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Lanesend Primary School

Admissions Policy 2020-21

Statutory Policy

Signed: ……. Date:
(Headteacher)

Signed: ……. Date:
(Chair of Governors)

Review Date: Yearly

Reviewed By: Full Governing Body

Lanesend Primary School

Admissions Arrangements – 2020/21 school year

These arrangements are established in accordance with Annex B of the academy's funding agreement.

The school is Lanesend Primary School and the academy trust is Lanesend Primary School Academy Trust. Lanesend Primary School Academy Trust is the admissions authority. Admissions are centrally co-ordinated by the Isle of Wight Council.

The Admissions Process

The timetable and procedures for admissions are set out in both the School Admissions Code and the School Admissions Regulations 2012. The admissions timeline applies to all state funded schools including Academies and Free Schools (through their funding agreement).

Local Authorities have a key role in providing information to families on admission arrangements and schools in their area and in co-ordinating school admissions for families for all state funded schools. Local authorities will also be notified and have oversight of the outcome of all in-year applications.

The Isle of Wight Council operates a timetabled co-ordinated admissions procedure for all primary schools in line with the above legislation and will manage this process according to the scheme which they will publish annually in their admissions booklet.

The closing date for common application forms (admission forms) to be received by the Isle of Wight Council will be as published in their admissions booklet for that year. Also contained in the booklet will be information on how to complete the form online, dates for notification to families of admissions decisions and closing dates for accepting places or lodging appeals.

It is Lanesend Primary School Academy Trust, as the admissions authority for the school, who will allocate the available places at Lanesend Primary School in line with their own admissions policy.

Admission Number

The school has an agreed admission number of 60 pupils for entry in Reception Class (this is the Published Admission Number or PAN). The school will accordingly admit up to 60 pupils in the relevant age group each year if sufficient applications are received. All applicants will be admitted if 60 or fewer apply. If more applicants apply, the school has the discretion to increase its PAN without consultation and if it is appropriate to do so. The school will follow national guidelines if a permanent PAN change is required.

Oversubscription Criteria

If the school is oversubscribed, after the admission of pupils with a Statement of Special Educational Needs or Education, Health and Care Plan (EHCP) where the school is named in the Statement or EHCP, priority for admission will be given to those children who meet the criteria set out below, in order:

1. Children who are in the care of a local authority or children who have previously been in care but immediately after being in care became subject to an adoption, residence or special guardianship order[1]; The school will swiftly admit CIC who have been excluded from other schools so that the risk of a break in education or placement breakdown is minimised.

2. Pupils with a specific medical condition, confirmed by a consultant paediatrician or similar health professional, which makes Lanesend Primary School the most appropriate school for them. (Any application for a place at Lanesend Primary School for medical reasons must be supported by independent evidence supplied at the time of application by **two** consultant pediatricians confirming the reasons why we can support the medical needs of the child over another school. An explanation of why attendance at Lanesend Primary School is essential or that Lanesend Primary School is most suitable and the difficulties that would be caused if the child had to attend another school must also be provided.)

3. Children who have a sibling (including a half-sibling or step-sibling) on roll at Lanesend Primary School at the time of application.

4. Children of Lanesend Primary School staff in either or both of the following circumstances:
   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.

5. Children for whom the school is the closest primary school to their home address at the time of application.

6. Children for whom the school is not the closest primary school to their home address at the time of application.

[1] *An adoption order is an order under section 46 of the Adoption and Children Act 2001. A residence order is an order settling the arrangements to be made as the person with whom the child is to live under section 8 of the Children Act 1989. Section 14A of the Children Act 1989 defines a special guardianship order as an order appointing one or more individuals to be a child's special guardian (or guardians).*

If there are more applicants than remaining places within any of the above criteria the home-to-school distance will be used as a tiebreaker with those living closer being offered places first. Home to school distance will be measured in a straight line using a Geographical Information System (GIS) from the centre of the building of the home address to the centre of the school building.

In the event of a tie between two or more children when applying home to school distance as a tie-breaker and where there are not enough places to offer all those children a place at the school a random allocation will be carried out. This will be in the form of a “lucky dip” which will be overseen by an independent person. Where twins or children from multiple births are part of a random allocation process they will be considered as one applicant.

Waiting List

Subject to any provisions in the Isle of Wight Council’s coordinated admission scheme, Lanesend Primary School will operate a waiting list. Where in any year there are more applications for places than there are places available, a waiting list will operate until the end of the first term of the academic year.

Lanesend Primary School will maintain the waiting list and the family may request that their child’s name is added to the waiting list, following an unsuccessful application for a place at the school. Each child added to the list will require the list to be ranked again in line with the published oversubscription criteria.

Priority will not be given to children based on the date their application was received or their name was added to the waiting list. Looked after children, previously looked after children, and those allocated a place at the school in accordance with a Fair Access Protocol, will take precedence over those on the waiting list.

If you require any further information about applying for a place at Lanesend Primary School, please contact:

School Business Manager, Lanesend Primary School, Love Lane, Cowes, Isle of Wight PO31 7ES

Tel/Fax: 01983 293233

Email: dmle@lanesendpri.iow.sch.uk

Glossary

Academic Year

A period commencing with 1 August and ending with the next 31 July, as defined by the School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012.

Admission Authority

The body responsible for setting and applying a school's admission arrangements. For community or voluntary controlled schools, this body is the local authority unless it has agreed to delegate responsibility to the governing body. For foundation or voluntary aided schools, this body is the governing body of the school. For Academies, this body is the Academy Trust.

Admission Arrangements

The overall procedure, practices and oversubscription criteria used in deciding the allocation of school places including any device or means used to determine whether a school place is to be offered.

Admission Number (or Published Admission Number – (PAN))

The number of school places that the admission authority must offer in each relevant age group of a school for which it is the admission authority. Admission numbers are part of a school's admission arrangements.

Common Application Form

The form families complete, listing their preferred choices of schools (including academies), and then submit to local authorities when applying for a school place for their child as part of the local co-ordination scheme, during the normal admissions round. Families must be allowed to express a preference for a minimum of three schools on the relevant common application form as determined by their local authority. Local authorities may allow families to express a higher number of preferences if they wish.

Co-ordination / Co-ordinated Scheme

The process by which local authorities co-ordinate the distribution of offers of places for schools in their area. All local authorities are required to co-ordinate the normal admissions round for primary and secondary schools (including academies) in their area. Schools can take in-year applications directly from families, provided they notify their local authority of each application and its outcome.

Education, Health and Care Plan

An education, health and care plan (EHCP) is for children and young people aged up to 25 who need more support than is available through special educational needs support. An EHCP identifies educational, health and social needs and set out the additional support to meet those needs.

Home Address
The address on the Island where you and your child usually live. The address of children who have families with shared responsibility should be agreed by the families. If no agreement can be reached then the address of the parent who is eligible for receipt of child benefit for the child will be used to establish the child's home address for school admission purposes.

Looked After Children (see also Previously Looked After Children)
Children who are in the care of local authorities as defined by Section 22 of the Children Act 1989. In relation to school admissions legislation a 'looked after child' is a child in public care at the time of application to a school.

National Offer Day
The day each year on which local authorities are required to send the offer of a school place to all families of secondary age pupils in their area. For secondary pupils, offers are sent out by the home local authority on 1 March. For primary pupils, this will be in April 2019.

Normal Admissions Round
The period during which families are invited to express a minimum of three preferences for a place at any state-funded school, in rank order on the common application form provided by their home local authority. This period usually follows publication of the local authority composite prospectus on 12 September, with the deadlines for parental applications of 31 October (for secondary places) and 15 January (for primary places), and subsequent offers made to families on National Offer Day as defined above.

Oversubscription
Where a school has a higher number of applicants than the school's published admission number.

Oversubscription Criteria
This refers to the published criteria that an admission authority applies when a school has more applications than places available in order to decide which children will be allocated a place.

Parent
A parent is any person who has parental responsibility for a child which is defined in the Children Act 1989 as all the rights, duties, powers, responsibilities and authority, which by law a parent of a child has in relation to the child and his property. Where responsibility for a child is 'shared', the person eligible to receive Child Benefit is deemed to be the parent responsible for completing the application form, and whose address will be used for admissions purposes.

Previously Looked After Children
Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).

Reception Class

Defined by Section 142 of the SSFA 1998. An entry class to primary schools providing education suitable for children aged five and any children who are under or over five years old whom it is expedient to educate with pupils of that age.

Relevant Age Group

The age group to which children are normally admitted. Each relevant age group must have admission arrangements, including an admission number. Some schools (for example schools with sixth forms which admit children into the sixth form) may have more than one relevant age group.

Sibling

Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner.

Statement of Special Educational Need (SEN)

A Statement of Special Educational Need is a statement made by the local authority under Section 324 of the Education Act 1996, specifying the special educational provision required for that child.

Waiting Lists

A list of children held and maintained by the admission authority when the school has allocated all of its places, on which children are ranked in priority order against the school's published oversubscription criteria.

Admission Appeals: 2020/21 Academic Year

The School Admission Appeals Code requires admission authorities to publish an appeals timetable no later than 28th February each year. This is our guide to the admission appeal dates and deadlines for the 2020/21 academic year ***(please note that the dates given may be subject to minor amendment).***

- The Isle of Wight Council will send letters to families with the school offer for their children during April 2021.
- The deadline for families to lodge an appeal against the refusal of admission to the school will be 20 school days after the issue of the offer letters.
- Any appeals lodged before this deadline must be heard within 40 school days of the deadline. The appeals code states that families must also be given a minimum of 10 school days' notice of their appeal hearing date.
- For appeal requests submitted after the deadline every effort will be made to hear them within the 40 school days following the deadline. If this is not possible they will be heard within 30 school days of the appeal being lodged.
- In year application appeals will be arranged within 30 school days of the appeal being lodged.