



River Beach Primary School

Admissions Policy

For academic year 2018/2019

River Beach Primary School
Schoolsworks Academy Trust

Admissions Policy

Section 1: General Principles

River Beach Primary School is an academy and is therefore its own admissions authority. The school has a Pupil Admission Number (PAN) of 90.

The School Community Council applies the regulations on admissions fairly and equitably to all those who wish to attend our school. We are an inclusive school and welcome all applications.

The school participates in the Local Authority co-ordinated scheme and all dates within that scheme must be adhered to. Proof of residence will be required for all applications.

The only restriction we place on entry is that of number. If the number of children applying for entry exceeds places available, we enforce procedures set out in Section 2 of our over subscription criteria.

It is our wish to allow parents the right to have a place at the school of their choice. However, this is not always possible.

Section 2: Definitions and Details

2.1 Children are normally admitted in September in the academic year in which they have their fifth birthday

2.2 When a parent is looking for a place for their child to start school for the first time, the application process is co-ordinated by the Local Authority. Applications should be sent to the Local Authority by their published deadline. Parents can expect to hear which school they are allocated in the spring, usually April, in accordance with the Local Authority's timeline.

Admission Area

Our catchment area boundaries are set by the Local Authority. For parents and carers to check if they are in our catchment area, they can go to the LEA website <https://www.westsussex.gov.uk> and search for catchment area to confirm their catchment school.

Home Address

Proof of residence will be required by the co-ordinated scheme. The offer of a place may be withdrawn if proof of residency is not met.

Where a child lives part of the week with one parent and part with another member of the family, the "home address" will be considered to be the residence where the child spends at least three nights of the school week, each week.

Staff

Under the oversubscription criteria, the word staff will mean all staff employed by the school for at least two years.

The definition does not include contract or peripatetic staff.

Oversubscription Criteria

In the event of oversubscription, places will be offered using the following criteria:

1. **Looked after children and children who are previously looked after** but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order.
2. **Children with a sibling attending the school;** Children who have a sibling in attendance at the academy and who will still be attending the academy at the applicants date of entry to the academy. Please note that children in Year 6 at the time of the application will not be considered to be a sibling for the purposes of this criterion.; (For admission purposes, a brother or sister is a child who lives at the same address and either have one or both natural parents in common; are related by a parent's marriage; are adopted or fostered by a common parent or are unrelated children who live at the same address, whose parents live as partners.)
3. Children of staff who have been employed by the school for at least two years;
4. Other children that live in the catchment area;
5. Other children who live outside the catchment area.

Tie-Breaker

In the event of over subscription within criteria 2, 4 and 5 above, a random allocation will be used as a tie break to decide who has the highest priority for admission if the distance between a child's front door and the academy main entrance is equidistant in any individual case. However, if children of multiple births (twins and triplets) are tied for the final place, those siblings will be admitted over PAN as permitted by infant class size rules.

Late Applications

Late applications will be handled in accordance with the West Sussex Admissions policy. They are processed after those received by the official closing date, unless it has been agreed to treat them as having been received on-time.

Waiting Lists

The Local Authority will operate a waiting list. Where in any year the school receives more applications for places than there are places available, a waiting list will operate until the end of the first term after the beginning of the school year. This will be maintained by the Local Authority 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. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list.

Infant Class Size

In line with legislation introduced in 1998, our infant classes will have a maximum of 30 children.

The Standard Number

The standard number is the number of children the school can accommodate. We keep this number under review.

The standard number for academic year 2018 will be 630 (plus Nursery).

The Academy has an agreed PAN of 90 pupils per year group.

In Year Admissions

Admissions mid-year for any year group will be dealt with in accordance with this policy and will be administered by the Local Authority.

Deferred entry for Infants

Parents offered a place in Reception for their child have a right to defer the date their child is admitted, or to take the place up part-time, until the child reaches compulsory school age. Places cannot be deferred beyond the beginning of the final term of the school year for which the offer was made.

Children reach compulsory school age on the prescribed day following their 5th birthday (or on their fifth birthday if it falls on a prescribed day). The prescribed days are 31st August, 31st December and 31st March.

Admission of children outside their normal age group

Parents may request that their child is admitted outside their normal age group. When such a request is made, the school will make a decision on the basis of the circumstances of the case and in the best interest of the child concerned, taking into account the views of the headteacher and any supporting evidence provided by the parent.

Only in exceptional cases should a child be educated outside their year group.

The process for requesting such an admission is as follows:

With the application, parents should request that the child is admitted to another year group (state which one), and the reasons for that request.

Parents will submit any evidence in support of their case with the application, for instance from a medical practitioner, Headteacher etc. Some of the evidence a parent might submit could include:

- whether the child is ‘summer born’ and is seeking admission to a year group other than reception (or is seeking admission to reception rather than year 1);
- 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; and
- whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

The school will consider each case on its merits, taking into account the individual circumstances of the request and the child’s best interests. We will also ensure the parent is aware of whether the request for admission out of age group has been agreed before final offers are made, and the reason for any refusal.

Requests for admission out of the normal year group will be considered alongside other applications made at the same time. An application from a child who would ‘normally’ be a year 1 child for a reception place will be considered alongside applications for reception.

Appeals

If we do not offer a child a place at our school, it is because to do so would prejudice the education of other children by allowing the number of children in classes to increase too much. In line with infant class size regulation, we take up to 30 children per class.

If you are not offered a place at our school, you have the right to appeal to an independent panel. An appeals panel decision is binding on all parties.

Appellants will need to contact the Local Authority within 20 days of notification that their application was unsuccessful.

Please click on the link below for more information.

<https://www.westsussex.gov.uk/education-children-and-families/schools-and-colleges/school-places/school-appeals-and-waiting-lists/>

River Beach Appeals Timetable (September 2018 entry)

Appeals for children refused a place at a preferred school for admission to Reception class in September 2018, will be heard in line with the School Admissions Appeals Code (2012).

	Offer date	Deadline for lodging an appeal
Primary	16 th April 2018	13 th May 2018 after 13 th May 2018 (late appeals)

‘On-time’ appeals will be heard within 40 school days of the deadline for lodging appeals. Appeals lodged after these dates will be heard within 40 school days of the appeal deadline or 30 school days of being lodged, whichever is the later date.

Parents/carers will be notified of their appeal date by the West Sussex Appeals Administrator at least 5 days before the hearing. They will provide a copy of the school’s statement of case which will be sent to each parent/carer at least 5 days before the hearing.

Any additional evidence parents/carers wish to submit in support of their appeal must be sent to the West Sussex Appeals Administrator at least 5 working days before the hearing. Any evidence not submitted by this deadline may not be considered by the independent appeal panel.

Annex - Definitions

Excepted pupils

Infant classes must not contain more than 30 pupils with a single school teacher. Additional children may be admitted under limited exceptional circumstances. These children will remain an 'excepted pupil' for the time they are in an infant class or until the class numbers fall back to the current infant class size limit. The excepted children are:

- a) children admitted outside the normal admissions round with statements of special educational needs or Education, Health and Care Plans specifying a school;
- b) looked after children and previously looked after children admitted outside the normal admissions round;
- c) children admitted, after initial allocation of places, because of a procedural error made by the admission authority or local authority in the original application process;
- d) children admitted after an independent appeals panel upholds an appeal;
- e) children who move into the area outside the normal admissions round for whom there is no other available school within reasonable distance;
- f) children of UK service personnel admitted outside the normal admissions round;
- g) children whose twin or sibling from a multiple birth is admitted otherwise than as an excepted pupil;

Home address

Applications will normally be processed on the basis of the home address for the child at the time of application, unless, where there is a new home address, proof of an exchange of contracts or copy of a tenancy agreement can be provided by 6 February 2018. The home address is considered to be the address at which the child resides on a permanent basis or is 'ordinarily resident'. This is generally the address of the parent/carer. In some cases, children may be 'ordinarily resident' for the majority of the school week, including overnight, with another relative or carer, such as a grandparent. Where this is the case, the application may be processed on the basis of that address and proof of address and residence arrangements will be required with the application. The child must be living with the relative or carer 24 hours per day, for the majority of the school week. Arrangements where parents can leave and collect children from another relative or carer on a daily basis will be regarded as childcare arrangements, and the child will not be deemed to be 'ordinarily resident' with that person. In all cases we expect that the adult with whom the child is 'ordinarily resident' receives the child benefit for the child (where eligible).

Looked after Children

A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements or special guardianship order will be given first priority in oversubscription criteria ahead of all other applicants in accordance with the School Admissions Code. 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 (as defined in Section 22(1) of the Children Act 1989) at the time of making an application to a school.

Medical/Social reasons for admission

Children with a chronic medical condition or strong social grounds in the family will be considered in this category provided a written evidence from a professional (i.e. Educational Psychologist, Social worker, Doctor) supporting the child or family is submitted. The request must state that the school is the only school for the child because of the medical or social reasons of the child or family and that no other school can meet their needs. It is not enough for the professional to report what the parent/carer told them. No individual member of the Trust will take responsibility for determining whether a case is ranked category. A committee of the Trust will make the final decision.

Siblings

For applications made in the normal admission round a relevant sibling is a child who has a brother, sister, adopted brother or sister or stepbrother or stepsister living in the same family unit in the same family household and address who attends the school in any year group excluding the final year. Biological siblings who attend the preferred school in any year group excluding the final year will also be treated as siblings irrespective of place of residence. Children residing in the same household as part of an extended family, such as cousins, will not be treated as siblings. For mid-year applications a sibling is a child who has a brother, sister, adopted brother or sister or stepbrother or stepsister living in the same family unit in the same family household and address as a child who attends or has been offered a place at the school at the time of application and determination and with a reasonable expectation that the sibling will be attending at the time of admission.

Multiple birth/s (twins, triplets etc.)

For applications made in the normal admission round, if the last child to be offered a place is a twin and their sibling cannot be offered initially, the LA will ensure both twins are offered a place. In the case of triplets or other multiple births, if the majority of children can be offered a place initially, the LA will offer places to the remaining children. For example, if two triplets can be offered a place, the remaining child will also receive an offer of a place. For mid-year applications, where a family moves into an area necessitating a change of school for their twins (or triplets etc) and the majority can be offered a place then a place will be offered for the remaining child (ren). However, where the family does not move but wishes to transfer the children to another local school where there are insufficient places for all of them then a place would not normally be offered for all.

Parent/Carers

A parent/carer is any person who has parental responsibility or care of the child. Parental responsibility for a child is set out in section 2 of the Children Act 1989.