

Robinswood Primary Academy
Admissions Policy Sept 2016

Robinswood Primary School is an Academy School and as such is responsible for its own admissions, however, the school co-operates with the Local Authority in co-ordinating the admission of pupils to schools in the area.

The aim of this is to ensure that as far as possible, parents obtain the school of their choice.

Online application can be made using the website address – www.gloucestershire.gov.uk/schooladmissions . For admission to reception, parents must submit their Common Application Form no later than 15th January 2016.

Any initial queries should be directed to the school however should you need to contact the Admissions and Transfers Team at Shire Hall, the telephone number is 01452 425407.

Children are normally admitted at the beginning of the academic year in which they reach their fifth birthday. Children are initially admitted on a part-time basis until they are ready to cope with all aspects of the whole school day.

Attendance at Robinswood Pre-school does not guarantee a place at the school. Children must be in school once they reach compulsory school age but decisions on their readiness within the reception prior to that taking place are at the school's discretion.

The number of intended admissions and our standard number from 1st September 2014 are 60.

All on time preferences will be considered simultaneously and ranked in accordance with the admission criteria below. Where the school is oversubscribed, places will be offered with regard to the priority order below.

As a statutory requirement any child with a statement of special educational needs or an Education Health Care Plan, naming the school, will be admitted.

The following criteria will be applied in making any such decisions and priority given to:

- a) Looked after children or children who were previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order. *See Appendix 1 for a full definition*
- b) Children who have a sibling attending the school and who will continue to do so when the younger child is admitted. *See Appendix 2 for a full definition*
- c) Children for whom only this particular school is appropriate due to an exceptional medical condition. Applications under this criterion will only be considered if they

are supported by a written statement from a doctor. This must demonstrate that there is a very specific connection between the medical need and this school.

- d) Children with the strongest geographical claim, measured in a straight line from the Ordnance Survey point centre of the child's home address (including flats) to the central point of the school, using the Local Authority's computerised measuring system, with those living closer to the school receiving the higher priority.

Where any particular category at points a-c above is oversubscribed, criterion d (strongest geographical claim based on straight line distance) will be used to determine which child is offered a place.

In the event of a tie between two or more children when applying criterion d (strongest geographical claim based on straight line distance) where there are not enough places available to offer all children a place at the school, a process of random allocation will be followed by the Governing Body. Where twins or children from multiple births are part of the random allocation process they will be considered as one applicant.

The straight line measurement from an apartment block is also taken from the Ordnance Survey point of the block. Apartments in the same block will be treated equally. If after applying the distance tie-breaker there are more applications than places available from the apartment block furthest away, a further **tie-breaker of Random Allocation** will be used for the applications from this block. This will be in the form of a manual process which is overseen by an independent person.

If the Admissions Committee does not offer a child a place, parents may appeal in writing to the clerk of governors at the school within two weeks of the initial decision. The school will set up an Independent Appeals Committee, which is set up in line with the code of practice for admissions.

Waiting Lists

If the school is oversubscribed, a waiting list will be held by the school for (at least) the first school term (i.e. until end of December). The waiting list will be prioritised according to the school's oversubscription criteria. *See Appendix 3 below*

Fair Access Protocols

The school is part of the In-Year Fair Access Protocols held by the Local Authority. Should a vulnerable child within these Protocols require a place at the school, they will take precedent over any child on the waiting list, as outlined in the new code of practice for school admissions

In Year Admissions

In year admissions will be managed by the school in line with the criteria described here

Transport

The LA has the statutory responsibility to provide transport in certain circumstances. To find out more and determine whether you will be eligible, you should contact Shire Hall at the number given above.

Appendix 1

Looked After Children/Previously Looked After Children Definition

A 'looked after child' (1) or a child who was previously looked after but immediately after being looked after became subject to an adoption(2) child arrangements order (residency order) (3) or special guardianship order (4) .

(1) 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) at the time of making an application to a school. In Gloucestershire, such children are referred to as Children in Care.

(2) This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Childrens Act 2002 (see section 46 adoption orders).

(3) Under the provisions of s.14 of the Children and Families Act 2014, which amend section 8 of the Children Act 1989, residence orders have now been replaced by child arrangements orders.

(4) 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).

Appendix 2

A sibling is “a brother or sister, half-brother or sister, adopted brother or sister, step brother or sister, or the child of the parent’s/carer’s partner, and in every case, the child must be living in the same family unit at the same address.”

Appendix 3

Names of children will be automatically placed on the waiting list for the school when the child has been refused admission and the parent requests a place on the list for their child.

A vacancy only arises when the number of offers to the school falls below the admission number.

The waiting list will be established on the offer day.

The waiting list is determined according to the Governing Body’s over subscription criteria as defined here.

Following the offer day, should an application be received for the school where the pupil has a higher priority as determined by the admissions criteria for a place at the school, it will be placed on the list, above those with a lower priority.