

# COWLERSLEY PRIMARY SCHOOL



## Admissions Policy September 2018

### Admissions to Primary School - Reception Place

**Executive Headteacher:** Ms Louise McArdle

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[www.cowlersleyprimaryschool.org.uk](http://www.cowlersleyprimaryschool.org.uk)

#### The governing body decides admission arrangements

The Published Admission Number of Reception year group places available for the 2019/20 school year will be 50.

#### Admission Criteria

If there are fewer applicants than there are places available, everyone who applies will be offered a place. When there are more applicants than there are places available there has to be a way of deciding which children are offered places. This is done by having admission criteria, also known as oversubscription criteria, which are considered in order:

1. Children in public care (looked after children) or a child who was previously looked after;
2. Children who live in the school's Priority Admission Area (PAA) who have a brother or sister attending from the same address at the date of admission (the sibling rule);
3. Children who live in the school's PAA;
4. Children who live outside the school's PAA who have a brother or sister attending

from the same address at the date of admission (the sibling rule);- 5. Children who live outside the school's PAA.

#### Special Educational Needs

The school will admit children with statements of Special Educational Needs or Education Health and Care Plans where the school is named on the statement/plan.

#### Note

- a) The definition of a 'looked after child' is a person under the age of 18 who is provided with accommodation by a local authority, acting in its social services capacity, for a continuous period of more than 24 hours, by agreement with the parents or in accordance with section 22 of the Children Act 1989. Previously Looked After refers to those children who immediately after being looked after became subject to an adoption order, (under section 46 of the Adoption and Children Act 2002), residence order (under Section 8 of the Children Act 1989), or specialist guardianship order (under Section 14A of the Children Act 1989). Children looked after under an agreed series of short term placements (respite care) are excluded.
- b) Children in priority 1 above may be admitted above the PAN.
- c) If we cannot agree to requests for admission in priorities 2 to 5 above without exceeding the PAN, we will give priority up to the PAN to children living nearest the school.



d) Distance is measured in a straight line from a child's home address to the school. Measurements are calculated using six-figure National Grid Coordinates from the National Land and Property Gazetteer. This grid reference relates to a point that falls within the permanent building structure corresponding to the address. The boundary of the building structure for the address is from Ordnance Survey's MasterMap. For smaller, residential properties the grid reference marks a point near the centre of the building. For larger properties like schools with, for example, multiple buildings and large grounds, the grid reference relates to a point inside the main addressable building structure. The distance calculated is accurate to within 1 metre.

e) 'Live' means the child's permanent home at the date when applications close or, if a significant house move is involved, the latest reasonable date before the final allocation of places.

f) Where a child's parents live at different addresses and the child spends time at each address we will consider the following when deciding on the address, which we will use for admissions purposes:

- the amount of time spent at each address.

- which parent has parental responsibility for the child.
- who receives child benefit for the child.
- where the child is registered for medical and dental care.
- any residency or custody orders made by the courts.

We will ask for documentary evidence to support information given about the above points.

g) For children transferring from first or middle schools, we will give preference in priorities 2-5 above (up to the PAN) to children attending a first or middle school in the middle or secondary school PAA.

h) A PAA means a geographical area determined by Kirklees in consultation with the governing body of the school. It is called this because children living there normally have priority for admission over children who live elsewhere. It is also referred to as the catchment area.

i) Children with Statements of Special Educational Needs are admitted to mainstream schools, special units and special schools separately from the general admission policies.

j) It is important to note that attending a school nursery or pre-school setting on a school site does not give any priority for a place in that primary/infant school and there is no automatic transfer

responsible for the day to day administrative arrangements that need to be made to ensure that the requirements of this policy are followed. Parents/carers must make a separate application for a place in a Reception class.

The nursery class at Cowlersley Primary School is able to provide early years provision for children from the term after they are three years old, if there is an available place.

## Applying for a place at the Nursery

Application forms are available from the school. We will need to take a copy of the child's birth certificate and proof of address (utility bill, driving licence etc.) School will keep a list of children's names and the names and addresses of the parents/guardians who have requested a place in the nursery class. This will be called the nursery admissions list. The length of time a child's name has been on the admissions list will not be taken into consideration.

## Details to be kept on record

- Name of child
- Gender
- Ethnicity
- Date of application
- Date of Birth
- Address
- Telephone number
- Sessions requested
- Special consideration – whether a child has additional needs, whether the child has any siblings in school. Any other additional information from health, social care
- Name of parent and who has parental responsibility

Decisions made during nursery admissions, as for all other admissions are taken in accordance with the published policy and that sound administrative procedures are established, documented and followed.

If the school's nursery is over subscribed, decisions must be made about all those applying as to whether to offer them a place or not. All applications that have been received must be considered against the criteria used to distinguish priorities for admission.

## Criteria for admission into the nursery class if over-subscribed

Admission to our nursery class is based on the expression of parental preference.

The Headteacher will organise to consider all applications for admissions if places are oversubscribed. This may

## Admissions to Nursery

Responsibility for making decisions regarding admissions to the Nursery class lies with the Headteacher and Governors of our school. The Headteacher is also



include a panel which will consist of the Headteacher, a member of the governing body and the teacher in charge of the Nursery. Support and guidance can be sought from a local authority officer.

If there are more applications than places available the Headteacher will use the following criteria –

- Priority for a nursery place will be given to – 1. Looked after children, children on a child protection plan (active cases) or those who are thought to be at risk
2. Children with exceptional medical, social and educational needs identified by health, education or social care colleagues – evidence should accompany applications. Examples may include children identified by pre-school assessments having special educational needs or as requiring assessment to decide if they have such needs, children who have needs identified by medical professionals, children living in families considered to be exceptionally disadvantaged in relation to the usual circumstances for the area, children who have limited or no access to English speaking environments.
3. Children whose parents are in work or training
4. Children who live in the schools Priority Admissions Area (PAA)
5. Children who live outside the PAA but who have an older sibling attending the school
6. Children who live outside the schools PAA
7. Extra district children

Once places have been allocated, and where it is not possible to offer some children a place in the nursery class because it is full, it will be possible for children's names to be added to a waiting list in accordance with the schools if parents request that they are still interested in a place. Any places that then become available will be offered from the waiting list in accordance with the school's criteria for admissions.

## Right of appeal

As nursery provision is non-statutory the school's decision will be final and there is no formal right of appeal. However, the school will be happy to discuss any concerns parents may have about the allocation of places.

## Pupil Placement Protocols

### In-Year Admissions

Any In-Year admission entry is any entry to school outside of the usual transfer time. Requests for admissions to Reception (after the appeal process is

complete) and for all other year groups should be made directly to the school. Parents/carers will need to complete an ICAF (In-Year Common Application form), available from school, through the Admissions Department at Kirklees and online. Any In-Year admissions will be considered in line with the Pupil Placement Protocols (Kirklees Council). There are two different types of In-Year admissions:-

- Parents/carers who are moving/have moved house (a significant house move is 2 miles for Key Stage 1 and 3 miles for Key Stage 2)
- Parents/carers who are not moving house but would like their child to change school. In this instance a signature must be obtained by the parent/ carer, from the Headteacher of the current school following a conversation to clarify the reasons for the move. If this is agreed the new school will contact the old school to confirm a start date.

### Key contacts:

#### Pupil Admissions

1st Floor, Kirkgate Buildings, Byram Street, Huddersfield, HD1 1BY

Tel: 01484 225007

Email: [pupiladmissions@kirklees.gov.uk](mailto:pupiladmissions@kirklees.gov.uk)

#### Fair Access Protocol

There is a requirement upon Local Authorities to have a Fair Access Protocol and for all schools and academies to participate in it. This means that all schools and academies share a collective responsibility to ensure that vulnerable groups of children are admitted on an equitable basis. The list of children to be included in a Fair Access Protocol:

- a) Children from the criminal justice system or Pupil Referral Unit
- b) Children who have been out of education for two months or more
- c) Children of Gypsies, Roma, Travellers, refugees and asylum seekers
- d) Children who are homeless
- e) Children with unsupportive family backgrounds for whom a place has not been sought
- f) Children who are carers
- g) Children with special educational needs, disabilities or medical conditions (but without a Statement or Education, Health and Care Plan)

Kirklees Council's Fair Access Protocol also considers:

- h) Children at risk of permanent exclusion
- i) Children who have been permanently excluded
- j) Children who a governing body does not wish to admit outside of the normal admissions rounds due to challenging behaviour
- k) Children of UK Service personnel and crown servant



- l) In-year applications for Kirklees children who have previously been educated in a school outside of the authority where there is no house move, or no significant move, but would like to change school.

## **Admissions for children with Statements of Special Educational Needs or Education, Health and Care Plans**

The law says that the council must ensure that Statements of SEN or EHC Plans enable children to be educated in a mainstream setting unless it is incompatible with:

- a) The wishes of the child's parents or the young person
- b) The provision of efficient education for others and there are no reasonable steps that could be taken to overcome this.

The law says any education setting named in a Statement or an EHC plan must admit the child. Where there is any disagreement a parent or young person can appeal.

For further information relating to the admission of children with a Statement or an EHC Plan contact:

### **Special Education Assessment and Commissioning Team (SENACT)**

1st Floor Kirkgate Buildings, Byram Street,  
Huddersfield, HD1 1BY

Tel: 01484 221000



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See DfE Special Educational Needs and code of practice 0-25

## Children Missing in Education

In January 2015 the DfE issued revised guidance (to local authorities) about CME and in October 2014, revised guidance (to schools and local authorities) on attendance. DfE guidance on CME

- All children regardless of their circumstances are entitled to a full time (suitable) education •
- Local authorities should have robust procedures and policies in place to enable them to meet their duty
- The duty applies to children who are not registered at a school and are not receiving suitable education otherwise than at school
  - Children who are on a school roll but not attending (regularly), should be followed up by school in the first instance and/or referred to the local authority for further action
  - Schools also have safeguarding duties under section 175 of the Education Act 2002 in respect of any unexplained absences.

“Arrivals” are children who are found to be living in Kirklees but are not on the roll of a school or are not being educated otherwise.

“Leavers” are children who are/were on the roll of a Kirklees school but have gone missing. A planned Leaver is where the parents/carers have advised the school in advance (of the child’s last day in school) that their child will cease to attend the school.

An unplanned Leaver is where parents/carers have not advised the school in advance of a move and the school only become aware of this after the child has ceased to attend.

Planned/unplanned Leavers include where:

- The child/family emigrating or permanently returning to the country of origin • The child will be educated at home
- The child/family will be moving, within Kirklees or out of Kirklees
- Unplanned only – where the child/family has gone missing whereabouts unknown

Leave of absence – Children who are on holiday or leave of absence are not normally regarded as “missing” from education. The recommendation is to use Penalty Notices for periods of unauthorised holiday and leave of absence where appropriate.

## Managed Moves

A managed move is defined as a formal agreement between two schools, a child and their parents/ carers; it enables a child to transfer to another school initially on a trial basis for a defined period. It should rarely be an early or first response when a child is experiencing difficulties at school because of their behaviour. It should be considered as part of a measured response to supporting the child’s emotional, social and behavioural needs and where a

support plan is in place.

Schools are not required by the DfE to use Managed Moves however the DfE Guidance: Exclusion from maintained schools, Academies and pupil referral units in England state that:

‘A pupil can also transfer to another school as part of a ‘managed move’ where this occurs with the consent of the parties involved, including the parents. However the threat of exclusion must never be used to influence parents to remove their child from the school.’

The managed move process must not be used for children with a Statement or EHC or Looked After Children.

The above information is a summary. For more detailed information on Pupil Placement Protocols please see Kirklees Advice and Guidance to Schools.

