



# Admissions Policy

## 2023-24

Date Policy approved by Full Governing Body	21 <sup>st</sup> November 2022
Next Review Date	November 2022
Statutory Policy	Yes
On School Website	Yes

**Admissions Policy for**  
**Peel Park Primary School**  
**2023 - 2024**

**Sections 1 General Principles**

Peel Park Primary School has an admission number of 90 to comply with the statutory class size limit for KS1 (30 per class).

We are inclusive school and welcome all applications. We have a defined priority admission area but there is no guarantee of a place for children living within this area. We will admit from outside this area if there are spaces available.

Admission to our school is not dependant on any test or voluntary financial contribution.

The school participates in the Local Authority co-ordinated scheme and all dates within that scheme that must be adhered to. You should use the opportunity to express a preference for more than one school. Parents may express three preferences. Proof of residence will be required.

In the event of late applications to the school, when the school is over-subscribed, the over-subscriptions criteria will be applied.

As required by the Regulations of 2005 the school will give top priority to applications for parents of children with statements of special educational needs naming the school and next priority is children in public care (Children in Care)

## **Section 2 Definitions and Details**

### **Admission**

Children are usually admitted in September in the academic year in which they have their fifth birthday.

### **Admission Area**

Our priority admission area comprises of: Accrington, Huncoat, Baxenden, Clayton-Le-Moors, Church and Oswaldtwistle.

### **Sibling**

By sibling we mean:

- Children living at the same address who have one or both natural parents in common.
- Children living at the same address who are related by parent's marriage/civil partnership.
- Children living at the same address whose parents are living as partners at this address.
- We do not include 'cousin' within our definition of sibling.

### **Home Address**

Proof of residence will be required by the co-ordinated scheme. The offer of a place may be withdrawn if proof of residency is not met.

## **Oversubscription**

In the event of oversubscription places will be offered first to those living in the priority admission area using the following criteria:

1. Looked after children or a child who was previously looked after, but immediately after being looked after became subject to an adoption, child arrangement order, or special guardianship order or those children who appear to the school to have been in state care outside of England and ceased to be in state care as a result of being adopted.
2. Children with social, medical welfare reasons. Professional supporting evidence from e.g. A doctor, psychologist, social worker is essential if admission is to be made under this criteria. Such evidence must set out the particular reasons why the school in question is the most suitable school and the difficulties which would be caused if the child had to attend another school.
3. Children who have parents working at the school. Where the member of staff has been employed at the school for two years or more at the time when the application for admission is made or where he / she has been recruited to fill a vacant post for which there is a demonstrable skill shortage
4. Children who have a sibling at the school.
5. Children residing within the defined admissions area
6. Other pupils from outside the defined admission area

## **Tie-breaker**

Where there are more applications than places available within a category, priority will be given on the bases of proximity to the school. The distance between the Ordnance Survey address points for the school and the home measured in a straight line will be used as the final determining factor, nearer addresses having priority over more distant ones. This address point is within the body of the property and usually located at its centre. In the event of a tied distance measurement between address points the Local Authority's system of a random draw will determine which address(es) receive the offer(s). In the case of flats, the flat nearest the ground floor will be deemed the nearest. Apartments in the same block will be treated equally with the measurement taken to the main entrance of the block. If after applying the distance tie-breaker there are more applications than places in the apartment block furthest away, a further tie-breaker of random allocation will be used for the applications in this block.

Proof of evidence of home address must be provided, where a child lives part of the week with one parent and part with another member of the family, the home address will be considered to be the residence where the child spends at least three nights of the school week, each week.

## **Appeals**

If you are not offered a place at our school you have the right to appeal to an independent panel and should contact the school for the relevant papers. Please ensure that the school Admission Appeal Form is used.

## **Twins, Triplets etc.**

Where there are twins, etc. wanting admission and there is only a single place left within the admission number, then the Governing Body will exercise as much flexibility as possible within the requirements of infant class sizes. In exceptional cases we are now able to offer place for both twins and all triplets, even when this means breaching infant class size limits.

## **Waiting List**

If your child is unsuccessful you may request that their name is put onto a waiting list for the academic school year. This must be done in writing and contain contact details. It is your responsibility to notify school if your details change. You will be contacted if a suitable place becomes available. The waiting list is kept in a rank order according to the oversubscription criteria, not according to date of application to the waiting list. Children who are subject of a direction by the Local Authority will take precedence over those on a waiting list.

The waiting list is kept for 12 months from the date of application.

Foundation Stage reserve list is kept by the local authority until 31<sup>st</sup> December of the admitting year.

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

Parents may seek a place for their child outside of their normal age group, for example, if a child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child<sup>[1]</sup> 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. Admission

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<sup>[1]</sup> The term summer born children relates to all children born from 1 April to 31 August. These children reach compulsory school age on 31 August following their fifth (or on their fifth birthday if it falls on 31 August) It is likely that most requests for summer born children admitted out of their normal age group will come from parents of children born in the later summer months or those born prematurely

Authorities **must** make clear in their admission arrangements the process for requesting admission out of the normal age group.

Admission authorities **must** make decisions on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's views; information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. *They **must** also take into account the views of the head teacher of the school concerned. When informing a parent of their decision on the year group the child should be admitted to, the admission authority **must** set out clearly the reasons for their decision.*

Where an admission authority agrees to a parents' request for their child to be admitted out of their normal age group and. As a consequence of that decision, the child will be admitted to a relevant age group (ie the age group to which pupils are normally admitted to the school) the local authority and admission authority **must** process the application as part of the main admissions round, unless the parental request is made too late for this to be possible, and on the basis of their determined admission arrangements only, including the application oversubscription criteria where applicable. They **must** not give the application lower priority on the basis that the child is being admitted out of their normal age group. Parents have a statutory right to appeal against refusal of a place at a school for which they have applied. *This right does not apply if they are offered a place at the school but it is not in their preferred age group.*

### **Deferred admission**

If your child is due to start school during the next academic year, it is important that you apply for a place for September. If your child's fifth birthday is between the months of September and December, then, if you wish it, admission may be deferred until January; if it is between January and April, then admission may be deferred until the start of the summer term though it is likely to be in your child's interest to start no later than January.

Deferred entry is based on the child's age, as opposed to their needs.

Applications for deferred entry will be assessed on an individual basis based on the needs of the child. Please contact the Headteacher who will consider the request.

### **Late applications for admission**

Where there are extenuating circumstances for an application being received after the last date for applications, and it is before the governors have established their list of pupils to be admitted, then it will be considered alongside all the others.

Otherwise, applications which are received after the last date will be considered after all the others, and placed on the waiting list in order according to the criteria.

Please refer to school prospectus for additional information relevant to admissions.

From September 2012 there is an option of a school place for four year olds in the September following their fourth birthday for part time provision. It will be the parents' choice. This provision will include full mornings – 5 days per week.

### **In Year Admissions**

It sometimes happens that a child needs to change school other than at the “normal” time; such admissions are known as non-routine or in-year admissions. Parents wishing their child to attend this school should arrange to visit the school. They will be provided with an application form once they have a definite local address. If there is a place in the appropriate class, then the governors will arrange for the admission to take place. If there is no place, then the admissions committee will consider the application and information about how to appeal against the refusal will be provided. Appeals for children moving into the area will not be considered until there is evidence of a permanent address, e.g. exchange of contracts or tenancy agreement with rent book.

Please note that you cannot re-apply for a place at a school within the same school year unless there has been relevant, significant and material change in the family circumstances.