

KING'S OAK PRIMARY SCHOOL



ADMISSIONS POLICY

2017/2018

Signed by Chair of Governors:

Paul Davies

Dated: September 2017

Signed by Head teacher:

A.J. England

Dated: September 2017

Reviewed September 2017
Approved FGB: September 2017
Next review September 2018

The local authority will apply the following criteria (in the rank order shown) to decide the order in which places will be allocated when there are more requests from parents than the number of places available:

1. All 'looked after' children
2. Pupils living in the catchment area
3. 'Very exceptional' medical grounds
4. Siblings
5. Any other children

Notes:

If applying these criteria results in there being more children with an equal right to admission to the school than the number of available places, the tie break will be the distance the pupil lives from the school, measured in a straight line, using the Local Authority's computerised measuring system, with those living closer to the school receiving the higher priority. The Local Authority will measure the distance from the address point of the pupil's home to a point on the school site agreed with the governing body of the school. The Local Authority will not give priority within each criterion to children who meet other criteria.

The Local Authority will normally offer a place at the catchment area school if parents apply for a place at that school during the normal admissions round. However, a place at the catchment area school cannot be guaranteed. If a pupil moves into the catchment area outside the normal admissions round (or after the allocation process has been completed) it may be more difficult to offer a place at the catchment area school if this would mean exceeding the admission number at the school. In this case, a place will normally be offered at the next nearest maintained school which caters for pupils of the same age and has places available.

Pupils who have a Statement of Special Educational Needs are required to be admitted to the school which is named on the statement, even if the school is full. Pupils identified for admission through the In-Year Fair Access Protocol will also be admitted even if the school is full.

Definitions:

'Looked after' children:

The Children Act 1989 defines a child who is 'looked after' as a child or young person who is accommodated by the local authority (Section 20) or a child or young person who is the subject of a full care order (Section 31) or interim care order (Section 38).

Sibling:

A sibling refers to a brother or sister, half brother or sister, adopted brother or sister, step brother or sister or the child of the parent / carer's partner, and in every case, the child should be living at the same address. The sibling must be in the school at the time of application and be likely to remain in the school at the proposed date of admission.

'Very Exceptional' Medical Grounds:

'Very exceptional' medical grounds refers to cases where there are **exceptional** medical reasons which make it **essential** that a child should attend a particular school and where the preferred school is the **only** school locally that could meet the child's needs. A medical report from the child's doctor or consultant must be submitted with the application form, setting out valid medical reasons why it is essential for the child to be admitted to the school in question and the difficulties that would be caused if the child had to attend another school. The comments of the Authority's medical officer may be sought to decide whether it is essential for a child to be admitted to the preferred school on medical grounds. Admission on medical grounds cannot be considered where the medical condition relates to that of a parent/carer, brother or sister or other relative/child-minder.

Home Address:

A pupil's home address will be regarded as the address of the parent/carer with parental responsibility with whom the child normally lives. This will not usually include grandparents, aunts or uncles. Where a child spends time with parents/carers at more than one address, the address used to allocate a school place will be the one at which the pupil is ordinarily resident and where the child spends the majority of the school week (Mondays to Fridays) including nights. If there is any query on the home address this will be checked against original official documentation e.g. council tax bill, a recent utility bill (gas, electricity or water), a rental agreement, child benefit annual statement or family tax credit information.

Admissions above the published admission number:

The Bedford Borough admissions forum has agreed the following exceptions which may result in the admission number for a school being exceeded.

For the normal admissions round:

- The admission of catchment area pupils, where the parent has expressed a preference (whether first, second or third), for the catchment school as part of the normal admissions round and in accordance with the published admissions agreements. This is not, however, a guarantee of a place.

For in-year admissions:

- The admission of pupils who have a Statement of Special Education Needs which names the school, when that pupil has either been assessed or moved into the area outside the normal admissions round.
- The administration of pupils who have moved into the area, where there is no other suitable school within a reasonable travelling distance, or where the admission of an additional catchment area child would not prejudice the provision of efficient education or the efficient use of resources. Before admitting children under this exception, governing bodies that are their own admission authority should consult their Local Authority who will be able to advise whether the first of these conditions applies.
- The admission of a looked after child or previously looked after child outside of the normal admissions round.
- The admission of a twin or children from multiple births.
- The admission of a child in very exceptional circumstances in which the Local Authority and the Head teacher are in agreement that not to agree to admit the child would be perverse.
- The admission of children of UK service personnel.

Nursery Admissions – Over 3 year olds

King's Oak Primary School administers the admissions process for over 3 year old Nursery admissions.

All children will be considered fairly in respect of gender, race or disability.

If the school has more requests than places available then the following criteria will apply:-

1. Looked after children
2. The age of the child, from the oldest age band first
3. Pupils living in the catchment area
4. "Very exceptional" medical grounds
5. Siblings
6. Any other children

Our school is fully inclusive and our policies promote equality of opportunity for all children. The school is pleased to offer any disabled pupil or pupil with individual needs a place at King's Oak Primary School provided that those needs can be successfully met with appropriate support from other agencies.

Children from 3 years old are entitled to 15 hours funded places per week.

Procedure for Applying for a Nursery Place

1. Complete an application form available from the school office or website www.kingsoakprimary.co.uk
2. Provide evidence of birth date to the school
3. Apply by contacting the school with the completed application

Nursery Admissions – 2 to 3 year olds

King's Oak Primary School administers the admissions process for the 2 to 3 year old Nursery admissions.

All children will be considered fairly in respect of gender, race or disability.

Our school is fully inclusive and our policies promote equality of opportunity for all children. The school is pleased to offer any disabled pupil or pupil with individual needs a place at King's Oak Primary School provided that those needs can be successfully met with appropriate support from other agencies.

Children between 2 and 3 years old may be entitled to 15 hours funded places per week.

Procedure for Applying for a Nursery Place

1. Check if you qualify for a funded place by following the process:-

If your child is between 2 and 3 years of age, you have an income below £16,190 and are claiming one of the following benefits, you could be eligible for a free early education place with a childcare provider:

- Income Support
- Income based Job Seekers Allowance
- Child Tax Credit Working Tax Credit (with a family income of less than £16,190 as assessed by HM Revenue & Customs)
- National Asylum Seekers Support
- Guarantee Element of State Pension Credit
- Employments and Support Allowance - Income Related only
- Working Tax Credit (with a family income of less than £16,190 as assessed by HM Revenue & Customs)

Parents who qualify under the financial criteria should check online now to see if you are eligible to access the funding by going to www.bedford.gov.uk/2yearfunding

If you are eligible you will be given a reference number which will remain active for 6 weeks and you then give this reference number to the school and we will check the eligibility.

If you are in receipt of any of the following you will still need to complete a form which can be downloaded from www.bedford.gov.uk/2yearfunding

For children who:-

- Are looked after by the Local Authority (LAC)
- Have left care through a special guardianship or an adoption or residence order
- Have a current statement of education needs or an education, health and care plan
- Live in a family in receipt of Disability Living Allowance
- Live in a family who are currently working with social care

2. Complete an application form available from the school office or website www.kingsoakprimary.co.uk

3. Provide evidence of birth date to the school

4. Apply by contacting the school with the completed application

5. If approved agree a start date and complete a Parent/Carer Declaration for 2 Year Old Offer and return to school