



RYHALL CE ACADEMY



POLICY STATEMENT

ADMISSIONS 2020

Formulation date:

Responsibility:

PDET

Reviewed:

November 2018

Next Review Date:

November 2019

Associated Documentation:

School Admissions Code, DfE, December 2014

Summary:

Ryhall CE Academy is an Academy within the Peterborough Diocese Education Trust. The Academy Trust is the admission authority and has responsibility for setting the Admission Policy, The policy is administered by the Local Governing Body.

The Governing Body of Ryhall CE Academy will admit up to 30 pupils into each year group. This is known as the planned admissions number (PAN).

The governors will admit all pupils with a Statement of Special Educational Needs or an Education, Health & Care Plan (EHC) which names the school as appropriate provision.

Ryhall CE Academy provides a 4+ entry into school at the beginning of each academic year for those children whose 5th birthday falls between 1 September 2019 and 31 August 2020 (for Sept 2019 intake). Parents may request to defer their child's entry until later in the same school year but not beyond the point at which the child reaches compulsory school age and not beyond the beginning of the final term of the school year for which the offer was made. A child will be of compulsory school age on the prescribed day following their 5th birthday or on their 5th birthday if it falls on a prescribed day. For these purposes the prescribed days are 31 December, 31 March and 31 August.

Admission of Children Outside the Normal Age Group

Parents may seek a place for their child outside their normal age group, if, for example, the child is gifted or talented or has experienced problems with their health.

In addition, the parents of a summer born child (ie: all children who are born from 1 April to 31 August) may choose not to send their child to school until the September following their 5th birthday and may request that the child is admitted out of their normal age group ie into Reception rather than Year 1.

Any parents wishing to make an application of this nature should contact the school in the first instance.

Any decision will be made on the circumstances of each case and in the best interests of the child. 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 been educated previously outside of their normal age group;
- Whether they may naturally have fallen into a lower age group had they not been born prematurely;
- The views of the Headteacher

When informing the child's parent of the decision about which year the child should be admitted to, they will also be given clear reasons for the decision.

How to apply

Reception Class place: Application forms must be obtained from your home Local Authority and returned to your home Local Authority. Online applications can also be made using your home Local Authority website. Details of how to accept an offer will be provided by your home Local Authority.

For a place in Year 1-6: These applications are known as 'in-year admissions' and refer to a child who is not starting primary school for the first time (normal admissions rounds) but who is changing from one primary school to another. Application forms should be obtained directly from the Academy and must be submitted directly to the Academy.

Oversubscription

When there are more applications than there are places available, the governors will admit pupils according to the following criteria which are listed below in order of priority:

1. The Governors will admit 'Looked After Children' and children who were previously looked after but immediately after being looked after became subject to an adoption, residence, child arrangements or special guardianship order. A looked after child is a child who is (a) in the care of the local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see definition in section 22(1) of the Children Act 1989).

Children whose EHCP (Education Health Care Plan) names Ryhall CE Academy.

2. Children, living in the catchment area of the school (this includes Ryhall, Belmesthorpe, Essendine and Carlby), who have an older sibling who will be continuing to attend the school at the time of admission of the younger child (see sibling definition below).
3. Children whose place of residence is within the catchment area of the school
4. Children, living outside the catchment area of the school, who have an older sibling who will be continuing to attend the school at the time of admission of the younger child (see sibling definition below).
5. Children of staff (ie people employed on a permanent contract in any capacity) at the school:
 - a. where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or
 - b. the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
6. Children who reside outside the catchment area with no siblings, but live nearest to the school by distance.

Measurement of Distance

- Distance is calculated by straight line measurement using the Local Authority computerised geographical software mapping system.
- In the event that two or more addresses have the same computerised distance measurement, a representative of the school will visit the locations to determine which address is closest to the school. Distances will then be measured by the representative physically travelling a route from the front door of the child's home address (including flats) to the main entrance of the main school building, with these distances superseding those of the computerised system.

Tie Breaker

If the admission number is exceeded within any criterion, priority will be given to those who live closest to the School. (As to how this distance is measured – see 'Measurements of Distance' above).

Waiting Lists

Governors will admit up to the PAN using the oversubscription criteria listed above. All parents who are refused a place at the school at any time may wish to place their child's name on a Waiting List. Parents must contact the school to request that their child's name is placed on the waiting list. Pupils will be placed on the waiting list in strict order according to the oversubscription criteria on the Admissions Policy. If a place becomes available at the school, places will be allocated according to the oversubscription criteria.

The Waiting List will be revised in September at the start of the new school year and at the time of allocation of any available places. Parents wishing their child to remain on the waiting list should contact the school within 10 school days at the beginning of September. Any places that become

available mid-term will be allocated as soon as possible. Parents/Carers should be aware that their place can move up or down depending on future applications

Late Applications

Late applications will be accepted but will be deemed late and therefore considered after those received by the closing date. Those refused a place due to the school having reached the planned admissions number, will be advised of their right to appeal.

Right of Appeal

Governors will admit up to the published admission number. For any child subsequently refused a place, parents/legal guardians will have the right to appeal against the decision to the independent Appeals Panel. Parents wishing to appeal should write to:

The Clerk to the Appeals Panel
Bouverie Court
6 The Lakes
Bedford Road
Northampton
NN4 7YD
Email – education@peterborough-diocese.org.uk

Definition of terms used

Place of residence

Place of residence is determined to be the address of the parent or carer with whom the child spends the majority of the time as a child of a family during term-time and proof of the home address, if required, should be in the form of two utility bills. If clarification is required of the extent of the catchment area, applicants should contact the school for further details. If the child spends equal time with each parent/carers, the parents/carers must reach agreement as to which address will be classed as the child's place of residence for the application form. If agreement cannot be reached, the application received from the parent/carers in receipt of child benefit would be application to be processed. Proof of receipt of child benefit would need to be provided.

Parents and Guardians must notify the school of any change of address during admissions procedure. Please note that the school is unable to allocate a place to anyone moving into the country from abroad or within the UK prior to their arrival in the country or area. The school would then require proof of residency as stated above. The only exceptions are children of UK service personnel and other Crown Servants (including Diplomats).

Sibling

A brother or sister living at the same address as the applicant (i.e. within a family unit) including:

- a brother or sister sharing the same parents;
- a half-brother or half-sister where two children share one common parent;
- a step brother or step sister, where two children are related by a parents' marriage/civil partnership;
- A child who has been adopted or is fostered by parents/carers who have other children.