

**EVERTON HEATH PRIMARY SCHOOL**  
**Admissions Policy**  
2023/24



Approved by LGB Policy Committee on:

Signed: ..... **Vanessa Eke**  
(Chair of Compliance Committee)

Approved by LGB on: .....

Signed..... **Nabeel Mardi** (Chair of Governors)

Signed: ..... **Aileen Russell** (Headteacher)

Date to be reviewed: January 2023



**Everton Heath Primary School**  
**Admissions Policy**  
**2023/24**

## **Admissions Policy**

This document sets out the admissions arrangements for Everton Heath Primary School for the year 2023/2024. The admissions arrangements in this policy were agreed by the governors in Spring Term 2022/23.

### **Aims**

#### **This policy aims to:**

- Explain how parents can apply for a place for their child at the School
- Set out the school's arrangements for allocating places to the pupils who apply
- Explain how parents can appeal against a decision not to offer their child a place

#### **Legislation and statutory requirements:**

This policy is based on the following advice from the Department for Education (DfE):

- *School Admissions Code*
- *School Admission Appeals Code*

As an academy, the school is required by its funding agreement to comply with these codes and with the law relating to admissions as set out in the *School Standards Act 1998*.

Reference in the codes and elsewhere to admission authorities shall be deemed to be references to the Local Governing Body on behalf of the CAM Trust. This policy also complies with our funding agreement and articles of association.

The School will participate in the co-ordinated admission arrangements operated by the local authority and will adhere to the Local Authority Fair Access Protocol.

Notwithstanding these arrangements, the Secretary of State may direct the School to admit a named student on application from the local authority. Before doing so the Secretary of State will consult the school.

### **How to apply**

For applications in the normal admissions round parents should use the application form provided by their home local authority (regardless of which local authority the School is in). parents can use this form to express their preference for a minimum of three state-funded schools, in rank order.

Parents will receive an offer for a school place directly from their local authority.

### **Consideration of applications**

The School will consider all applications for places. **The School has an agreed admission number of 12** (the Published Admission Number - PAN) pupils for entry in Year Reception. **Where fewer than 12 applications are received, the School will offer places to all those who have applied.** The School may investigate the validity of information provided in applications and has the right to withdraw places offered on the basis of incorrect or misleading information.

The School may set a higher PAN for any specific year. Before setting a PAN higher than its agreed admission number, the School will inform the local authority and reference this change on the School's website. Pupils will not be admitted above the PAN unless exceptional circumstances apply.

### **Procedures where the School is oversubscribed**

If the School is oversubscribed, after the admission of pupils with an Education and Health Care Plan (EHCP) where the School is named in the EHCP, priority for admission will be given to those children who meet the criteria set out below, in order.

1. A 'looked-after child' or a child who has previously been looked after but immediately after being looked-after became subject to an adoption, residence 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 the definition in Section 22(1) of the Children Act 1989).
2. Children living in the catchment area and who have a sibling at the school at the time of admission.
3. Children living in the catchment area.
4. **Children of staff at the School, in either of the following circumstances:**
  - **The member of staff has been employed at the School for two or more years at the time of which the application of admission to the school is made, or**
  - **The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage**
5. **Children not living in the catchment area with siblings at the school.**
6. **Children who attend Evertots Pre-School**
7. Children where the School is the catchment school admitting children to the relevant year group to the child's home address. Distance will be measured in a straight line from the School to the home address, calculated electronically to three figures after the decimal point (e.g. 1.543 miles). The home address is considered as the address where the child lives for the majority of term time with a parent (as defined in section 576 of the Education Act 1996) who has parental responsibility for the child (as defined in the Children Act 1989).

Where a child lives usually during the school week with one parent at different addresses, the home address accepted for the purposes of school admissions will be the one where the child spends the majority of term time. If a parent can show that their child spends an equal amount of time at two different addresses during school term time with a parent, they can choose which address to use on the application form. If a parent has more than one home, we will accept the address where the parent and child usually live for the majority of the school term time as the home address

### **Tie-break**

The oversubscription criteria are listed in the order we apply them. If it is necessary to distinguish between more than one applicant in any criteria, the next criteria will be applied until the tie breaker is used. In the case of 2 or more applications that cannot be separated by the oversubscription criteria outlined above, the School will use random allocation as a tie breaker to decide between applicants. This process will be independently verified by someone who does not work at the School or local authority.

### **Multiple births**

In the case of multiple births (e.g. twins, triplets) and where there is only one place available in the School, these will be considered together as one application and the School is authorised to exceed its admission number.

### **Children of UK Service Personnel (UK Armed Forces)**

In order to support the military covenant aimed at removing disadvantage for UK service personnel (UK Armed Forces) and Crown Servants returning from abroad the following arrangements will apply:

- If an application is supported by an official letter declaring a posting and a relocation date then an intention to move to a confirmed address or quartering within the UK will be accepted. The new address will be used to consider the application against the oversubscription criteria. A unit postal address can be used if the family do not have a confirmed address at the time of application.
- Where an application is not supported by an official letter, or is not being made due to a new posting then the current address will be used to examine the application against the oversubscription criteria until the family are formally resident in the new address.

Proof of intended occupation of the residential address such as mortgage statement, exchange of contracts or signed tenancy agreement will be required. For applicants participating in the Future Accommodation Model trial, a letter accepting an address under the scheme will be accepted if a signed tenancy agreement cannot be provided. An offer may be withdrawn if a child does not reside at the address listed on the application form if the school is oversubscribed and use of an incorrect address has

resulted in a place being denied to another child who would otherwise have been offered the place.

In all cases where parents can demonstrate that the child is a child of a crown servant returning from abroad or is a child of a serving member of the armed forces, we will consider whether to offer a place at a school even if the school has reached its official PAN. When making the decision whether to offer over PAN we will consider the circumstances of each case including:

- If the applicant would have been offered a place had they applied on time in the admissions round of the year of entry
- Whether there is any child on the reserve list with higher priority under the oversubscription criteria
- Whether admission of a further student would prejudice the efficient education and efficient use of resources and this prejudice would be excessive

The School has discretion to admit above the admission number in these circumstances but they are not obliged to do so. If a place is refused, parents will be informed of their right of appeal.

#### **Requests for admission outside the normal age group**

Parents are entitled to request a place for their child outside of their normal age group for example, if the child is gifted and talented or has experienced problems such as ill health. Decisions on requests for admission outside the normal age group will be made based on the circumstances of each case and in the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

- Parents' 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
- Whether they may normally have fallen into a lower age group if it were not for being born prematurely
- The Headteacher's views

If applying during the normal admissions round, parents must apply for a place in the child's normal age group at the usual time. At the same time, parents may make their application for admission out of the normal age group. Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round. They will be considered on the basis of the admission arrangements laid out in this policy, including the oversubscription criteria. Applications will not be treated as a lower priority if parents have made a request for a child to be admitted outside the normal age group.

Parents will be informed of the School's decision before April and will always be informed of the reasons for any decision on the year group a child should be admitted to. Once informed of the School's decision, parents may withdraw their application for the normal age group if their application for deferment is agreed or decide to accept the offer of the normal age range if they are refused. Alternatively, they could refuse this offer and make an in-year application (see below). Parents do not have a right to appeal if they are offered a place at the School but it is not in their preferred age group.

### **Operation of waiting lists**

Where in any year the School receives more applications for places than there are places available, a waiting list will operate. This will be maintained by the School and it will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.

Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria set out above. Where places become available, they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list for admissions will be ranked again every time a child is added, in line with the published oversubscription criteria. For the intake year the list is held until the end of August. After this the school admission code requires that schools keep the reserve list until the end of autumn term.

### **In-year applications**

Parents can apply for a place for their child at any time outside the normal admissions round. Applications for in-year admissions should be sent to Central Bedfordshire admissions service. As is the case in the normal admissions round, all children whose EHCP names the School will be admitted. The School will admit up to the PAN of the respective year group at the point of entry in all year groups. If this would cause prejudice to the provision of efficient use of resources, it may be necessary to refuse a place although the year group has not reached the School's PAN. If there are no spaces available at the time of the application, the child's name may on request be added to the waiting list for the relevant year group. Please see above for how the waiting list is operated.

### **Appeals**

If an application for a place at the school is unsuccessful (whether made during the normal admissions round or in-year), parents will be informed why admission was refused and given information about the process for hearing appeals. If parents wish to appeal, they must set out the grounds for the appeal in writing and send it to the School office.

### **Monitoring of this policy**

This policy will be reviewed and approved by the LGB every year.

Whenever relevant changes to admission arrangements are proposed (except where the change is an increase to the agreed admission number), the School will publicly consult on these changes in accordance with the Admissions Code.

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