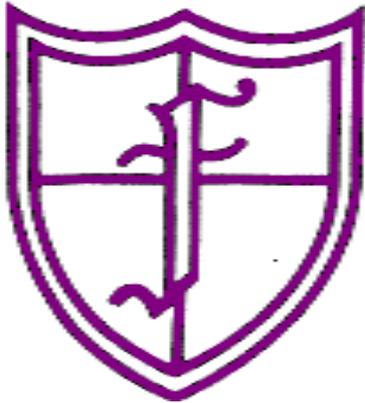




Friars Primary School and Nursery

Admissions Arrangements Policy

Consultation period:	24 th November 5 th - January 2017
Date for Determined arrangements approved by Portico Academy Trust::	28 th February 2018 -----
Next Review Date:	September 2019 for 2020 arrangements -----
Person Responsible:	Mrs L. Snow -----



Signature of Governor / Headteacher /
Head of School:

Date:

Admissions Arrangements Policy 2019/20

Applying for a place for Friars Primary School

The Published Admissions Number (PAN) is 60 pupils in each year group.

Friars Primary School is an academy and is its own admissions authority. These arrangements are in line with government legislation and guidance (School Admissions Code 2014) and designed to ensure there is a fair, clear and reasonable admissions procedure for all applicants, and to help guide parents through the application process. These arrangements apply to all admissions, including in-year admissions.

Friars Primary School welcomes all applications. If at the closing date for applications, there are not enough places for all those who have expressed a wish to have their child admitted to the school; places will be allocated using the admission criteria as below. This will not apply to children with statement of special educational needs (SEN) or Education, Health and Care (EHC) plans. The plan/statement names the school and therefore the child must be admitted to the named school. Our admission criteria are listed below by with explanatory notes following:

1. Pupils in public care/previously in public care;
2. Pupils who live in the catchment area served by the school and who have a sibling attending the school;
3. Pupils who live in the catchment area served by the school;
4. Pupils who live outside the catchment area served by the school and who have a sibling attending the school;
5. Pupils of staff;
6. Pupils who live outside the catchment area served by the school
(for all criteria see explanatory notes below)

Explanatory notes

Parents must make a separate application for transfer from nursery to primary school and from infant to junior school. Parents must complete a Southend-on-sea Common Application Form (CAF) for applications to year reception between 14th September and 15th January. Children who already attend Year 2 at Friars Primary are not required to apply for a place in year 3. Pupils cannot be considered under the admission criteria unless an application has been submitted.

Pupils in public care and children that were previously in public care

Any reference to looked after children refers to children who are in the care of local authorities as defined by Section 22 of the Children Act 1989. In relation to school admissions legislation a 'looked after child' is a child in public care at the time of application to the school'. Any reference to previously looked after children means children who were adopted (or subject to residence or special guardianship orders) immediately following having been looked after. Looked after and previously looked after children are given the highest priority for each relevant age group and in all ranking.

Pupils with Education, Health and Care Plans

All children whose statement of special educational needs (SEN) or Education, Health and Care (EHC) plan names the school **must** be admitted. Children with a statement or a plan will follow a different process for admission. Further information can be found on:

http://www.southend.gov.uk/info/200225/children_with_disabilities/290/special_educational_needs

or <http://www.southendinfopoint.org/kb5/southendonsea/fsd/localoffer.page>

Pupils of staff

Children will be ranked in admission criteria 3 if they are children of staff in either or both of the following circumstances:-

- (a) where the member of teaching (including, staff that are at the school in positions, such as: Senior Leadership Team/level, Head Of Year Group, Head of Department, Office Manager or Senco) staff that has been employed at the school (for infant and junior schools it will be staff at either school) for two or more years at the time at which the application for admission to the school is made,

and/or

- (b) the member of staff is recruited to fill a vacant post for which there is a demonstrable specialist skill shortage.

Distance

In the case of over subscription in any one category "straight line" distance will be used to measure the distance between the pupil's home and the nearest pupil entrance to the school. Distances will be measured using the Local Authority's computerised measuring system. The pupils living closest will be given priority. If the pupil's home is a flat the distance will be measured to the main external entrance to the building.

Tie-Break to be used to decide between two applications that cannot otherwise be separated

If the same distance is shared by more than one pupil, and only one place is available, the place will be awarded on the basis of a computerised random allocation process (supervised by someone independent of the Council / governing body). In the case where the last child offered is a twin or sibling of a multiple birth sibling both children will be offered and the sibling will be an 'excepted pupil'.

Distance where parents have separated

The distance is measured the same for all applications. The primary admission booklet provides further details, in summary,

Only one application can be received. The school or LA should not have the details of both parents. If more than one application is received from parents, applications will be placed on hold until such time that:

- an application is made that both parents agree to; or
- written agreement is provided from both parents; or
- a court order is obtained confirming which parent's application takes precedence'.

Details on address checks and which address is relevant are also provided in the admission booklet. In all cases the child's normal place of residence is applicable for the purposes of the application.

Catchment areas

A look up postcode list is available on www.southend.gov.uk/admissions and a map is provided below:

Siblings

Siblings are considered to be a brother or sister, half-brother or half-sister, step-brother or step-sister, adopted brother or sister, living at the same address, who attends the school at the time of application with a reasonable expectation that he or she will still be attending at the time of the proposed admission.

In the exceptional situation where one twin or one or two triplets are refused a place, in order to keep family members together and in line with the School Admissions Code 2014, the additional pupil(s) will be admitted even if this results in the admission limit for the year group being exceeded.

Waiting lists

Children's names will automatically be on the waiting list for schools that are higher on the rank list and for which they do not receive an offer (for Reception and year 3).

Parents will also have the opportunity to appeal against the refusal for schools for which they did not receive an offer. Appeals must be lodged within 20 school days of the date of the letter. Parents can access the information on appeals and also submit an appeal online on the council's web site www.southend.gov.uk/admissions or email admissions@southend.gov.uk to request an appeal application form. All appeals are considered by an Independent Appeals Panel. Waiting lists for all year groups for community schools are closed at the end of each school year.

Over and Under age applications (including children admitted outside normal age group)

Parents may seek a place for their child outside of their normal age group, (usually during the school year and not at the point of admission), for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to reception rather than year 1.

All other applications for over or under age in-year will be handled in line with the School Admissions Code 2014, 2.17 (a & b). Such requests for Schools in Southend-on-sea are made directly to the school and the school advises the LA of their decision.

Requests for year 3 and 6 must have been submitted by the parent and considered by the admission authority before the closing date for applications to year 7, i.e. 31st October and 15th January for year 3 of any given year.

Admission authorities must ask parents to submit a full request with any relevant documentation and should make decisions on the basis of the circumstances of each case and in the best interests of the child concerned. This will include documenting the following:-

- the views of the parents;
- 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;
- whether they may naturally have fallen into a lower age group if it were not for being born prematurely

They must also take into account the views of the head teacher of the school concerned. When informing a parent of their decision on the year group the child should be admitted to, the admission authority must set out clearly the reasons for their decision. (2.17a School Admissions Code 2014). A parent cannot appeal against refusal to the 'out of normal age group' application.

Further details provided in the Admission Scheme 2019/20 and Guidelines on defer entry to school for summer born children on the Council Web site.

The composite prospectus for all schools in the Borough, the scheme (process), admission procedures and all other policies and procedures are available on www.southend.gov.uk/admissions

The relevant Coordinated Admissions Scheme and Primary Admission booklets should be read in conjunction to the Determined Admission Arrangements for all schools in the Borough of Southend-on-Sea.



Admission into Friars Nursery

Friars Primary School Nursery admits children without reference to ability or aptitude. The nursery has twenty six morning and twenty six afternoon places available. Each child will attend either five morning **or** five afternoon sessions.

Pupils are eligible for admission to the nursery the term after their third birthday. Applications should be made via the school office and an admissions form should be completed. Parents/carers will be informed that their child has a place at least half a term before the date on which they will join the nursery. The children are expected to attend all five sessions per week and therefore Friars Primary School and Nursery will apply to receive the funding for these sessions for your child.

Where applications for places in the nursery exceed the number of places available, the school's admissions criteria will apply. In the case of oversubscription within any one category, priority will be given according to the date when the pupil was placed on the waiting list.

Should a place becomes available during the school year, the child who is first on the waiting list will be offered a place.