



TOWNLANDS C OF E PRIMARY ACADEMY

Admissions Policy Autumn 2019 and beyond

The purpose of the policy is to ensure that places at Townlands Primary Academy are allocated and offered in an open and fair way.

Townlands Primary Academy is its own admission authority and will consult as required and publish their admission policy and arrangements

The Local Authority is required to co-ordinate admissions for all residents in Leicestershire. To this purpose it must have an approved scheme for co-ordination and Townlands Primary Academy will participate in full with the scheme.

Townlands Primary Academy Admissions Policy should:

- 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

The Academy Admissions Code (2014) and the Academy Admissions Appeals Code (2012) can be found below:

<https://www.gov.uk/government/publications/academy-admissions-code>

<https://www.gov.uk/government/publications/academy-admissions-appeals-code>

Recognising its historic foundation, the academy will preserve and develop its religious character in accordance with the principles of the Church of England and in partnership with the churches at parish and diocesan level.

The Academy aims to serve its community by providing an education of the highest quality within the context of Christian belief and practice. It encourages an understanding of the meaning and significance of faith, and promotes Christian values through the experience it offers to all its pupils. Parents have the right to withdraw their children from the daily Christian act of worship and from Religious Education.

Townlands Primary Academy serves the catchment area shown on the map detailed on the back page of this policy.

The Admissions authority will set a planned admissions number (PAN) which indicates the number of places available within the year(s) of entry. This information will explain how places will be allocated until the PAN is reached. Once the admission number for each year group has been reached, whether at first time admission or on a midterm application, all subsequent applications will be refused and the right of appeal will be offered.

Our planned first time admission number (PAN) for 2019/2020 is 60 pupils.

Applications for places for children living within and outside the designated catchment area are welcomed. Entitlement to a place in the academy is dependent on the parents applying at the appropriate time and (for infant submissions) on compliance with infant class size regulations (1). If a child moves into the academy's designated catchment area once allocation decisions have been made, they will not be offered a place in the academy if the planned admission number for that year has been reached.

Applications for places for the reception class need to be registered by completing the on-line Local Authority common application form (available from www.leicestershire.gov.uk/admissions) and the academy's own application form

The Local Authority on-line application form must be completed by 15th January 2019. The Academy's supplementary information form must be returned to the academy office by 31st January 2019.

Confirmation of places will be notified to parents by the Local Authority.

The closing date for Local Authority applications and the notification of the decision are in accordance with the Coordinated Admissions Scheme (2). Late applications will not be offered a place within the academy if the age appropriate year group is full, regardless of distance to the next nearest available academy. Any application received after the closing date will be treated as a mid-term application and places will be allocated according to the academy's published admissions criteria and planned admission number (PAN) for that year.

If a parent who has applied by the closing date given by the Local Authority later changes their mind and wishes to defer their child's entry to Reception, they should discuss this and other options with the Head teacher. Requests to defer will not be agreed if the only reason is that a place has not been offered at one of the preferred schools.

These applications for admission outside normal age group will be considered alongside all other applications in accordance with the Local Authority co-ordinated admissions scheme. If a place has been deferred, the parent/carer will need to subsequently re-apply within the timescales for the following year as deferral will not guarantee a place the subsequent year. Parents have a statutory right to appeal against the refusal of a place at the academy for which they have applied. This right does not apply if they have been offered a place at the academy but it is not in their preferred age group.

Deferring First-Time Admission

1. When a child's parents are notified of the allocation of a primary academy place, they can defer the child's admission. The academy will agree to deferment to later in the academy year (no later than the start of the Summer Term) or until the child reaches compulsory academy age in that year, or attend part-time until the child reaches compulsory academy age. The parent would not however be able to defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the academic year for which the original application was accepted. The place at the academy will be held open for the child and not made available to another child. For summer born children if the place is not taken up by the summer half- term then a fresh application must be submitted usually for entry into Year 1, as the admissions application is only valid for the academic year in which you applied. The place may be withdrawn if not taken up after deferment.

2. Exceptionally, parents of summer born children that is those children born from 1st April to 31st August can request delayed admission that is they may request that they are admitted out of their normal age group - to reception rather than Year 1 following their 5th birthday. If such a parent requests admission to Reception not Year 1 all relevant factors will be considered in assessing the request, parents would be expected to provide evidence to show that admission to Reception was in the child's best interests and will be taken into consideration. Parents seeking to delay their child's admission into the academy should contact the academy as the Admissions authority in the autumn term in the year prior to the normal entry in the following September in order for the academy to make the decision. Decisions will be made on the basis of the circumstances of each case. This will take into account parents' views, information about the child's academic, social and emotional development. The views of the head teacher of the academy will be taken into account. Decisions made by the Admissions Authority will be clearly set out. Where the Admissions Authority agree to a child being admitted to a year out of their normal age group and as a consequence of that decision the child would be admitted to the age group which pupils are normally admitted to the academy, an application will need to be made in the usual way by the closing date the following year and will be processed as part of the main admission round. Parents' statutory right to appeal against or refusal of a place at a academy for which they have applied does not apply if they are offered a place at the academy but it is not their preferred age group.

Children with Special Educational Needs

- Townlands does not allow the refusal of admission because it is believed that the academy cannot cater for the child's special educational needs.
- Pupils with special educational needs but no Statement or EHCP are dealt with through normal admissions policy, and the academy cannot refuse to admit a pupil because he/she does not have a Statement or is being assessed for a Statement.
- All Governing Bodies are required by section 324 of the Education Act 1996 to admit to the academy a child with a Statement of Special Educational Needs or EHCP that names the academy. This is not an oversubscription criterion and the academy must admit Statement EHCP children whether they have places or not.

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

- Admissions are only accepted providing there is a space in the age appropriate year group:
- All mid-term transfer requests (in-catchment included) will be coordinated through Leicestershire's Academy Admissions Service for approval before admission takes place.
- Before applying parents are encouraged to arrange to visit the academy after which the parent should complete the Local Authority's online Common Application Form (paper forms are available on request).
- The aim wherever possible is to always process mid-term applications within 10 working days (5 days if child is indicated as in care or previously in care), delays may occur where further evidence is required.
- Where the mid-term application is made through the Local Authority the decision letter will either offer the place or refuse the place because the academy is full. A refusal letter will also explain to the parent their right to appeal, and how they should do this.
- Pupils who have an EHCP will be admitted regardless of numbers or priority criteria where Townlands is named as the priority school on the child's EHCP.

Priority criteria for entry Autumn 2019 admissions and mid-term applications during 2019 / 2020 academic year

If there are too many requests, priority will be given to children, whose parents applied on time, in the following order (see note i below):-

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

Townlands Primary Academy will need to ask for proof of the following when applying, the priority criteria

- Address
- Child's date of birth
- Copy of an adoption, residence or special guardianship order and letter from the LA that last looked after the child confirming that he or she has looked after immediately prior to that order being made.

Additional Notes:

Townlands Primary Academy's admission number limited to 60 only, where more than 60 applications for Townlands are received for any one year group, combinations of the above criteria will be used to rank the 60 places. Anyone refused will have the right to appeal. Combinations of the above criteria are used in priority order.

Children in care of the Local Authority and those children who were previously looked after (3), but ceased to be adopted (4) (or became subject to a residence order (5) or special guardianship order) (6) are considered under this criterion. In such circumstances a letter from the last local authority in which the child was in the care of will be required.

The child's place of residence is taken to be the parental home.

The term “brother or sister” includes half and step brother or sister or legally adopted child being regarded as the brother or sister living at the same address for the majority of the academy week.

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 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)
- A child for who transfer to the catchment area academy would involve attending a different academy until he/she is the right age for transfer. (This is dependent on the child having attended the present academy for at least a year.)

Each case will be assessed on its individual merits.

For Criterion 5 above, measurement of distance is in a straight line from the centre point of the home property to the academy’s main designated front gate, using a computerized mapping system.

If there is a tie using the above criteria, the final tie-breaker will be drawing lots witnessed by an independent officer.

Waiting Lists

During the normal admissions round it is always necessary to complete a Local Authority Application form to apply for an academy place. Registering interest with the academy on a ‘waiting list’ before the admissions round guarantees neither a place nor priority within the priority Criteria. Offers of places will be made by the Local Authority on the academy’s behalf.

If the Academy has more applications than there are places available for children due to start in 2019-2020 a waiting list will be maintained until the end of the Autumn Term 2019. The position on the list will be determined by applying the published priority criteria and not by date of receipt. Each name added will require the list to be re-ranked. The existence of a waiting list does not remove the right of appeal against any refusal of a place from any unsuccessful applicant.

Names will only be removed from the list if a written request is received, or if the offer of a place that becomes available is declined. The waiting list will shut down on 31 December 2019 in accordance with statutory requirements. Looked after children and previously looked after children as defined within this policy, children who are the subject of a direction by a local authority or who are allocated to an academy in accordance with a Fair Access Protocol will take precedence over any child on the waiting list.

Appeals process

If you wish to appeal please visit:

<http://www.leicestershire.gov.uk/education-and-children/academy's-colleges-and-academies/appeal-against-a-academy-decision>

Notes :

(1) Education (Infant Class Sizes) (England) Regulations 1998

(2) The Co-ordinated Admissions Scheme is available for inspection through Allocations, Leicestershire County Council, County Hall, Glenfield, Leicestershire, LE3 8RF

(3) A 'looked after child' is a child who is (a) in the care of a local authority, or 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 academy.

(4) Under the terms of the Adoption and Children Act 2002. See Section 46 (adoption orders).

(5) Under the terms of the Children Act 1989. See Section 8 which defines a „residence order“ as an order settling the arrangements to be made as to the person with whom the child is to live.

(6) 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).

Full consultation review 2021 or earlier if changes required.

