



**Discovery Schools**  
Academy Trust

Admission Arrangements (Policy)  
for Merrydale Junior School for Entry in  
to School Year 2019/2020

Determined by Trustees 18<sup>th</sup> January 2018

## 1. Introduction

- 1.1 Merrydale Junior School is a y-11 years Junior School in Humberstone providing state funded education.
- 1.2 Merrydale Junior School is a member of the Discovery Schools Academy Trust.
- 1.3 The purpose of this policy is to ensure that places at the school are allocated and offered in a transparent and fair manner.
- 1.4 The school admits 90 pupils per year group. This is known as the Published Admission Number (PAN).
- 1.5 The school admits pupils from year three from the start of the autumn term.
- 1.6 Merrydale Junior School admissions waiting lists and appeals are coordinated and administered by the Local Authority.

## 2. Making a Transfer from Infant School

- 2.1 The school participates with the Local Authority's Admissions Coordinated scheme. This means parents must apply to the Local Authority where they live using the Common Application Form before the January 15<sup>th</sup> closing date for submissions.
- 2.2 The easiest way to apply for a school place is to apply online. To apply online or speak to the admission service at your Local Authority, please use the contact details below:

[Leicester City Council](#)

[www.leicester.gov.uk/schools-and-learning/school-and-colleges/school-admissions/](http://www.leicester.gov.uk/schools-and-learning/school-and-colleges/school-admissions/)

School Admission Service - 0116 454 1009-option 1

[admissions.online@leicester.gov.uk](mailto:admissions.online@leicester.gov.uk)

- 2.3 Parents are encouraged to list three choices of schools on the application form including the catchment school for that area. Contact your Local Authority to find out your catchment school(s). **The closing date for first time admission applications is the 15<sup>th</sup> January (national closing date).**
- 2.4 Parents will be informed by their Local Authority of the place given to their child on the 16<sup>th</sup> April (national offer day) or the next working day.

## 3. Admissions of Children Outside Their Normal Age Group

- 3.1 Parents may request that their child is admitted outside their normal age group, for example if the child is gifted and talented or has experienced problems such as ill health. The request for delayed entry should be made in writing to the school and accompanied where possible with lead professional documentation supporting the application.

- 3.2 Parents of summer born children may choose not to send their 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 year rather than year one. *(Children born between 1<sup>st</sup> April and the 31<sup>st</sup> August are classed as summer born)*
- 3.3 If parents of a summer born children wish to defer until entry of the start of year one, they must make a new in-year application. If the parents of summer born children wish for their child to start in reception a year later, and therefore be admitted outside their normal year group, they must request delayed entry as part of their Common Application Form.
- 3.4 When requests for entry outside of a child’s normal age group are made, the school will base its decision on what is best for the child. The school will take in to consideration the views of the parent, headteacher and other professionals involved, using any supporting evidence.
- 3.5 To maintain fairness and consistency of approach each case will be assessed using the following process and principles:
- An early discussion with the parents, headteacher and other appropriate professionals (for example Education Psychologist) as necessary, supported by existing documentation to consider what is the best course of action for the child.
  - In exceptional circumstances, an Education Psychologist may elect to assess the child in the home/school environment.
  - A panel led by the School’s headteacher and other professionals will make a final decision whether the best interests of the child would be met by them being admitted to the requested year group rather than the normal year group.
- 3.6 The School will write to the parents with the outcome including the reasons for the decision.
- 3.7 It is important to note that if it agreed to delay the child’s entry in to school, this allows parents to re-apply a year later along with other children; it does not mean a place will be held or guaranteed.
- 3.8 Parents have the statutory right to appeal against the refusal of a place at the school for which they have applied. This right does not apply if the child is offered a place at the school but it is not in the preferred age group.

#### **4. Priority Criteria**

- 4.1 Where the school receives fewer preferences than there are available places all pupils will be offered a place. Where the school receives more applications than there are places available, the following priority criteria will be applied. Pupils with a Statement of Special Educational Needs or Education, Health and Care Plan will be allocated a place before other applications are considered. These allocations will reduce the number of places available.

## Priority Criteria

1 <sup>st</sup>	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.
2 <sup>nd</sup>	Pupils that live in the catchment area of the school
3 <sup>rd</sup>	Pupils that have an older sibling attending the school at the same time, regardless if they live in the catchment area or not
4 <sup>th</sup>	Pupils who have a serious medical condition or exceptional social or domestic needs that make it essential they attend the school requested. (Professional documentation confirming the situation must be submitted with the application)
5 <sup>th</sup>	Children of teaching staff
6 <sup>th</sup>	Pupils living nearest to the school measured in a straight-line distance (home to school front gate)

## Notes on Priority Criteria

1 <sup>st</sup>	A looked after child is a child who is (a) in the care of the local authority, or (b) being provided with accommodation by a Local Authority in the exercise of their social services functions as prescribed in Section 22(1) of the Childcare Act 1989 at the time of making the application. Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to residence order 19 in special guardianship order). In such circumstances, a letter from the last Local Authority in which the child was in the care of will be required.
2 <sup>nd</sup>	The child's place of residence is taken to be the parental/guardian home. Living in the catchment area does not guarantee you a place at your catchment school.
3 <sup>rd</sup>	The term "siblings" includes half brother or sister legally adopted child being regarded as the brother or sister.
4 <sup>th</sup>	Professional supporting documentation from the Lead Professional must be supplied and must be submitted with the application. The following list are the areas that are considered exceptional: <ul style="list-style-type: none"> <li>a. Children of Crown Servants</li> <li>b. Children subject to Child Protection Plans</li> </ul> Parents suffering domestic violence. This is dependent on documentary evidence by a Lead Professional
5 <sup>th</sup>	Children of teaching staff who (a) have worked in the school over two years, or (b) have been recruited to fill a post for which there is a demonstrable skills shortage
6 <sup>th</sup>	Measurement of distance is in a straight line from the centre point of the home property to the school's main designated front gate, using a computerised mapping system.

## 5. Tie Break

- 5.1 If any applicants live exactly the same distance from the school, they will be prioritised by the drawing of lots, supervised by an independent officer. This will be carried out by the presiding Local Authority. Where children of multiple birth (twins, triplets etc)

are tied for the final place, we will admit such siblings even if this means exceeding the school's PAN.

- 5.2 If a tie-break is necessary to determine which child is admitted, the allocation of a place will be determined first by proximity to the school with those living nearest to the school being given priority. Measurement of distance is in a straight line from the centre point of the home property to the school's main designated front gate, using a computerised mapping system administered by the Local Authority.

## **6. Waiting Lists**

- 6.1 Parents whose child have been refused a place will automatically be added to the Over Subscribed List (OSL). The waiting list will operate until the end of the first term after the beginning of the school year. The OSL will be maintained by the home Local Admission Authority.
- 6.2 A child'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.

## **7. Late Applications**

- 7.1 Any applications received after the 15<sup>th</sup> January will be considered as a late application. These applications will be considered once all other applications that were received on time have been assessed against the oversubscription criteria by the Local Authority.

## **8. Mid-Term Applications**

- 8.1 All mid-term applications are administered by the Local Authority of where the parent lives. It is recommended that parents arrange a visit to the catchment school(s)/other schools of interest. Parents should complete the Common Application Form from their Local Authority.

## **9. Appeals**

- 9.1 All applicants refused a place at the school have a statutory right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code.
- 9.2 Details of how to appeal, including timescales, can be found on the Local Authority website as detailed below;

Leicester City Council

[www.leicester.gov.uk/schools-and-learning/school-and-colleges/school-admissions/school-admission-appeals](http://www.leicester.gov.uk/schools-and-learning/school-and-colleges/school-admissions/school-admission-appeals)

9.3 Any appeal will be heard by an independent appeal panel whose decisions can override the Admissions Policy. The panel will decide whether to uphold or dismiss the appeal.

9.4 Where the panel upholds the appeal the school is required to admit the child.

**10. Fair Access Protocol**

10.1 Merrydale Junior School participates in the Local Authority's Fair Access Protocol.