

**Admission Outside of the Normal Age Group**

Parents may seek to apply for their child’s admission to school outside of their normal age group, for example if the child is exceptionally gifted and talented or has experienced problems such as ill health. In addition, the parents of summer born children may choose not to send their child to school until the September following their fifth birthday and may request that they are admitted outside of their normal age group to Reception rather than Year 1.

These parents will need to make an application alongside children applying at the normal age which should explain why it is in the child’s best interest to be admitted outside of their normal age which may include information such as professional evidence as to why this is the case and why an exception should be made in the case of the child. A decision as to whether this is an appropriate course of action will be made by The Trust (AET) as the admissions authority, who will take into account the circumstances of the case and views of the Principal. Parents do not have the right to insist that their child is admitted to a particular year group.

**In Year Admissions**

The Academy will co-ordinate their own in year admissions and an application made outside the normal admissions round (in-year admissions) should be made directly to the Academy. Parents/carers can apply for a place for their child at any time and to any school. On receipt of an in-year application, the school will notify the Local Authority of both the application and its outcome, to allow the Local Authority to keep up to date with figures on the availability of schools places within their authority.

**Fair Access Protocols**

The Academy works in accordance with the in-year Fair Access Protocols held by the Local Authority; should a vulnerable child within the protocols require a place at the Academy, they will take precedence over any child on the waiting list.
**Tie breaker**

It is possible that the PAN of the academy 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 tie-breaker 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 or more applicants competing for a single place at the academy live the same distance from the School, the place will be offered to one applicant on the basis of lots drawn by a person who is independent of the academy.

**Appeals**

Academies Enterprise Trust as the Admission Authority delegates the responsibility for appeals back to the Academy/Local Authority. Parents who wish to appeal the decision of the admissions authority to refuse their child a place at your Academy may apply in writing to the Academy where appeals will be heard by an independent panel.

The Academy can be contacted at the following address:

Headteacher
Langer Primary Academy
Langer Road
Felixstowe
Suffolk
IP11 2HL

Tel: 01394 283065
Email: admin@langerprimaryacademy.org

**Definitions**

**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 the sixth form. Priority will be given, where necessary, to applications where there is the smallest age gap. 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.

**Looked after child**

A 'looked after child' (1) or a child who was previously looked after but immediately after being looked after became subject to an adoption (2) child arrangements order (3) or special guardianship order (4).

1. 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.
2. 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).

3. Under the provisions of s.14 of the Children and Families Act 2014, which amend section 8 of the Children Act 1989, residence orders have now been replaced by child arrangements orders.

4. See Section 14A of the Children Act 1989 which defines a ‘special guardianship order’ as an order appointing one or more individuals to be a child’s special guardian (or special guardians).

**Adoption Order**

An adoption order is an order under Section 46 of the Adoption and Children Act 2002.

**Residence Order**

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. 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).

**Catchment Area**

Catchment area maps are available online at: www.suffolk.gov.uk/catchmentmaps. If you live near to a boundary line on the map, please check your address against the catchment area and/or street lists at www.suffolk.gov.uk/admissions. You can also obtain a copy of the map or list from the Admissions Team on 0345 600 0981 (local rate).

**Ordinarily Resident**

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 ordinarily 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.