



PEASEDOWN ST JOHN PRIMARY SCHOOL
Governance & Management Policy for
ADMISSIONS
2021-2022



Approval Date:	Reviewed by: PSJ LGB	Author: D Knollys
Date for Review:	Responsibility: PSJ LGB	Submitted to MAT Board:

Rationale

The Trust has a responsibility to ensure that admission and leaving procedures are fair, open, clear, precise and managed effectively in the interests of the children and their families.

Purpose

- To ensure that admission criteria are applied appropriately
- To provide a smooth transfer (whether to or from the school) of any pupil between schools

Guidelines

Admissions into the Reception Year are managed by the Local Authority in consultation with the school, who apply their admissions criteria (Appendix 1) to bulk applications. These are the key documents to read, but all up-to-date information is on the Local Authority website. This is the link: [B&NES School Admissions](#).

- B&NES School Admissions Guidance
- Reception applications form 2021-22
- A Primary School for Your Child in B&NES

The appeals process is delegated to the Local Authority by the school.

In-year admissions are managed by the Office Manager at Peasedown St John Primary School

In-Year Admissions

All admissions enquiries are dealt with by the office and administrative staff at Peasedown St John Primary School. Initially, they will make an appointment for parents/carers to visit the school, to meet the Headteacher and have a tour of the school. They will also give parents/carers an indication of the availability of places in the yeargroup requested.

Evaluation

This policy is reviewed annually by the School Leadership Team responsible, the MAT Board (delegated to the Finance & Business Director's team) and the Local Governing Body.

Peasedown St John Primary School Admissions Criteria

The school is compliant with the School Admissions Code issued by the Department for Education on 19 December 2014, and with the law relating to admissions. As the school is an academy, the responsibility for admissions falls to the Academy Trust, the Midsomer Norton Schools Partnership Trust. The purpose of the Code is to ensure that all school places are allocated and offered in an open and fair way. In drawing up our admission arrangements, we ensure that the practices and the criteria used to decide the allocation of school places are fair, clear and objective.

The school's admission arrangements will be set annually in collaboration with B&NES and following full consultation. For further information please see the School Admissions Code on the school website.

Students will be admitted to the school according to the following criteria, in order of priority.

Admissions Criteria for Peasedown St John Primary School

(ref B&NES booklet *A Primary School for your Child*)

PRIORITY A

Children in Public Care [Looked after children and previously looked after children].

PRIORITY B [The 2 categories in this criterion will be given equal consideration]

Children who live within a 1.5 mile radius* of the school and for whom there will be a sibling in attendance on the admission date at the preferred school.

Children who live outside a 1.5 mile radius* of the school but it is their **closest** school and for whom there will be a sibling in attendance on the admission date at the preferred school.

PRIORITY C

Children who live closest to the school, as measured in a direct line.

To be considered under the above criteria parents/carers must have named the school as a preference. Under the above criteria all preferences are considered equally. If a pupil qualifies for more than one school they will be offered their highest preference as stated on their application form.

If under all the above criteria any single category resulted in oversubscription, priority would be given to those children who live nearest to the school. Distance will be measured in a straight line from the address point of the child's home address to the address point of the school. *Measurements will be determined using the Local Authority's GIS computerised mapping system with those living closer to the school receiving the higher priority.

In the event of the school being oversubscribed where the applicant for the final qualifying place(s) available within the admission number is the parent/carer of twins, triplets or other multiple births the Governors will breach the admission number to allow these children to be offered places.

GENERAL INFORMATION

Children with an **Education and Health Care Plan** [SEN] are dealt with through the SEND Code of Practice and their placement is determined through the statutory assessment process or an annual review of their Education and Health Care Plan. All schools are consulted before being named on a pupil's Education and Health Care Plan, and schools have the opportunity to draw attention to any difficulties arising from

oversubscribed year groups. If a particular school is named on an Education and Health Care Plan, this will take priority over the Admissions Criteria, although, wherever possible, the place will be offered within the Admission Number for the school.

Looked-after children and previously looked-after children are as defined in the Department for Education School Admissions Code which came into force on 19 December 2014. Children in Public Care [Looked-After Children] or a child who was previously looked-after but immediately after being looked-after became subject to an adoption, child arrangement order, or special guardianship order.

Sizes of classes for Early Years and Key Stage 1 children: we teach Reception and KS1 children (aged four to seven) in classes that have a maximum number of 30 children. This limit is set by the School Admissions Code (1.17) on Infant Class sizes.

A **sibling** refers to children who are brother or sister, half brother or sister, adopted brother or sister, step brother or sister, the child of the parent's/carer's partner and in every case the child should be living in the same family unit at the same address.

Applications for twins, triplets or other multiple births will be considered as individual applications. In the event of the school being oversubscribed the authority will breach the admission number to allow these children to be offered places where either:

- A child from a multiple birth has qualified for the last available place within the admission number but the other child(ren) from that multiple birth have not qualified for a place.
- A child from a multiple birth has had a place named at that school as part of their Education, Health and Care Plan (EHC) during the normal admissions round but the other child(ren) from that multiple birth have not qualified for a place.

Deferred Entry

Parents of children aged four, but who have not yet reached their fifth birthday have the right to apply for a deferred entry into school. In these circumstances, parents can:

- a) request that their child start school in the Reception year group at a later stage in the academic year; however, must be in full time education by the start of the term after their fifth birthday
- b) request that their child takes up a place on a part time basis until their child reaches their fifth birthday

From September 2021, the school has a Published Admissions Number of 90. All applications must be submitted to the child's home Local Authority (LA) by the closing date of 15 January. Parents can either use their LA's Online application facility or can complete their LA's common application form. After the closing date the Governing Body will be provided with details of all applications received. Late applications are not considered by the Local Authority until all applications received on time have been dealt with.

The School abides by the locally agreed **Fair Access Protocol** to ensure that children not at school are rapidly placed in an appropriate school. More information is available from the school on request.