



Waterwells Primary Academy **Admissions Policy Sept 2016**

Waterwells Primary School is an Academy category school and as such is responsible for its own admissions, however, the school co-operates with the Local Authority in co-ordinating the admission of pupils to schools in the area. Our admissions policy and process will always be in keeping with revised National Admissions Code (Feb 2012), Appeals Code and admissions law.

The aim of this policy is to ensure that as far as possible, parents obtain the school of their choice through a fair and transparent process.

Online application can be made using the website address – www.gloucestershire.gov.uk/schooladmissions . For admission to a Reception class, parents must submit their Common Application Form no later than 15th January 2016.

Any initial queries should be directed to the Admissions and Transfers Team at Shire Hall, the telephone number is 01452 425407.

Children are normally admitted at the beginning of the academic year in which they reach their fifth birthday. Children are initially admitted on a part-time basis until they are ready to cope with all aspects of the whole-school day, in this respect we will liaise closely with parents and carers on an individual pupil basis.

On opening in Sept 2013 the number of intended admissions and our Planned Admissions Number (PAN) was 15 in 2013, rising to 60 by 2015. At the request of Gloucs CC the Trust agreed to increase the PAN for reception 2013, to 30 due to demand in the area. The same arrangement is in place for 2014 due to severe demand for places in the area. Consequently the PAN for 2015 and 2016 will be 60.

All preferences in applications received on-time will be considered simultaneously and ranked in accordance with the admission criteria below. If the school is not full, all pupils for whom a valid application has been received will be admitted. If the school is oversubscribed, places will be offered with regard to the priority order below.

1. As a statutory requirement any child with a statement of special educational needs or Education Health Care Plan, naming the school, will be admitted.
2. The following oversubscription criteria will be applied in making decisions and priority will be given to applications in the following order:
 - a) Looked after children or children who were previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order. *See Appendix 1 for a full definition*

- b) Children who have a sibling attending the school and who will continue to do so when the younger child is admitted. *See Appendix 2 for a full definition*
- c) Children for whom only this particular school is appropriate due to an exceptional medical condition. Applications under this criterion will only be considered if they are supported by a written statement from a doctor. This must demonstrate that there is a very specific connection between the medical need and this school.
- d) Children with the closest home address, measured in a straight line from the ordnance survey point centre of the child's home address (including flats) to the address point of the school, using the Local Authority's computerised measuring system, with those living closer to the school receiving the higher priority. This measurement will be taken from the school entrance door.

Tie Breaker

In the event of a tie breaker being needed, this will be the drawing of lots by an independent person in a supervised process

Notes

Where twins or children from multiple births are concerned they will be considered as one applicant when applying oversubscription criteria but counted separately towards the PAN. It is not our intention to split multiple birth children.

The straight line measurement from an apartment block is also taken from the ordnance survey point of the block. Apartments in the same block will be treated equally.

Appeals

If the Academy Admissions Committee does not offer a child a place, parents may appeal in writing to the Clerk to the Governors within twenty days of the initial decision. The school will set up an Independent Appeals Committee, which is set up in line with the code of practise for admissions.

Waiting Lists

If the school is oversubscribed, a waiting list will be held by the school for (at least) the first school term (i.e. until October half-term). The waiting list will be prioritised according to the school's oversubscription criteria. *See Appendix 3 below*

Fair Access Protocols

The academy will be part of the In-Year Fair Access Protocols held by the Local Authority. Should a vulnerable child within these Protocols require a place at the school, they will take precedence over any child on the waiting list, as outlined in the new Admissions Code for school admissions

In Year Admissions

In year admissions will be managed by the school in line with the criteria described here

Transport

The LA has a statutory responsibility to provide transport in certain circumstances. To find out more and determine whether you will be eligible, you should contact Shire Hall at the number given above.

Appendix 1

Looked After Children/Previously Looked After Children Definition

A 'looked after child' (1) or a child who was previously looked after but immediately after being looked after became subject to an adoption(2) child arrangements order (residency order) (3) or special guardianship order (4) .

(1) A 'looked after child' is a child who is (a) in the care of a 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) at the time of making an application to a school. In Gloucestershire, such children are referred to as Children in Care.

(2) This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see section 46 adoption orders).

(3) Under the provisions of s.14 of the Children and Families Act 2014, which amend section 8 of the Children Act 1989, residence orders have now been replaced by child arrangements orders.

(4) See Section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

Appendix 2

A sibling is “a brother or sister, half-brother or sister, adopted brother or sister, step brother or sister, or the child of the parent’s/carer’s partner, and in every case, the child must be living in the same family unit at the same address.”

Appendix 3

Names of children will be automatically placed on the waiting list for the school when the child has been refused admission and the parent requests a place on the list for their child.

A vacancy only arises when the number of offers to the school falls below the admission number.

The waiting list will be established on the offer day.

The waiting list is determined according to the Governing Body’s over subscription criteria as defined here.

Following the offer day, should an application be received for the school where the pupil has a higher priority as determined by the admissions criteria for a place at the school, it will be placed on the list, above those with a lower priority.