

## **King Offa PARK PRIMARY ACADEMY**

### **ADMISSIONS ARRANGEMENTS 2020-21**

#### **Admission Numbers**

##### **1 – Nursery**

The Nursery does not have a published admission number but works to the correct staff/child ratios. There are currently 79 children on roll. The Nursery day operates from 8.00am to 4.00pm.

##### **2 – Academy**

The Academy has an admission number of 60 places in Reception.

The Academy will admit a maximum of 60 pupils to Reception. Where fewer than 60 applications are received, the Academy will offer places to all those who have applied.

#### **Oversubscription Criteria**

##### **1 – Nursery**

Where the number of applications for admission is greater than the published admission number, applications for the Nursery will be considered against the criteria set out below, in priority order. In both criteria children of multiple births (twins, triplets etc) will have priority:-

- 1) Pupils who, on the date of admission, will have an older sibling (i.e. a natural brother or sister, or a half brother or sister, or a legally adopted brother or sister or half-brother or sister, or step brother or sister) living with them at the same address and who is already at the Nursery or the Academy. Proof of the sibling relationship will be required.
- 2) The remaining places will be offered to children who live closest to the Nursery. The child living closest to the Nursery will be given priority for admission. Distance is measured from the child's home to the front gates of the Academy in a straight line. Proof of residence will be required (council tax bill, utility bill).

Nursery provision is non statutory education and so there is no right of appeal to an independent appeal panel if refused admission. If the applicant feels an error has been made in refusing admission he or she can ask the Academy to review the decision.

##### **2 – Academy**

Where the Academy is oversubscribed, after the admission of pupils with Statements of Special Educational Needs or Educational Health & Care Plans where the Academy is named in the Statement, priority for admission will be

given to those children who meet the criteria set out below, in priority order:

- (1) Looked after children<sup>1</sup> and previously looked after children. Previously looked after children are children who were looked after, but ceased to be so because they were adopted<sup>2</sup> or became subject to a residence order<sup>3</sup> or special guardianship order<sup>4</sup>
- (2) Children who have siblings at the Academy
- (3) Other children.

For the purposes of this policy a “sibling” is a natural brother or sister, or a half brother or sister, or a legally adopted brother or sister or half-brother or sister, or step brother or sister who will be living with them at the same address at the date of their entry to the Academy. Proof of the sibling relationship will be required.

If in categories 2 or 3 above a tie-break is necessary to determine which child is admitted, the child living closest to the Academy will be given priority of admission. Distance is measured from the child’s home to the front gates of the Academy in a straight line. Proof of residence will be required, (council tax bill, utility bill).

Random allocation will be used as a tie-break in categories 2-3 above to decide who has highest priority for admission if the distance between a child’s home and the Academy is equidistant in any two or more cases.

## **Application Process**

### **1 – Nursery**

Applications for a place at the Nursery can be made via the Academy office.

### **2 - Academy**

Applications for a place in Reception must be made via East Sussex County Council. Further details can be found here:

<https://www.eastsussex.gov.uk/educationandlearning/schools/admissions/>

Applications for places in other year groups will be processed by the Academy. Further details can be obtained from the Academy office.

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<sup>1</sup> 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 (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school. A previously

<sup>2</sup> Under the terms of the Adoption and Children Act 2002. See Section 46 (adoption orders).

<sup>3</sup> Under the terms of the Children Act 1989. See Section 8 which defines a 'residence order' as an order settling the arrangements to be made as to the person with whom the child is to live.

<sup>4</sup> See Section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order appointing one or more individuals to be a child’s special guardian (or special guardians).

Parents of children in the Nursery will need to apply for a place in Reception. Please note that Nursery children are not automatically allocated a place in Reception.

### **Admissions to the Academy outside of the normal age group and summer born children**

Where a child has been offered a place in the Reception class at the Academy that child is entitled to a full-time place in the September following their fourth birthday.

Parents can delay 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<sup>5</sup> and not beyond the beginning of the final term of the school year for which the offer was made.

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, the parents of a summer born child<sup>6</sup> 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. Parents should contact the Academy Headteacher to discuss admission outside of a child's normal age group. Decisions regarding admissions outside of a child's normal age group will be made based on the circumstances of each case and in the best interests of the child, taking into account the views of the headteacher and any supporting evidence provided by the parent.

### **PART D – Waiting lists**

The Academy will operate a waiting list for each year group. Where in any year the Academy receives more applications for places than there are places available, a waiting list will operate until the end of the first term after the academic year has commenced. This will be maintained by the Academy and it will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.

Children'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.

### **PART E – Appeals**

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<sup>5</sup> A child reaches compulsory school age on the prescribed day following their fifth birthday. The prescribed days are 31 December, 31 March and 31 August

<sup>6</sup> Summer born children are those born between 1 April and 31 August

Where the Academy is unable to offer a place because the Academy is over subscribed, parents have the right to appeal to an independent admission appeal panel. Further details of the appeals procedure can be obtained from the Academy office.