



**Determined Willowbrook Primary Academy Admissions Policy
2018**

Willowbrook Primary Academy Admissions Policy 2018 and subsequent years until further notice.

Willowbrook Primary Academy is its own admissions authority and as such is responsible for setting the criteria for admission and their interpretation; however, at all times it will act in accordance with the School Admission Code published by the Department for Education. The Academy has decided to remain part of the Leicester City admissions process and, therefore, the local authority administers all admissions to Willowbrook Primary Academy.

All parents wishing to apply for a place at Willowbrook Primary Academy should do so via Leicester City Council, the address of which is on their website. Parents have a right to express a preference for the school they want for their child. Applications are online via the Leicester City Council website. Applications must be submitted to the Council by the specified date, which is published annually.

The Planned Admission Number (PAN) for the Academy is 60 per year and the Academy will admit children up to this number.

OVERSUBSCRIPTION CRITERIA

Where the number of applications for places exceeds the number of places available, as specified by the Planned Admission Number, the following criteria, in priority order, will be applied to determine those children that will be offered a place:

1. 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 arrangement, or special guardianship order. 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. Priority under this criterion will also be given to a formerly looked after child who has ceased to be so because they were adopted (under the Adoption and Children Act 2002) or became a subject to a residence order or special guardianship order (under the Children Act 1989).

2. Children who are the subject of child protection plans where an alternative school is necessary to avoid an abuser.

3. Children of parent who are fleeing domestic violence which can be verified by a senior social worker.

4. Children whose home address is in the catchment area of the Academy and there is already a sibling at the Academy and the sibling will still be at the Academy at the time of admission. Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, foster brother or sister or the child of the parent's / carer's partner where the School place sought is permanently living in the same family unit at the same address as that sibling.

5. Children whose home address is outside the catchment area of the Academy and there is already a sibling at the Academy and the sibling will still be at the Academy at the time of admission. Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, foster brother or sister or the child of the parent's / carer's partner where the school place sought is permanently living in the same family unit at the same address as that sibling.
6. Children whose home address is within the catchment area of the Academy.
7. Children whose home address is outside the catchment area of the Academy and who have requested a place.

Within each criterion, priority will be given to children living closest to the Academy. Distance will be measured on a straight line basis using a geographical information system from the GEO code reference point for the child's home address to the GEO code reference point for the Academy.

Applicants living in the same block of flats will be regarded as living the same distance from the School. In the unlikely event that two or more children live in the same block of flats and in all other ways have equal eligibility for the last remaining place, the names will be issued a number and drawn randomly to determine which child shall be offered the place.

A child's home address is considered to be the residential property that is the child's only or main residence at the time of application. Where the parent / carers of that child have separated, the home address of the child will be regarded as the address at which the child sleeps for the majority of the weekdays.

Late applications

In the event of the Academy being oversubscribed, applications received after the closing date in January, which is published each year, will be dealt with after all on time applications

Waiting List

In the event of over-subscription, Leicester City Council holds a waiting list for places which may become available. All applications declined through the over-subscription process will be given the opportunity to be placed on the waiting list which will be maintained for the first term. Being placed on the waiting list does not remove the applicant's right of appeal. It is important to note that the waiting list does not operate on a first come, first served basis and that places will be offered according to the over-subscription criteria if they become available.

Children who are allocated a place to the Academy in accordance with a Fair Access Protocol will take precedence over those on a waiting list. The Fair Access Protocol exists to ensure that access to education is secured quickly for children who have no school place but for whom a place in a mainstream school or alternative provision is appropriate.

In Year Admissions

All applications made outside of the normal year of entry should be made directly to Leicester City Council and will be administered in accordance with the criteria above. If a place is available in the appropriate year group, then that will be offered. If no places are available the application will be refused, right of appeal offered and the child's name placed on the waiting list. The position on the waiting list is determined by the above over subscription criteria.

Deferred Entry to School

Admission will be offered to all children, having been allocated a place, in the September following their fourth birthday. Children are entitled to a full-time place in the September following their fourth birthday. Parents can defer the date their child is admitted to the Academy until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which it was made.

Where parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

Admission of children outside their normal age group

Parents may seek a place for their child outside of their normal age group, for example if the child is gifted and talented or has experienced problems such as ill health. In addition parents of a summer born child may choose not to send their child to school until the September following their 5th birthday and may request that the child be admitted out of his/her normal age group (i.e. to Reception rather than Year 1).

Willowbrook Primary Academy will consider such requests on a case-by-case basis and take account of all views, including where relevant, those of a medical professional. The Principal will also be consulted.

There is a statutory right of appeal against a refusal of a place but this does not apply if they are offered a place in another year group at the Academy.