



## **Admissions Policy – 2019/2020**

**The policy set out below has been adopted by St. Ives Primary School and covers the School Year 2019/2020.**

### **Admission of Pupils to School for the first time at Age 4+/5 (Full Time/Part Time)**

Children will be admitted to school as a single entry in the September of the school year in which they reach the age of five years. Initially, all children will be admitted for a transition period, mornings only for the first week of the Autumn Term. The school will then offer full time provision from the second week of the Autumn Term. However, should parents be concerned about their child's readiness for full time education, and in conjunction with a discussion with the Headteacher, a part time policy will be available (mornings only) until the child reaches compulsory school age.

If they so choose, parents can defer their child's entry until later in the same school year. Deferment cannot be allowed beyond the academic year for which the original application was accepted, nor beyond the beginning of the term after the child's fifth birthday. Where a deferred entry is agreed, the place is held for that child and is not available to be offered to another child. Where requested, there needs to be a record of the agreement between the school and the parent. Should the child not take up the place when agreed, whether part/full time, that place will be offered to another child.

### **Admissions (Over-subscription) Policy**

Where a child(ren) lives with parents with shared responsibility the address is where a child resides all or the majority of school days/weeks.

If there is a dispute over a child's home address, we will use the address to which Child Benefit is paid. If Child Benefit is not received, we will use the home address given on the child's General Practitioner (doctor's) record.

1. Where all parental preferences for places at the school can be satisfied, all children seeking a place will be admitted.
2. Where there are too few places available (see footnote 2) to satisfy all preferences, places will be allocated according to the following priority order:
  - i) Children who are in care of the Local Authority (see footnote 3).
  - ii) Children of permanent staff at St Ives Primary School (footnote 4)
  - iii) Children living in the catchment area of the school (see footnote 5)
  - iv) Children living outside the catchment area of the school.

3. Where there are too few places available to satisfy all preferences in any category above, the following priority order will apply:
  - i) Children have a sibling attending the preferred school at the time of admission (see footnote 6).
  - ii) Children who have exceptional medical reasons for attending the preferred school. Applications would need to be supported by the clinical/medical officer's report which can demonstrate the reasons why the child must attend a preferred school rather than any other.
  - iii) All other children
4. If too few places are available to satisfy preferences expressed within any of the priority order categories above, places will be allocated on the basis of the child's closeness to the preferred school (defined by straight line measurement using a geographical information based system which identifies an Easting and Northing for the home address and the school building and calculates the distance between the two locations – see footnote 7).
5. In the event that the LA is unable to distinguish between applications, despite applying the priority categories above lots will be drawn by an independent of the LA person to determine the final place(s).

**Footnotes:**

1. The admission of children with Statements of Special Educational Needs is covered by Sections 324 to 328 of, and Schedule 27 to, the Education Act 1996. Guidance on the Admission of Statemented pupils is given in the Special Education Needs Code of Practice.
2. The places available at St. Ives Primary School (30) are defined as the published Admission Number for the school for that year of entry.
3. This criterion specifically relates to the children with either a care order (full or interim) or who are accommodated under Section 22 of the Children Act 1989.
4. Children of staff members in a permanent contract with the school for two or more years at the time at which the application for admission is made, or who have been recruited to fill a vacant post for which there is a demonstrable skill shortage.
5. The school's catchment area is a geographical area defined by the LA following consultation with the governors of St. Ives Primary School and the other Cluster schools.
6. The term sibling means full brother or sister, stepbrother or sister, adoptive brother or sister and non-blood related children who live with the married or co-habiting parents in the same household.
7. Where parents/guardians have children of multiple births (twins, triplets, etc.) and the LA is unable to allocate all the children, the school will accept both/all the children

**Footnotes (continued)**

8. The use of the 'straight line' measurement method applies to the allocation of places only.
9. The Local Authority's policies in relation to waiting lists, deferred entry, admission of children starting school for the first time and part time/full time arrangements, apply to St. Ives Primary School.

'We have reviewed this policy in line with the single equality seven strands: race/ethnicity, gender, religion/faith/belief, sexual orientation, transgender, age and rural isolation/exclusion/deprivation.'

Signed

Chair of Personnel and Curriculum Committee

Dated: 1<sup>st</sup> March 2019

Review Date: Annually