

## NEWTON ROAD SCHOOL

### Academy Handbook: Policies and Procedures

Title	<b>Admissions Policy for the September 2020 Intake</b>
Associated Policies	<ul style="list-style-type: none"> <li>• Equality Policy</li> </ul>

### 1.0 Policy Statement

Newton Road School is totally committed to ensuring that admissions to the school are in line with statutory guidance; pupils will be admitted without reference to ability, aptitude or culture. The school follows the same Admissions arrangements determined by the Local Authority, Northamptonshire County Council but it is the Nene Education Trust responsibility to formally determine its own Admission Arrangements and ensure it complies with the statutory requirements of the School Admission Code 2014.

<b>Published Admission Number (PAN) for September 2020:</b>	30
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### 2.0 Aims of the Policy

We are an inclusive school that welcomes children from all backgrounds and abilities.

This policy aims to:

- 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

### 3.0 Definitions

The **normal admissions round (which refers to Reception intake 2020)** 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. The LA publishes a composite admissions prospectus each year, which gives information about how parents can apply for a place in the school of their choice. Parents have a right to express a preference for the school of their choice and they should do so on the application form.

**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 function

**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

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.

Expressing a preference does not, in itself, guarantee a place at this school. Applications are made directly to the Local Authority. Please see their website [www.northamptonshire.gov.uk/admissions](http://www.northamptonshire.gov.uk/admissions). The LA notifies parents about the school place as soon as all the applications have been considered.

In this area, children enter school in the academic year they become five. Parents have a right to decide that their child will not start school until they reach compulsory school age (but not past the first day of the last term of the year if they want to keep the place achieved). This is called **deferred entry**. Parents also have a right to decide that their child can attend school part-time until they reach compulsory school age. This applies all year. Parents of summer born children have a right to delayed entry, namely their child will start one school year later than they are entitled to (in which case any place achieved will be lost). They can then apply for admission to Year 1 with their normal age group, or make a request for admission outside their normal age group to Reception Year.

Parents who would like their child to be admitted for Reception Intake 2020, during the year their child is five, should ensure that they complete the necessary application form and follow the procedures set out by the local LA.

**Home address** - Where a child lives or their "home address" will be determined at the time of application. The child's home address is defined as the address at which the child normally resides with their parent/carer. If a child lives with their separated parents for different parts of the week, the Trust will treat their home address as the place the child sleeps for the majority of the school week. If the child spends equal periods at the two addresses, the parents must agree to nominate one address to be taken as the home address.

Documentary evidence of ownership or rental agreement may be required together with proof of actual permanent residence at the property concerned. Places cannot be allocated on the basis of intended future changes of address unless house moves have been confirmed through the exchange of contracts or the signing of a formal lease agreement. The Trust reserves the right to seek further documentary evidence to support your claim to residence. The Trust will withdraw any place allocated if the address is found to be false.

### **Sibling link**

A sibling link will arise where one of the conditions in each of A and B are satisfied.

#### **Condition A**

- A brother or sister living at the same address, who shares the same parents;
- A half-brother or half-sister living at the same address, where two children share one common parent;
- A step brother or step sister living at the same address, where two children are related by a parent's marriage;
- Adopted or fostered children living in the same household.

#### **Condition B**

- For the sibling link to apply, one of the siblings must be a registered pupil at the named Academy at the time of application and is expected to remain on roll at the point of admission.

## **4.0 How to apply**

For applications in the normal admissions round you should use the application form provided by the Local Authority. You can use this form to express your preference, in rank order.

You will receive an offer for a school place directly from the Local Authority.

### **Requests for admission outside the normal age group**

Parents are entitled to request a place for their child outside of their normal age group. These requests should be in written form and made for the attention of the Principal. The request will then be considered by the Admission Authority- Nene Education Trust – and they will make the Decision in principle.

Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of each case and in the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

- Parents' views
- Information about the child's academic, social and emotional development
- Where relevant, their medical history and the views of a medical professional
- Whether they have previously been educated out of their normal age group

- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely
- The Principal's views

Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round. However, it is much better for parents to make requests well in advance of the closing date for application, so that they can make informed decisions when they submit their application. Multiple requests to several schools can be made and then parents can choose to apply to those schools which have agreed the request in principle.

All requests will be considered on the basis of the admission arrangements laid out in this policy, including the oversubscription criteria listed in section 6. Applications will not be treated as a lower priority if parents have made a request for a child to be admitted outside the normal age group.

Parents will always be informed in writing of the decision regarding consideration of the request for a particular year group by a parent. Parents do not have a right to appeal if they are offered a place at the school but it is not in their preferred age group.

## 5.0 Allocation of Places

We teach infant children (aged five to seven) in classes that have a maximum number of 30 children, in line with statutory maximum infant class sizes. . The school has an agreed admission number of 45 pupils for entry in the Reception class.

The Academy shall, where applicable, consider applications from children from multiple births, whilst taking into account the responsibility to teach in groups of 30 or fewer per teacher in infant classes.

Where possible twins/multiple births will be placed at the same school. In cases where there is one place left and the next child on the list is one of a twin, triplet or multiple birth, the local LA School Admissions Team will contact the parents and discuss the options with them where this is known at the time of application. The parents will need to decide whether to accept one place at the school or to keep the children together by accepting another school. (Consideration will not guarantee entry).

### The criteria for Newton Road is:

Children with an Education, Health and Care (EHC) Plan that names the school as appropriate provision will be admitted. Where this takes place in the normal admission round, this will happen first and consequently the number of available places within the PAN will be reduced. Where this takes place outside the normal admissions round (in-year transfer or to another year). They may be admitted even where the PAN may be exceeded.

When there are more applications for places than there are places available, priority will be given in the following order:

- i. Children in public care or previously in public care but immediately after being looked after became subject to an adoption, child arrangements order or special guardianship order
- ii. Pupils with an older brother or sister continuing at the school at the time of admission of the younger child.
- iii. Pupils who live closer to the preferred school than any other school.
- iv. Other pupils.

Tiebreaker If the admission number is exceeded within criterion (iii) priority will be given to those who live furthest from the nearest alternative school. If the admission number is exceeded within any other criterion priority will be given to those who live closest to the school.

### **Distance Tiebreaker**

Where there are more applications in any one category, applications will be prioritised on the distance from the child's home to the main entrance of the school. (This will be determined by the Local Authority using their standard method as described in the published information to parents). Measurements are carried out on a straight line basis from the child's home to the address point of the school.

In the case where multiple applications for the same shared dwelling occurs (e.g. Flats), a randomiser will be used to decide the priority in which the pupils within the shared dwelling are selected in the event of a tiebreaker. Independent verification of random allocation will be obtained.

## **7. In-year admissions**

In year admissions will be dealt with according to this policy.

Applications for in-year admissions should be sent to Northamptonshire County Council.

## **8. Appeals**

If your child's application for a place at the school is unsuccessful, you have the right to appeal to an independent panel, which will be arranged by the Northamptonshire Education Appeals Panel. You must contact NCC in the first instance to complete an on-line appeal form or request an appeal pack and to view the guidance notes.

## **9. Monitoring arrangements**

This policy will be reviewed and approved by the Local Governing Board 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.