

---

# **Diocese of Bristol Academies Trust**

# **Lydiard Millicent Admissions Policy**

**Level: 1**

**Date Adopted: December 2016**

**Review Date: February 2018**



### **1) Introduction**

This policy is for admission to the Lydiard Millicent Primary Church of England Primary School. The purpose of the policy is to ensure that the process of admissions is fair and consistent with the Schools Admissions Code.

### **2) Designated Area**

The designated area for Lydiard Millicent CE Primary School is the area of Lydiard Millicent and the surrounding area it serves. (See Appendix 1 for map of designated area)

### **3) Published Admissions Number**

The Published Admissions Number for Lydiard Millicent CE Primary School for 2018-2019 is 30 in Reception

### **4) Oversubscription Criteria**

All children with Education, Health and Care Plans and those with SEN statements, where Lydiard Millicent CE Primary School is named on the Plan/statement will be admitted. If undersubscribed, the School will admit all applicants. If oversubscribed, priority will be given to those children who meet the criteria set out below, in order.

- a) Looked after children or previously looked after children (see paragraph 5a below)
- b) Siblings from the designated area (see paragraph 5b below)
- c) Other children from the designated area
- d) Other siblings from outside the designated area
- e) Other children

### **5) Tie-breaker**

a) If the School is oversubscribed within any category above, the straight-line distance from the front door of child's home address to the main front door of the school will be used as the determining factor. Distances will be measured according to the Ordnance Survey eastings and northings for the child's home address and the school. Those living closer to the school will be given priority.

b) If two or more children with the same priority for admission live an indistinguishable distance from the School, but cannot all be admitted, then the available places will be decided by means of casting lots (random application).

c) Multiple Births -The School will endeavour to place siblings born at the same time (e.g. twins, triplets etc.) in the school. If necessary, the school will admit over PAN to accommodate such children. In accordance with paragraph 2.15 of the School Admissions Code, twins and multiple births will be classed as permitted exceptions to the Infant Class Size Regulations. This will only be the case when one of the siblings can be allocated the final place.

d) The random allocation will be conducted independently

## **6) Explanation of terms**

**a) Looked After Children and Previously Looked After Children** A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order. 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).

## **b) Siblings**

A **sibling** is defined as a brother, sister, half brother or sister, step brother or sister, foster or adopted brother or sister living in the same household where that sibling will be on roll at Lydiard Millicent CE Primary School at the time at which admission is requested (e.g. this means that older siblings in year 6 will not count as siblings for the purpose of this criterion). The home address for the registered sibling will be the normal place of residence. Full brothers/sisters are defined as children who have the same biological or adoptive parents. Half brothers/sisters are defined as children who share only one biological or adoptive parent. Step brothers/sisters are defined as children who are not related biologically but are of a step parent by a marriage other than with one's father or mother. Children will be considered to be siblings if any brother or sister has been offered a place at the school. Their position on the waiting list will be set accordingly. The sibling link will not apply if the child that is going to be attending the school will be in year 6.

## **7) Address and proof of address**

a) The child's address provided on the application form should be that of the child's normal place of residence, as of the deadline date of 15 January 2018. Only one address can be considered for application purposes. The address provided will be used to determine the child's priority for a school place.

b) The School reserves the right to ask parents for proof of their address. If the parents' current address is different to that held on the LA's computerised system the School may ask parents to provide proof of the new address if one is indicated. Acceptable proof of address includes:

- A copy of your Council Tax Bill
  - A solicitor's letter stating contracts have been exchanged and specifying a completion date
- A signed and dated tenancy agreement plus proof of residency (e.g. copy of a recent utility bill)

c) If parents fail to provide proof of a new address, the School will use the old address for admission purposes. If parents notify the School that they will be moving house, even if they provide the relevant proof of that address, they must move into that property by no later than the end of the first term following the notification. The School reserves the right to check that parents are living in the address indicated within that timescale. If parents are not living there, the applications will be investigated and the allocated place may be withdrawn.

d) For Years R September 2018 entry, the address used to determine priority of school places for on time applications submitted in the main round, will be the child's normal place of residence as at deadline date of 15 January 2018.

### **8) Shared Parental Responsibility**

a) Where two (or more) adults have parental responsibility for a child it is preferable that they should agree before submitting an application form which school(s) to name as their preference(s). In cases of dispute, or where two application forms are submitted, the School will process the application received from the adult who has a Child Arrangements Order. If no such order has been made, preference will be given to the parent with whom the child is living for the majority of the school week.

b) If both parents are in dispute as to whom the child lives with the majority of the school week, the School will process the application received from the adult who is in receipt of the child benefit, if this is not available then the address used on the NHS card will be used.

c) In the event of a further dispute regarding the address used, parents may wish to take independent legal advice on whether they should seek a specific issue order from the court to decide on where the child is schooled. For in year transfer applications, until any such order is made, the placement will continue in the best interests of securing educational provision for the child with a minimum of disruption.

d) For year of entry, where possible, a place will be offered in accordance with the preferences to the parent who can provide evidence that they are in receipt of child benefit.

### **9) Children of UK Service Personnel (UK Armed Forces)**

a) Applications for children of service personnel with a confirmed posting to the county will be considered in advance of the family moving into the county if necessary. Where possible, an application must be included in the normal admission round.

b) An official letter, such as a posting note or letter of support from the commanding officer should be sent to the School as soon as possible. This should include relocation date and unit postal address or quartering area address (the address of the closest house in the nearest 'quartering area').

c) The School will not refuse a child of UK service personnel a place because the family does not currently live in the area, nor will it reserve blocks of places for these children.

### **11) Applications**

a) Wiltshire LA will process applications outside the Coordinated Admissions Arrangements for its main admissions round. Applications for entry into Year R will be on the Common Application Form, which must be returned to your home Local Authority. That is, the Local Authority area which serves the child's home address and where Council Tax is paid. This form may also be submitted on-line.

b) The closing date for main round applications (i.e. applications for entry into Reception 2018) is 15 January 2018.

c) All applications received after the deadline of 15 January 2018, including those directed incorrectly to the School and not forwarded to the LA before the deadline, will be treated as late applications and considered only after those applications received before the deadline have been determined

## **12) Deferred admission until later in the academic year**

a) Parents do not have to ensure their child receives full time education until the start of the term following their fifth birthday. However, parents have the right to start their child in school in the September of the academic year following their fourth birthday. Parents also have the option to start their child on a part-time basis or defer their child's entry until later in that academic year. Places cannot be deferred beyond the beginning of the final term of the school year for which the offer was made.

b) If a parent decides to defer their child's entry to the school until later in the academic year, that place will be held for the child and will not be offered to another child. However, please note that entry cannot be deferred beyond the point at which their child reaches compulsory school age (for the avoidance of doubt the law states that 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). For children born between 1 April and 31 August, parents cannot defer entry beyond the beginning of the April term of the school year for which the offer was made.

c) Please note also that children who attend part-time until later in the school year cannot do so beyond the point at which they reach compulsory school age.

d) If the parent decides that they no longer wish to take up their child's Reception place, they should inform the School and the Local Authority that the place is no longer required. The place will then be withdrawn and reallocated to the child who is top of the waiting list at that time. The parent must then submit a fresh application for a place in year one for the following academic year. The application can be submitted from April 2019 but will not be considered until June 2019.

e) Parents wishing to defer entry need to apply by the closing date 15 January 2018 and inform the school as soon as an offer is received.

## **13) Admission of children outside their normal age group**

a) All applications will be dealt with in accordance with the [School Admissions Code](#) 2.17, 2.17a, 2.17b, which came into force on 19 December 2014.

b) Parents may seek a place for their child outside of 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 (born from 1 April to 31 August) may choose 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.

c) The decisions on requests for applications outside the child's normal age group are made by the Local Board of the School in consultation with the Principal, on behalf of the Main Board. The decision to admit outside of their normal age group is made on the basis of the circumstances of each case.

d) If parents wish to apply for delayed entry to the School, then following the submission of the formal application to the Local Authority, the parent should contact the School's Principal to discuss their request.

e) If the parental request for delayed admission into reception is agreed, a separate application for a place in the next cohort would have to be made for the September following the child's 5th birthday. This application would be considered along with all the other applicants for admission in that year. There would be no guarantee that a place would be able to be offered in the School.

f) If the parental request for delayed admission into reception is refused, the formal application which has already been submitted will be processed, unless the School and Local Authority receives a request from the parent to withdraw the application. If no request to withdraw the application is received, then after the offer of a school place had been made the parent can then inform the School that they want to defer entry as outlined above.

g) When informing a parent of their decision on the year group the child should be admitted to, the School will set out clearly the reasons for their decision. Parents have a statutory right to appeal against the refusal of a place. This right does not apply if they are offered a place at the School but it is not in their preferred age group.

#### **14) Waiting lists**

a) The School will operate a waiting list for each year group. Where in any year the School receives more applications for places than there are places available, a waiting list will operate until the final day of Term 6 of the academic year, which for the academic year 2018 – 19 is 21<sup>st</sup> July. This will be maintained by the School 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.

b) Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves it.

#### **15) In Year Applications**

In year applications need to be made to the Local Authority on their In-Year Admissions Form. If the Year Group applied for is full then applications will be considered against the oversubscription criteria and in the light of any existing waiting lists.

#### **16) Fair Access Protocol**

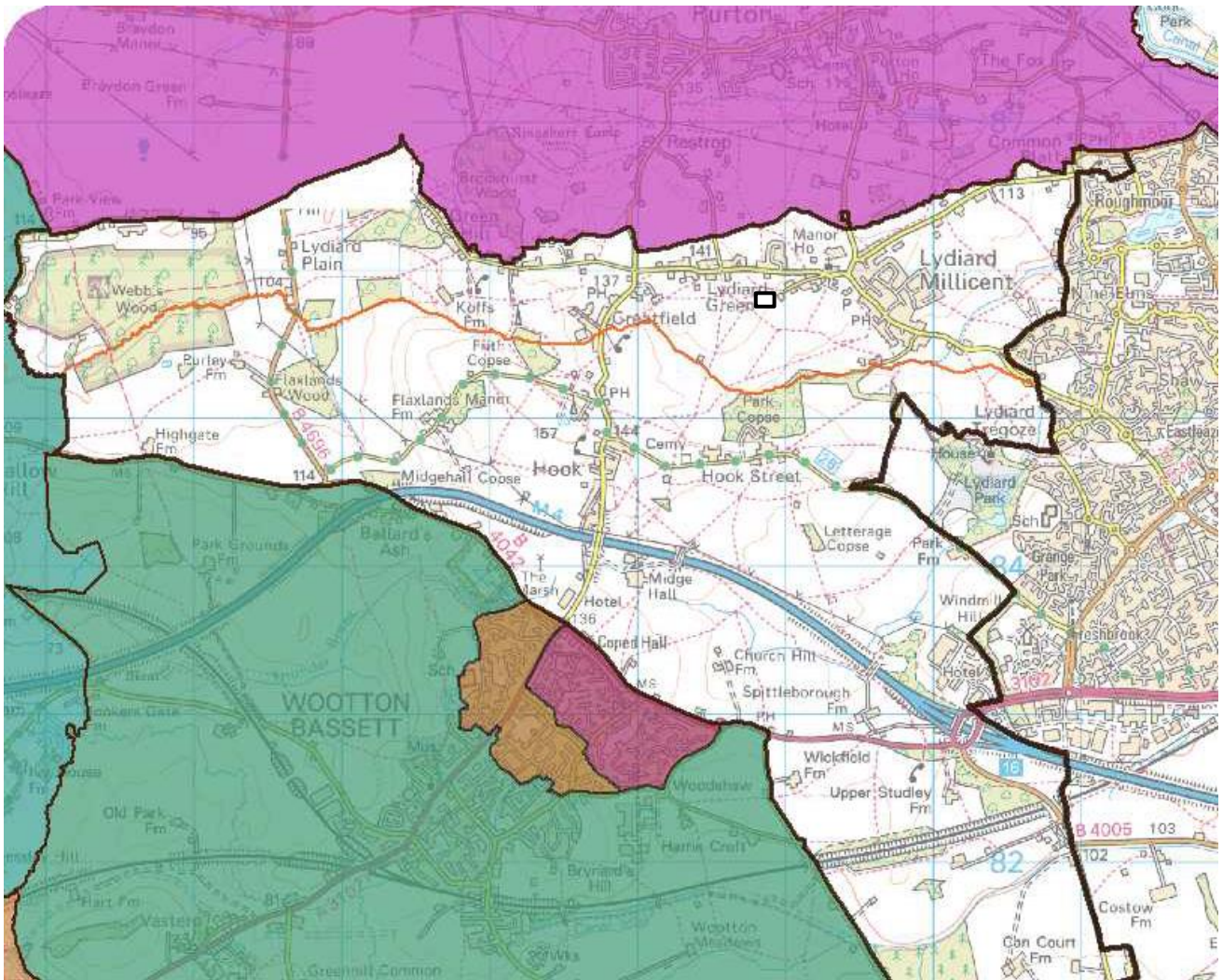
Wiltshire Council has protocols in place to ensure that access to education is secured quickly in-year for children who do not have a school place, and that schools have an equitable spread of vulnerable children or those who are hard to place. Lydiard Millicent CE School will sign up to the Fair Access Protocols, and should a child within these Protocols require a place at the School, they will take precedence over any child on the waiting list.

#### **17) Right of Appeal**

Parents who are refused a place at the School have the right of appeal to an Independent Admission Appeal Panel. They do not have a right of appeal if they have been offered a place and it is not in the year group they would like.

Appeals should be made in writing to the Clerk to the School's Local Board within 20 days of receiving the letter of refusal.

## Appendix 1: Map of Designated Area



Site of the school