



## Ivy Lane School Admissions Policy and Arrangements 2019/20

### RESPONSIBILITY

As an Academy we are the responsible authority for admissions and are required to act in accordance with the Schools' Admissions code. The Local Authority (LA) is responsible for co-ordinating admissions (known as the co-ordinated scheme) across all Wiltshire schools and we also commission them to act for us in relation to any appeals.

Details to assist you can be found in the Council brochure 'finding a primary school place' or at [www.wiltshire.gov.uk](http://www.wiltshire.gov.uk)

### HOW AND WHEN TO APPLY

Applications for entry to our school for the academic year September 2019 to August 2020 must be made through the LA on the Common Application Form (CAF). Applications can be made online at [www.wiltshire.gov.uk](http://www.wiltshire.gov.uk) or on a paper form which can be obtained from nurseries, pre-schools, or primary schools or by telephoning the Council on 01225 713010. The dates and process of application will conform to the co-ordinated scheme published by the LA. The closing date for primary admissions is **midnight on 15 January 2019** with offers posted out on **16 April 2019**. Each child will be offered a place at their highest possible preference. The offer letter will provide a deadline date in which the parent (see note 1) must respond to accept or decline an offer. Applications received after the deadline will only be considered after all those received by the deadline.

The number of admissions for each academic year is 60 places. Places for the academic year 2019/20 are open to all children born between 1 September 2014 and 31 August 2015.

### RECEPTION ENTRY

The Admissions Code states that all reception children must be offered a full time place in the September following their fourth birthday. Parents can defer the date their child is admitted to school until later in the school year but not beyond the point at which they reach compulsory school age or, for children born between 1 April and 31 August, not beyond the beginning of the final term of the school year for which the offer was made. If you wish to defer entry this must be discussed with the Headteacher when accepting the offer of a place.

Where parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age. Part-time is determined as five mornings a week or five afternoons a week. Again this will need to be discussed with the Headteacher.

All applications for children requesting admission outside their normal age group will be processed as outlined in Wiltshire Council's Co-ordinated Admissions Scheme, which has been drafted in line with the School Admissions Code.

All reception places will be allocated using our normal over subscription criteria. The governors may ask for proof of residence (see note 2 on page 4).

## **OUR OVERSUBSCRIPTION CRITERIA (IF WE DON'T HAVE ENOUGH PLACES)**

The Trustees/Governors will apply the following over subscription criteria when deciding to offer places. All applications will be considered equally irrespective of ability or need. Places will be awarded in the following priority order.

### 1. Looked After Children/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).

### 2. Vulnerable children

- Children from families registered with the National Asylum Support Service.
- Children or families with a severe medical condition (where written evidence is available from a senior medical officer or the family's general practitioner or specialist showing it would be detrimental to the child or family's health not to admit him or her to the school) or children with particular educational needs where written evidence is available from Central SEN Services to show that it would be detrimental to the child not to be admitted to the school. (For purposes of the above 'family' is defined as those living at the home address at the time of application and also living at the home address on a permanent basis.)

### 3. Siblings

A sibling refers to brother or sister, half brother or sister, who shares one natural parent, legally adopted or fostered brother or sister, step brother or sister, or the child of the parent/carer's partner, and in every case, who is living in the same family unit at the same address.

A child is considered under this criterion if:

- a sibling is on the roll of the preferred school as at the deadline date (providing that the sibling is not in their final year at the school)

### 4. Other Children – distance from Ivy Lane School

Children not satisfying a higher criteria and living closest to Ivy Lane School by straight line measurement between the Ordnance Survey address point and the child's home. Those with the least distance will be given priority. In the event that two or more distances are identical, the allocation of places will be decided by casting lots. This will be carried out by the Headteacher.

- The address that determines the distance is the place where he or she is ordinarily resident at the deadline for applications.

Places will be offered with due regard to the admission number of 60 but with the following exceptions.

## **EXCEPTED PUPILS**

Now include multiple births or armed forces children who would otherwise have been excluded previously by the admission number. This applies to the designated school only and only where a reasonable alternative is unable to be offered.

There are separate arrangements for children of families of service personnel with a confirmed posting to the area and children from overseas as follows:

Applications for children of service personnel with a confirmed posting to the county, or crown servants returning from overseas to live in 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. An official letter, such as a posting note or letter of support from the commanding officer, should be sent to the school and local authority as soon as possible. This should include the relocation date and Unit postal address or quartering area address (the address of the closest house in the nearest 'quartering area'). Until a fixed address is available, the Unit postal address or quartering area address will be used and a school place allocated accordingly. The school will not refuse a service child a place because the family does not currently live in the area, and will not reserve blocks of places for these children. Children will be considered to be siblings if any brother or sister is going to be attending a school. Their position on any waiting list will be set accordingly. All applications will be dealt with in accordance with these admission arrangements. If a reasonable alternative cannot be offered, the child may be admitted as an 'excepted pupil' under the School Admissions (Infant Class Sizes) (England) Regulations 2012. This includes the allocation of a place in advance, if accompanied by an official government letter which declares a relocation date and a Unit postal address or quartering area address for considering the application against any oversubscription criteria. This also includes accepting a Unit postal address or quartering area address for a service child.

Ivy Lane School ensures that its arrangements support the Government's commitment to removing disadvantage for service children as appropriate to the arrangements for the area and as described in the local authority's composite prospectus.

Multiple births In the case of multiple births, these are excepted pupils, alongside children of service personnel i.e. admitted to an infant class under specified circumstances (including for children of service personnel late arrival into the area where no other school within the statutory walking distance is available) and if resulting in taking class sizes above 30 then will remain in that category as long as they are in an infant class.

SEND (Special Educational Needs and Disability) - Where the school is named in a child's Education Health Care Plan (EHCP) the governing body has an obligation to admit that child.

Children from overseas - We treat applications for children coming from overseas in accordance with European Union law or Home Office rules for non-European Economic Area nationals (non-statutory guidance on this is available on the website of the Department for Education).

## **NOTES**

Note 1: *A parent is any person who has parental responsibility for or is the legal guardian of the child.*

Note 2: *A child's home address is where the child will normally be resident and spend the majority of their school week at the deadline date. We may ask for evidence in the form of a utility bill or bank statement. Parents who are unable to provide this evidence should contact the school to discuss what evidence might be acceptable. If it is found that an application has been made fraudulently, a school place which has been offered as a result of this application may be withdrawn.*

## **APPEALS**

There are established arrangements for appeals against non-admission which are currently organised by the Local Authority. Details of how to appeal will be sent out with any refusal letter or are available from the school. It should be noted that, in the event of an unsuccessful appeal against non-admission to the school, the Trustees/Governors do not consider any further application in the same school year, unless there is a major change in circumstances e.g. change of address.

## **WAITING LIST**

Waiting lists will not be fixed following the offer of places; they are subject to change. This means that a child's waiting list position during the year could go up or down. Any applicants to whom it is not possible to offer a place **MUST REQUEST** to be added to the school's waiting list as this is not automatic. A waiting list will remain in place until the end of the academic year. A new application must be submitted to the Local Authority for the following academic year in the event that a place is not offered.

Late applicants should complete the admissions form available from the LA or the school and then return this information to the LA.

## **FAIR ACCESS PROTOCOL**

The school participates in the Wiltshire's LA's Fair Access Protocol, details of which can be found by visiting the website at [www.wiltshire.gov.uk/admissions](http://www.wiltshire.gov.uk/admissions).

## **IN YEAR TRANSFERS**

Applications for other year groups (including children already in a Wiltshire school or from children moving into the school area) are normally restricted to September, January or April. Any applicant wishing to apply to Ivy Lane School should apply to Wiltshire Council (LA).

We work to ensure that our policy complies with all the relevant legislation concerning class sizes and equal opportunities.

## **CONTACT**

See below for further contact:

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