



Determined Admission Arrangements for Pedmore CE Primary School

Hagley Road, Stourbridge. DY9 0RH

February 2017

Admissions Policy for Normal Age of Entry in September 2018

Pedmore C.E Primary School has an Inclusive Education Policy and the admissions policy aims to maximise the opportunity to meet parental preferences and to meet the individual needs of children wherever possible. The School does not use a selective policy based on aptitude or academic achievement.

Children will not be discriminated against as laid down by the Sex Discrimination Act 1975, The Race Relations Act 1976 as amended by the Race Relations (Amendment) Act 2000, The Human Rights Act 1998, The Special Educational Needs and Disability Discrimination Act 2005 and The Equality Act 2010.

Admission Number - 30

The following criteria will be used to allocate the available places if more applications are received than spaces available.

- a) First priority for admission shall be given to relevant looked after children or children who were previously looked after, but immediately after being looked after, became subject to an adoption, residence, or special guardianship order. See notes below.
- b) Second priority for admission shall be given to children with a “serious and ongoing medical condition” where Pedmore C.E Primary school is the most appropriate school to meet the condition.

(Parents must provide supportive information from their child’s Hospital Consultant at the time of application, in order to be considered under this criteria. This supportive information should include information about the needs of the child and should detail the difficulties the pupil would experience if they had to attend another school. Parents should also indicate why Pedmore C.E Primary school is the most appropriate to meet their child’s medical condition, rather than any other school. The Governing Body will not seek to obtain medical evidence on behalf of parents.)

- c) Third priority for admission shall be given to children who have a brother/sister, half brother/sister (where the children share one common parent), or step-brother / step-sister, living at the same address and who will still be attending the school in September 2018.
- d) Any places that remain available once the above applicants have been admitted, will be filled according to those children who live closest to the school, determined by a straight-line measurement in metres, from the home address to the main entrance of Pedmore C.E Primary school.

Notes

- Relevant looked after children means children who are looked after by a local authority in accordance with section 22 (1) of the Children Act 1989 and who is (a) in care of a Local Authority, or (b) being provided with accommodation by a Local Authority in the exercise of their social services functions.

- An adoption order is an order under section 46 of the Adoptions and Children Act 2002. A residence order is an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989. Section 14A of the Children Act 1989 defines a special guardianship order as an order appointing one or more individuals to be a child's special guardian (or special guardians).
- In accordance with legislation, a child with a Statutory Statement of Special Educational Needs, or Education, Health and Care (EHC) Plan, will be offered a place if the school named in the Statement as the most appropriate to meet the child's individual needs, this may reduce the amount of places available for children who do not have a Statutory Statement of Special Educational Needs, or an Education, Health and Care (EHC) Plan.
- Any child not obtaining a place will be advised about the independent appeals process.
- Definition of brother or sister also relates to adopted or fostered children living at the same home address.
- The home address is considered to be the child's (along with their parents') **genuine** principal place of residence **at the time of the allocation of places** i.e. where they are **normally** and **regularly** living. If a child is resident with friends or relatives (for reasons other than guardianship), the friends or relative's address will not be considered for allocation purposes.

Parents will be required to provide documentary evidence to support the address at which they wish to be considered for allocation purposes.

N.B If your address changes you must notify Governors before the closing date for applications.

Governors' reserve the right to withdraw a place subsequently found to have been based on fraudulent or intentionally misleading information.

- Where parents have shared responsibility for a child, and the child lives with both parents for part of the school week, then the home address will be determined as the address where the child lives for the majority of the school week. Parents will be required to provide documentary evidence to support the address they wish to be considered for allocation purposes. At least one item of proof must demonstrate where the child lives.
- Special conditions will apply in the event that one child from a set of twins or triplets does not gain admission to the preferred school through the admissions criteria. The Governing Body will exceed the admission number for the school concerned to prevent separation of twins / triplets.
- Random allocation will be used as a tie-break in category d above to decide who has the highest priority for admission if the distance between two children's homes and the school is the same.

Deferred Entry to Reception Class

Parents have the right to retain a place offered and request that their child be admitted to Reception Class later during the 2018/19 academic year or until the term in which the child reaches compulsory school age, if they so wish. Parents can also request that their child takes up the place part-time until the child reaches compulsory school age.

Application Process (Normal age of entry to Reception Class)

All applications will be co-ordinated via the home Local Authority of the applicant. Further details and timescales are set out in the Local Authority's Co-ordinated Scheme which is available from The School Admissions Service.

Applications for children to be admitted into a class outside of their normal age group

If parents wish for their child to be considered for admission to a class outside of their normal age group, they should make an application for the normal age group in the first instance. Parents should then submit a formal request to the Governing Body. This request should be in the form of a written letter of application outlining the reasons why they wish for their child to be considered to be admitted into a class outside of their normal age group, and enclosing any supportive evidence and documentation that they wish to be taken into account as part of that request. The Governing Body will consider applications submitted and advise the parents of the outcome of their application before the national offer day, having taken into account the information provided by the parents, the child's best interests and the views of the Head Teacher.

If parents are considering submitting an application for their child to be admitted into a class outside of their normal age group, it is strongly recommended that they also read the DFE Guidance which can be found at

<https://www.gov.uk/government/publications/summer-born-children-schooladmission>

Late Applications

Preferences that are received after the closing date will only be considered after applications that were received within the deadline have been dealt with.

There will, however, be exceptional circumstances in which a late application will be

considered alongside those applications that were made within the deadline.

In each circumstance supportive documentary evidence must be provided by the parent / carer at the time of application.

Waiting Lists

If a school is oversubscribed and children have been refused admission because other children have a higher priority for admission under the published admissions criteria, then those applicants who are unsuccessful will be asked if they wish to be placed on a waiting list.

Children on the waiting list will be ranked in accordance with the schools published admissions criteria and the list will operate from the point of allocation of places until 31 December 2018. After this point the waiting list will no longer be in operation and places will be allocated on a first come first served basis.

Inclusion on a school's waiting list does not mean that a place will eventually become available there. A child's position on a waiting list is not fixed and is subject to change during the year i.e. they can go up or down the list.

Places that become available (below the published admission number or any number that the school agree they can admit) between the point of allocation and 31 December 2018 will be offered to children according to their ranking on this list i.e. those ranked highest will be offered first.

Repeat Applications

It is not the Governing Body's Policy to consider repeat applications in the same academic year unless there have been significant and material change in the circumstances of the applicant.

In Year Applications

All applications made for children wishing to join Pedmore CE Primary School are coordinated by The School Admissions Service of Dudley Local Authority, who also hold all waiting lists.

Governors agree to exceed the PAN by three children in Key Stage 2 classes. Places that become available in the Year 3 class in September, are allocated according to the published admission policy by Dudley School Admissions Service, on the last day of the first half of the preceding Summer Term.

