



ADMISSIONS ADVICE

& PROCEDURES

<u>REVIEW PROGRAMME</u>
Policy to be reviewed on a regular basis, in conjunction with LA Admission Policy Reviews

October 2014

Admission to Sketchley Hill Primary School

Sketchley Hill Primary School is a Community school maintained by the Local Authority, Leicestershire County Council. As state school we are obliged to follow the National Curriculum and National Pay and Conditions for Teaching Staff. The Local Authority also act as employer and determine the pupil admission arrangements.

The Headteacher and Governing Body have delegated authority for the day to day decisions and smooth running of the school, with particular reference to the education and well-being of the children in our care.

As an LA maintained school we abide by their guidance and criteria for pupil admissions. The LA are responsible for establishing the school catchment area and allocating pupils to the school at the start of their education or during a mid-term transfer.

The current LA Admissions Policy is attached to this document.

For full information and advice please refer to www.leics.gov.uk/admissions

The information given will help all parents/carers through the process of applying for a school place and finding the right school for their child – last updated 14th October 2014.

The LA can also be contacted on 0116 305 6684 or via email on admissions@leics.gov.uk

General guidance:

1. Parents must apply to their home local authority for a school place.
2. All requests received by the relevant closing date will be considered in accordance with priority criteria.
3. Late applications receive the lowest priority.
4. The LA will confirm school places in April and no child will be admitted without an offer from the LA.
5. Places are normally allocated up to the Admission Number, with consideration being given to infant class size regulations.
6. Date of admission for all infant and primary places is from the September immediately following the child's 4th birthday.
7. All schools under the control of the Leicestershire County Council have a single start time for first time admissions at 4+.
8. Full-time education for all children is compulsory from 5.
9. Post the initial allocation decision, moving into a catchment area for a school where the infant class size has already been reached will not automatically guarantee a place.
10. Late in-catchment applications may not be offered a catchment place if the infant class is already at 30.
11. Certain exceptions may be considered when the class size limit has been reached –
 - Children of multiple birth
 - Children in Local Authority Care
 - Children with a Statement of Special Educational Needs or an EHCP

- Children of service personnel
- Moving into catchment where there is no other available school within a reasonable distance from the home address
- If a recognized error was made during the implementation of the school admission arrangements.

Parental preferences:

The Applications form for school places allow parents/carers to express up to three preferences for school places.

Parents are advised to rank their preferences.

Priority for places will be given based on the following criteria –

1. Children who are in public care, and those children who were previously looked after children
2. Pupils who live in catchment
3. Pupils who have siblings already at the school
4. Pupils who have a serious medical condition or exceptional social or domestic needs
5. Pupils who have attended a feeder school for at least two years prior to transfer
6. Pupils basing their application on religious belief
7. Pupils living nearest to the school measured in a straight line distance (home to school front gate).

Leicestershire County Council seeks to work in partnership with schools and parents to avoid conflict. The Local Authority has a statutory power to direct the admission of a pupil to a maintained school and has a duty to provide school places for all pupils resident in its area. The LA achieves this by giving high priority to catchment area children and by allowing parental preference wherever possible.

Parents whose preferences are refused have a right to appeal to an Independent Appeal Committee whose decision is binding.

Compulsory school age is from the term immediately following a child's 5th birthday. When a child's parents are notified of the allocation of a primary school place, they can request deferment of the child's admission. The Local Authority may agree to deferment to later in the school year or until the child reaches compulsory school age in that year. Parents can also request that their child attends part-time until the child reaches compulsory school age. The parent would not however be able to defer entry beyond the beginning of the term after the child's fifth birthday. Arrangements for deferring a place must be made between the LA and the family involved, not through the school.

All **mid-term transfer requests** (in-catchment included) are co-ordinated through the School Admissions Service for approval before admission takes place.

Catchment address

Generally, only one address is recognised for each family, and only one family for each address. A child who has started attending and whose place of residence changes to an out-of-catchment address is entitled to retain his/her place in the school and will not be asked to leave. This entitlement does not hold if the child changes phase of education in which case entitlement to a place is according to the new address and the normal criteria listed above.

The following is generally not accepted when allocating places to over-subscribed schools:

- Purchase of a second property by a family, while the first property is retained.
- Rented accommodation, while a previous property is retained.
- Offers or exchange of contracts on intended purchases or sales of properties.
- Informal accommodation arrangements with friends or relatives.

Children with split residence

Where a child lives for part of the week with one parent and for part of the week with the other parent, the address recognised by the LA is the one where the child lives for the majority of the school week. Where it is claimed that the weekly residence arrangement varies, both addresses will be valid, and in some cases the child will have two catchment area schools. These definitions depend on the written declaration of both parents, and if the claimed residence arrangement is found to be false, the child's place at the allocated school may be withdrawn even if the child has started attending.

Children with Special Educational Needs

The Local Authority does not allow the refusal of admission because it is believed that the school cannot cater for the child's special educational needs.

Pupils with special educational needs but no Statement are dealt with through normal admissions policy, and schools cannot refuse to admit a pupil because he/she does not have a Statement/EHCP or is being assessed for a Statement/EHCP.

All governing bodies are required by section 324 of the Education Act 1996 to admit to a school a child with a Statement of Special Educational Needs/EHCP that names the school.

Sketchley Hill Primary School is very proud of its reputation as a good school in a popular residential area. We actively welcome parents & carers to visit the School and meet with the Headteacher prior to making their application for a place for their child. We recognise that for many parents this is one of the most important decisions they can make regarding the education and well-being of their child/children.

The Governing Body and Staff welcome applications from children of all abilities, faith and personal backgrounds and believe that this school offers a well rounded and enjoyable education to all its pupils.