



## Northfield House Primary Academy Admissions Policy for 2019

### Policy Monitoring, Evaluation and Review

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<b>Determined by:</b>	Northfield House Primary Academy Local Governing Body
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### Revision History

Version	Date	Author	Summary of Changes:
2018	01.12.2016	CBR	New admissions policy following conversion to academy
2019	12.12.2017	CBR	Amendments to oversubscription criteria to bring policy in line with proposed 2019/20 Leicester City Council admissions arrangements, specifically: <ul style="list-style-type: none"><li>• Added priority for pupils with statement of SEN/EHCP</li><li>• 2 - children previously in care outside England</li><li>• 3 - pupils with serious medical conditions or exceptional social or domestic needs</li><li>• 7- children of Academy staff</li></ul>

## **Northfield House Primary Academy Admissions Policy for 2019 and subsequent years until further notice**

Northfield House Primary Academy ('the 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 Admissions 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 the Academy.

All parents wishing to apply for a place at the 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 website and must be submitted to the Council by the specified date, which is published annually.

The Planned Admission Number (PAN) for Northfield House Primary Academy is 60 per year group 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 who will be offered a place. Places will be allocated to pupils who have a statement of special educational needs or an Educational Health Care (EHC) Plan, which names the Academy, before any other allocations are made.

- Criterion 1: Children in the care of a local authority within England or who were previously in the care of a local authority within England (see note 1).
- Criterion 2: Children who were previously in care outside of England (see note 1).
- Criterion 3: Pupils who have a serious medical condition or exceptional social or domestic needs that make it essential they attend the Academy (see note 2).
- Criterion 4: Children whose home address is in the catchment area of the Academy with a sibling at the Academy who will still be on roll when the applicant starts school (see note 3).
- Criterion 5: Children whose home address is outside the catchment area of the Academy with a sibling at the Academy who will still be on roll when the applicant starts school (see note 3).
- Criterion 6: Children whose home address is in the catchment area of the Academy (see note 4).
- Criterion 7: Children who are sons/daughters of staff working at the Academy (see note 5).
- Criterion 8: Children whose home address is outside the catchment area of the Academy and who have requested a place.

Note 1: A “looked after” child is a child who is (a) in the care of a local authority in England, or (b) being provided with accommodation by a local authority in England, in the exercise of their social services function at the time of making an application to the school. A “previously looked after” child is a child who was looked after, either in England or outside\* of England, but ceased to be because they were adopted or became subject to a residence order or special guardianship order.

*\* Priority for previously looked after children outside of England is a **new** provision for 2019 entry. This has been added ahead of it becoming a legal requirement as part of Central Government’s future plans to revise the current School Admissions Code (December 2014).*

Note 2: All schools have experience in dealing with children with diverse social and medical needs. However, there may be exceptional cases where there are compelling reasons why it is essential they attend the school requested. A separate application to be considered under this category will need to be made. Please refer to the full guidance shown in the Leicester City coordinated scheme.

Note 3: Sibling means a brother or sister, half brother or sister, adopted brother or sister or child of the parent/carer’s partner. In every case, the child must be living in the same family unit at the same address. Siblings must be attending the Academy at the point of entry.

In the case of twins, triplet or other children of multiple births, if the final place is offered to one child, and the remaining sibling(s) would ordinarily be refused, places will be offered to the remaining sibling(s).

Note 4: Home address” means the child’s permanent home address at the time of application. In the case of split households, it is the address of the person who receives the Child Benefit. ‘At the time of application’ means the closing date for applications. Informal accommodation arrangements with family and friends are not accepted unless there are very special circumstances and supporting proof is required. An address used for child care arrangements cannot be used as the home address for the purpose of applying for a school place.

Note 5: Admission authorities may give priority in their oversubscription criteria to children of staff in the following circumstances:

- Where the member of staff has been employed at the school for 2 or more years at the time at which the application for admission to the school is made; and/or
- The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

Within each criterion, priority will be given to children living closest to the Academy, as measured on a straight line basis using a geographical information system measuring 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 Academy. Applicants living in the same block of flats will be regarded as living the same distance from the Academy.

In the event that two applicants within a category live exactly the same distance from the Academy and only one place remains, the names will be issued a number and drawn randomly to determine which child shall be offered the place.

### **Late applications**

In the event of the Academy being oversubscribed, applications received after the closing date, 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 at 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 oversubscription 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 5<sup>th</sup> birthday

and may request that the child be admitted out of his/her normal age group (i.e. to Reception rather than Year 1).

The 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 the child is offered a place in another year group at the Academy.