

Glenfield Primary School



School Admissions Policy For Admission August 2021

Approved by Governing Body: 25/09/2019

Admissions Policy for Glenfield Primary School
First time admissions and Mid-term transfers from August 2021 onwards

1. Principles

- 1.1 The following principles are to be applied in a manner consistent with our school's continuing commitment to education.
- 1.2 Glenfield's Admissions Policy aims to:
- Offer clarity regarding legal requirements and statutory guidance.
 - Seek to encourage partnership and avoid conflict at a local and an authority level.
 - Maintain parental rights and ease the process of admission for parents and children.
 - Have one consistent first-time admissions date to mainstream education.
- 1.3 Children's entitlements are as follows:
- Priority given to a place in the catchment area school (dependent on the parent applying at the appropriate time, or on compliance with infant class size regulations).
 - Entitlement to be considered according to the same priority criteria as other children where the preferred school is oversubscribed.

2. Legal Position & Other Requirements: Summary

- 2.1 Glenfield Primary School as an Academy is the admissions authority. There is a minimum 6-week consultation period each year between 1 November and 1 March. Parents and local groups with an interest in the local area must be consulted.
- 2.2 Glenfield have appointed the Local Authority to co-ordinate admissions. To this purpose there is an approved scheme for co-ordination.
- 2.3 Parents have the right to express a preference for a school place, including where the child has a Statement of Special Education Needs or Education Health Care Plan (EHCP). Parents must ensure suitable full-time education for their children by attendance at school or otherwise; they are not obliged to do this before the child has reached compulsory school age.
- 2.4 Compulsory school age is from the term immediately following a child's 5th birthday, this means:

- A child turning 5 in the Autumn term must start school no later than from the start of the Spring term.
 - A child turning 5 in the Spring term must start school no later than from start of the Summer term.
 - A child turning 5 in the Summer term must start school no later than the following Autumn term.
- 2.5 Glenfield Primary School has an Admission Number (AN) of 60 for each of its year groups. If this number needs to be altered, in some cases statutory notices must be published to allow interested parties to make representations.
- 2.6 Parents whose preferences are refused have a right to appeal to an Independent Appeal Committee whose decision is binding, except for children with statements, or ECHP's, whose parents can appeal to Special Education Needs Tribunal.
- 2.7 There are no required staffing ratios for junior age children in education law. Regulation on infant class sizes requires an upper limit of 30 children per teacher, with specified exceptions.

3. First Time Admissions to Glenfield Primary School

- 3.1 This section refers to first time admissions (4+ entries).
- 3.2 Parents must apply to their home local authority for a school place. The best way to apply is by applying online through Leicestershire County Council's website. All requests received by the relevant closing date (please see coordinating scheme for dates) will be considered first and in accordance with the approved priority criteria. All late applications receive the lowest priority.
- 3.3 The Local Authority that you live in will confirm places from the national offer date, 16 April (or next working day) to pupils. No child should be admitted without an offer from the Local Authority you live in and this is regardless of whether the child has attended a nursery or pre-school at the school.
- 3.4 For those pupils who do not live in Leicestershire the School Admissions Service will inform the relevant Local Authority who will in turn inform the parents.

- 3.5 Places will normally be allocated up to the Admission Number (AN) of 60, with careful consideration being given to the relationship between admission limits and infant class size requirements.
- 3.6 It is recognised that some parents are unaware of the need to apply for a school place at first-time admission stage. The Admissions Service in response to this issue launches an annual marketing strategy to publicise and alert parents to the need to complete an application expressing up to three preferences.
- 3.7 Date of admissions for all infant and primary school is from the September immediately following a child's fourth birthday, i.e. all children who have turned 4 before 31 August. Pre-admission visits will only take place in the term before the child is admitted to school. Such sessions are not funded.
- 3.8 Glenfield Primary School has a single start for first time admissions at 4+. However, parents must ensure full-time education for their child from compulsory school age from 5+.

4. Infant Class Size Limits, Multiple Birth Children and Permitted Exceptions

- 4.1 There is a requirement to limit infant class sizes to 30 children for each qualified teacher. This applies to Foundation, Year 1 and Year 2 classes. Regulations on infant class sizes allow very few exceptions (see para 2.15 National School Admission Codes February 2012).
- 4.2 In the unusual event of there being one space available within the infant class limit, children of multiple births are permitted exceptions to the class size limit in these circumstances. In addition, all the following are also considered as exceptions to the class size limits:
- Those children who are in the care of a Local Authority (including previously in care).
 - Children with a Statement of Special Educational needs (including those with a full statement receiving part of their education by arrangement at another school or an infant class part-time).
 - If a recognised error was made during the implementation of the school admission arrangements.
 - Those admitted by an independent appeal panel.
 - Children of service personnel, e.g. army children.

Permitted class size exceptions will remain exceptions for the duration of Key Stage 1. In addition, schools will no longer have to take qualifying measures in such circumstances.

5. Admission of children below compulsory school age (i) and deferred entry to school

- 5.1 Glenfield Primary School will provide for the admission of all children in the September following their fourth birthday. The Admissions Service will make it clear in their arrangements that where they have offered a child a place at a school:
- a) That child is entitled to a full-time place in the September following their fourth birthday;
 - b) The child's parents can defer the date their child is admitted to the school until later in the 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 it was made;
 - c) Where parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.
 - (i) Compulsory school age is set out in section 8 of the Education Act 1996 and the Education (Start of Compulsory School Age) Order 1998. 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.

Admission of children outside their normal age group

- 5.2 Parents may seek a place for their child outside or their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child may request not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to reception rather than year 1. Glenfield Primary School accepts that parents may wish to delay starting school in Reception, however the children would then be admitted straight into their normal age group.
- 5.3 We are aware that we must make decisions on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's 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; and whether they may naturally have fallen into a lower age group if it was not for being born prematurely. They must also take in to account the views of the head teacher of the school concerned. When informing a parent of their decision on the year group the child should be admitted to, our admission service will set out clearly the reasons for their decision.

- 5.4 Where our admission service agrees to a parent's request for their child to be admitted out of their normal age group the parent has then the right to reply for a place in that age group as part of the usual admissions process. The School Admissions Service must process the application as a part of the main admissions round, unless parental request is made too late for this to be possible, and on the basis of their determined admission arrangements only, including the application of oversubscription criteria where applicable. They must not give the application lower priority on the basis that the child is being admitted out of their normal age group. Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school but it is not in their preferred age group.

6. In-Year (mid-term) Transfers (all year groups)

- 6.1 All mid-term transfer requests (in-catchment included) will be coordinated through the School Admissions Service for approval before admission takes place.
- 6.2 Before applying parents are encouraged to arrange to visit the school they wish to apply for, after which the parent should complete the Local Authority's online Common Application Form (paper forms are available on request).
- 6.3 The aim where possible is to always process mid-term applications within 10 working days (5 days if the child is indicated as in care or previously in care). Delays may occur where further evidence or proof is required, i.e. proof of house purchase, tenancy agreement, council tax payment notification, fair access information for complex or out of authority applications etc.
- 6.4 Where the mid-term application is made Glenfield Primary School via the Local Authority's Admission Service the decision letter will either offer the place or refuse the place because the school is full. A refusal

letter will also explain to the parent their right to appeal, and how they should do this.

7. Parental Preferences & Criteria used for Prioritising Admissions to Schools

7.1 Application forms for school places allow parents to express up to three preferences for school places. Parents should rank their preferences, so that if more than one preference can be agreed the one, which the parent wants most, is offered. However, the LA as Glenfield Primary School's admissions service, will consider all preferences to have equal value, e.g. one parent's first preference and other parent's second or third preference are to be considered equally against the admissions criteria. Late applications receive the lowest priority, i.e. they are only considered after all other applications that were received on time, unless it can be demonstrated with documentary evidence that the lateness of the form was beyond your control.

Priority Criteria for entry Autumn 2021 admissions and mid-term applications during 2021/2022 academic year

7.2 If they are too many requests, priority will be given to children in the age-range, who parents applied on time, in the following order (see note i. below):-

1 st	Children who are in public care and those children who were previously looked after children (see note ii)
2 nd	Pupils who live in the catchment area (see note iii)
3 rd	Pupils who will have an older brother or sister attending Glenfield Primary School at the same time, who live in the same house. This will not apply to mid-term admissions in year groups where the admission number has been reached (see note iv)
4 th	Pupils who have a serious medical condition or exceptional social or domestic needs that make it essential they attend the school requested. (Professional documentation confirming the situation must be submitted with the application) (see note v)
5 th	Pupils living nearest to the school measured in a straight line distance (home to school front gate) (see note vi)

Notes:-

- i. Combinations of the above criteria are used where appropriate, in priority order to rank the 60 places. Glenfield Primary School's admission number is 60. Anyone refused will have the right to appeal.
- ii. A 'looked after child' is a child who is (a) in the care of the 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. Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order 19 of special guardianship order).
- iii. The child's place of resident is taken to be the parent home. Living in the catchment area does not guarantee you a place at your catchment area school.
- iv. The term 'brother or sister' includes half brother or sister or legally adopted children being regarded as the brother or sister.
- v. If criterion 4 is used, professional supporting documentation from the Lead Professional must be supplied and must be submitted with the application. The following list are the areas that are considered exceptional:-
 - Crown Servants
 - Children in the care of a LA
 - Child subject to Child Protection Plans
 - Hard to place children – who fall under the Fair Access Protocol
 - Parents suffering domestic violence (this is dependent on documentary evidence by a lead professional)

Each case will assessed on its individual merits.

- vi. For Criterion 5 above, measurement of distance is in a straight line from the point that the home property's front entrance meets a public highway to the school's main designed front gate, using a computerised mapping system. Where there is equal distance then lots will be drawn supervised by an independent officer.

8. Out-of-Catchment Requests and Admissions

- 8.1 Parents should be encouraged to visit both the catchment and the preferred school, in order to make informed judgements.

8.2 When a parent approaches a school for an out-of-catchment place, the Headteacher (and other staff):

- Suggests that the parents visit the catchment area school;
- Informs them that if they still wish to apply to the preferred school, they must request this in writing to the Schools Admission Service.

•
School Admissions Service on receiving a request outside the normal transfer cycle:

- Contacts Glenfield Primary School to confirm numbers in relevant year groups;
- Allocates a place at a later stage if there is space available within AN for the relevant year group.

During the main period when parents are considering transfer requests, the School Admissions Service will endeavor to keep schools aware of possible numbers. It is helpful if schools can maintain contact with the School Admissions Service at this time.

9. Exceeding the Admission Number (AN)

9.1 At the point of first-time admission/transfer decisions, if there are more requests for in-catchment children than the admission number (AN), the AN will not usually be exceeded, except in exceptional circumstances (see paragraph 9.4 below).

9.2 In normal circumstances, the AN will not be exceeded in any one-year group by the admission of out-of-catchment pupils. If there are more out-of-catchment requests than places available with an AN, places will be allocated to an AN according to the priority criteria, with any outstanding requests refused.

9.3 Parents whose requests are refused have a right to appeal to an Independent Appeal Committee whose decisions can override local school policy. (NB in the case of parents who children have Statements of Special Education Needs, or Education Health Care Plans, the appeal is to the Special Educational Needs Tribunal).

9.4 The AN will only be exceeded in exceptional circumstances. For a full set of exceptions, please see paragraph 2.15 of the National School Admission Codes. Exceptional circumstances might be:

- a) Admission of children who would have siblings in the school.
- b) Children in public care.
- c) Hard to place children whose cases fall within the fair Access Protocol.

- 9.5 There will be no appeal process to challenge the LA's decision by Glenfield Primary School or the Governing Body. Glenfield Primary School commissions the LA to undertake all appeals on its behalf.

10. Withdrawing an offer or a place

Leicestershire School Admissions Service, in accordance with its coordinating scheme, on behalf of Glenfield Primary School will withdraw its offer if:

- It has been offered in error.
- A parent has not taken up the place and not responded within a reasonable period of time indicating they want the place.
- It is established that the offer was obtained through fraudulent or intentionally misleading application.

11. Co-ordinated Schemes

In accordance with the School Admissions Codes, Leicestershire Admissions Authority, on behalf of Glenfield Primary School, will operate a two statutory coordinated process for the purpose of:

- Starting school for the first time (statutory)
- Transferring to secondary school (statutory)

Leicestershire Admissions Service, on behalf of Glenfield Primary School, will in the best interest of the parent continue to co-ordinate:

- Mid-term (in year) transfers

For a detailed breakdown of each process, please refer to the relevant Co-ordinated Scheme.

12. Miscellaneous

Children who are in Care or where previously in Care and now adopted

- 12.1 Children in care of a Local Authority and those children who were previously looked after children, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order) are considered under high priority.
- 12.2 In such circumstance proof must be a letter from the last local authority that placed the child in care.

- 12.3 To be considered as 'in care or previously in care' Glenfield Primary School does not stipulate a minimum length of time the child is or has been in care.

Catchment area definition and how to find out the catchment area school for your home address

- 12.4 The county is divided in school catchment areas. The child's full HOME ADDRESS determines the school where you would be given PRIORITY admission for our school. If you wish to know if your home address falls in Glenfield Primary School's catchment area, please contact our school office or the Local Authority Customer Service Centre 0116 3056684.

See Primary 'Your Guide' at http://www.leics.gov.uk/primary_your_guide_section_1.pdf

See Secondary 'Your Guide' at http://www.leics.gov.uk/secondary_your_guide_section_1.pdf

Areas of Dual/Multiple Catchment Entitlement

- 12.5 In areas where there is dual of multiple catchment entitlement, children who move into the area after admissions have been decided will be refused a place in one of the schools if the relevant year group is full. (If all schools are full in the relevant year group, a place will be offered in the school which has numbers closer to the admission limit)

Parental Proof of Residence

- 12.6 When, after reasonable enquiry, a school is unclear about a family address, the School Admissions Service will need to seek evidence of residence from parents where the matter is unclear.
- 12.7 Glenfield Primary School will be vigilant regarding addresses given by parents before transfer to the next phase of education, particularly if there is a late or unexpected change to address close to transfer. Any queries should be referred to the School Admissions Service.

Over-subscribed Lists

- 12.8 An over-subscription waiting list will be held by LA Admissions Service for Glenfield Primary School in respect of Foundation year group. The list is maintained from completion of the decision-making process for first-time admission to the end of the Autumn Term only. The waiting list is ranked in the same order as the published oversubscription

criteria and not by date of application. There are no over-subscription lists held for any other year group.

Tiebreak

12.9 In instances where more than one child has an equal weighting in accordance with our priority criteria, the tiebreaker used is straight-line distance between where the home address meets a public highway to the school's designated main front gate, with whoever is closer being offered the school place. Where there is equal distance then lots will be drawn supervised by an independent officer.

Early Transfer or Admission of children staying on outside the normal age range

12.10 Early transfers or admission of children staying on outside the normal age-range are exceptional and must be approved by the School Admissions Service.

12.11 The parent must request the exceptional arrangement in writing to the School Admissions Service.

12.12 Glenfield Primary School submit a view regarding the suitability of the arrangement. Expected numbers in the year group and the AN will be taken into account.

12.13 Professional advice (e.g. from an Educational Psychologist) on the suitability of the arrangement may be sought in some cases, but this would not override any admissions decision. If the child has a Statement of Educational Needs, or an Educational Health Care Plan, the view of the Special Educational Needs Assessment Service (SENA) must be sought.

12.14 Children transferring younger than the normal age for transfer are subject to the same priority criteria as children in the normal transfer age-group, as long as:

- The relevant schools agree that early transfer is appropriate;
- The local authority considers early transfer appropriate;
- The child has been taught in classes with the academic year group which is one year older for at least three years. (NB this would normally exclude vertical grouping arrangements in primary schools).

Children who move out of the Catchment Area

- 12.15 A child who has started attending and whose place of residence changes to an out-of-catchment address is entitled to retain his/her place in the school.
- 12.16 Such an entitlement does not hold if the child changes phase of education, in which case the entitlement to a place is according to the new address.

Excluded or Potentially Disruptive Pupils

- 12.17 Glenfield Primary School does not allow the refusal of admission because the pupil may disrupt the education of other pupils, but will consider exceptions according to the School Admissions Code. The School Admissions code allows the refusal of places for children with "challenging behavior" only for those schools able to demonstrate a particularly high proportion of children with challenging behavior or previously excluded children. In such circumstances the governors must refer the case to the Fair Access Protocol.
- 12.18 Glenfield Primary School will not refuse admission where such a pupil lives in the catchment area and the parent has applied properly or where there is a place available with the AN for this pupil.
- 12.19 There is no obligation to comply with a parental preference for a child who has been permanently excluded from two or more schools, for a period of two years following the latest exclusion. Parents of such children lose their right of appeal regarding admission may refer to the Secretary of State regarding directions to admit children.
- 12.20 It is possible that a child may receive a second permanent exclusion just before he or she is due to transfer school (e.g. from high to upper school). In these circumstances, the Local Authority will expect the receiving school to admit the child, if the child's second permanent exclusion is issued after a transfer allocation has been notified to the parent, but before the actual transfer to the new school.
- 12.21 A permanently excluded pupil must not be removed from the school register until any exclusion appeal is complete or until the time limit for notification of appeal has passed.

Children with Special Education Needs

- 12.22 The Local Authority does not allow the refusal of admission because it

is believed that the school cannot cater for the child's special educational needs.

12.23 Pupils with special educational needs but no Statement or Educational Health Care Plan are dealt with through the normal admissions policy, and schools cannot refuse to admit a pupil because he/she does not have a Statement or Health plan, or is being assessed for one.

12.24 All governing bodies are required by section 324 of the Education Act 1996 to admit to a school a child with a statement of special educational needs, or an educational health care plan, that names the school. This is not an oversubscription criterion and schools must admit statemented children whether they have places or not.

Children from Overseas

12.25 The wording of the School Admissions Code applies.

Late Requests, Appeals (including class size appeals), Further Appeals and Errors

12.26 Late requests for school places, e.g. those received after a closing date, will be considered on their merits, but generally will have the lowest priority of all requests, even when the parents are requesting the catchment area school. This means that it is probable that a late request will not be allowed if the school is oversubscribed and there is no clear and significant reason (supported with documentary evidence) that it was beyond the parent's control for not applying at the appropriate time, e.g. parent ill for some time or family returning from abroad.

12.27 To assist parents every effort will be made by the School Admission Service to explain the basis under which an infant class size appeal is to be considered. The legislation and regulations are extremely stringent and only allow panels hearing an infant class size appeal to uphold the appeal where the following applies:

- The child would have been offered a place if the school's admissions arrangements had been properly implemented, i.e. because of an error or maladministration, or
- If established by the panel that the school's admission arrangements did not take into account when considering the application:
 - The Schools Admissions Code
 - Part 3 of the SSFA 1996
 - The decision was not one that a reasonable admissions authority would have made in the circumstance of the case.

12.28 Appellants do not have the right to a second appeal in respect of the same school for the same academic year unless it can be demonstrated that there has been a significant exceptional or material change in circumstances of the parent, child or school. Examples being:

- Change of address
- It has agreed that there were procedural faults in the original appeal
- New significant evidence has come to light
- Medical reasons (apart from medical attention for distress or anxiety as a result of unsuccessful appeals)
- Significant change to the school has come to light

This is not a finite list; each case will be considered on its merits by the lead admissions or appeals officer).

Glenfield Primary School commissions the LA to undertake all appeals on their behalf.

Acceptance of refusal of offers: Withdrawal of Places or of Offers of Places

12.29 On the normal admissions national offer date of 16 April or the next working day, it will be assumed by the School Admissions Authority that the offer is accepted unless it is refused. Once the academic year begins, the school place should be taken up with 20 schools days from the offer date. If not the School Admissions Service will afford the parent a reasonable time (the regulations state 2 weeks) plus an additional 7 days for a reminder, to accept the offered place. If no acceptance is received, the offered place may be withdrawn. In addition, Glenfield Primary School reserves the right to withdraw a school place, or an offer of a place where the place has been obtained by false or misleading information, for example an incorrect address or date of birth. Through the LA Schools Admissions Authority, we are vigilant about such matters. It may be appropriate to ask for a sight of the child's birth certificate before admission.

12.30 Offers of places are also withdrawn if they were based on an address and the parent's address changes before the child is admitted. For example, if a child was offered a catchment area place and the family moves out-of-catchment before admission take place, the offer of the place may be withdrawn.

12.31 The School Standards & Framework Act does not allow signed a home school agreement to be a condition for admission.

Deleting a Child's name from the register

12.32 The Education Pupil Registrations describe the circumstances in which a child's name can be deleted from a school's register. In normal circumstances it is not reasonable to delete a child's name from the school's register until it is confirmed that he/she is receiving education elsewhere.

Changes of Address

12.33 Proof may be requested for the purposes of adding late first time admission applications to the over subscription list over pupils already on the list.

Exceptional Circumstances

12.34 The School Admissions Authority will always give serious consideration to any exceptional situations, such as where a family has been forced by circumstance to move into temporary accommodation, having lost their previous residence, or where there is a long-term separation between the parents and the child spends time in the week at two separate parents' addresses.

Verification of address for late first time admissions

12.35

- Parents' written confirmation and declarations will be sought regarding important information. Parents will be asked to verify in writing that they are residing at the address claimed and intend to remain in the catchment area. Places will be withdrawn if such declarations are subsequently found to be incorrect or not honoured and the school is oversubscribed.
- Documentation evidence such as a Council Tax payment or Child Benefit letter information will be sought.
- Claims of new residence in a school's catchment area will be judged on circumstances and the documents provided; completion of both sale and purchase, where relevant, are normally necessary before a place is allocated.
- Officers may be authorised to visit addresses to clarify whether families are living at the address claimed. Such visits will be undertaken in a reasonable fashion, by officers carrying appropriate identification.

What is generally not accepted when allocating places in over-subscribed schools;

- Purchase of a second property by a family in oversubscribed schools.
- Rented accommodation, while a previous property is retained.
- Offers or exchange of contracts on intended purchases or sales of properties.
- Information accommodation arrangements with friends of relatives.

Signification Change of Circumstance

12.36 The School Admission Service considers fresh information in support of a parental preference for a school place, even if it is received at a late stage in the admissions process. In normal circumstances, there will be no difficulty in meeting the parent's reference if all the school places have not be allocated.

12.37 Where the school's places have all been allocated, the School Admission Service will be unable to offer a place but may give higher priority to the parent's request if a place subsequently becomes available, according to the family's circumstances, in accordance with the priority criteria.

12.38 Verification, e.g. from professional persons or bodies may be sought from the parent to confirm a change of circumstances. In such circumstances it remains the parent's duty to gather and provide the evidence.

"Relevant Areas" for Consultation Purposes

12.39 Admission authorities consult within "relevant areas" on admissions arrangements. Glenfield Primary School follows the Leicestershire "relevant areas" which are as follows: geographical boundary of Leicestershire is the "relevant area".

How and When to apply changes to a School's Admission Number (AN)

12.40 If Glenfield Primary School wishes to alter the AN, a consultation process will take place following up to date guidelines from the School Admissions Service.

Children with split residence

12.41 Where a child lives for part of the week with one parent and for part of the week with the other parent, the address recognised by the local authority is the one where the child lives for the majority of the school week. Where it is claimed that the weekly residence arrangement varies, both addresses will be valid, and in some cases the child will have two catchment area schools. These definitions depend on the written declaration of both parents, and if the claimed residence arrangement is found to be false, the child's place at the allocated school may be withdrawn even if the child has stated attending.

Children of UK Services personnel and other Crown servants

12.42 Such children must be allocated a place in advance, dependent on an official government letter declaring a relocation date and intended address, if the applicant would meet the criteria on relocation. A unit postal address must be accepted, or if appropriate a "quartering area" address in the absence of a new home postal address.