ICKFORD SCHOOL

Admissions Policy 2027- 2028

Introduction

Ickford School is an Academy within the Ickford Learning Trust and Ickford Learning Trust is the admission authority. This admissions policy has been designed to comply with the School Admissions Code 2021 and all relevant legislation.

The policy sets out the admissions arrangements for:

- Foundation Stage entry
- In-year admissions

Admissions to the Foundation Stage

Subject to the criteria set out below, children will be admitted in the September following their fourth birthday. The number of children admitted (PAN) is 20.

Places will be allocated by the admission authority on the basis of applications received through the Buckinghamshire Co-ordinated Scheme for Primary Admission. This allows parents/guardians* to apply for entry to any Buckinghamshire primary school by means of the Buckinghamshire Primary School Common Application Form (CAF) available in the Primary Guide for Parents published by Buckinghamshire Council and online via the Buckinghamshire Council website.

The closing date for return of applications is set by Buckinghamshire Council and applications must be received by their deadline prior to the start of the academic year (September) in which the child becomes five. Applications, together with proof of residence, will be required in accordance with the guidance given by Buckinghamshire Council. Letters offering a place at the school will be sent by Buckinghamshire Council. Late applications will be processed in accordance with the Buckinghamshire Co-ordinated Scheme.

The school will offer places on a full-time basis from the start of the Autumn Term.

Every child is entitled to a full-time school place in the September following their 4th birthday. This is when the great majority of children in the United Kingdom start school and is the case at Ickford. Children born from 1 September in one year to 31 August the following year are educated together in a single year group in the Early Years Foundation Stage (EYFS). However, because the school has a limited number of only five classrooms, Year groups 1 and 4 are split and taught in the same classroom as another age group. The current school set up is as follows:

Class 1
Every child in the EYFS and the 10 youngest children in Year 1.

Class 2
Every child in Year 2 and the 10 eldest children in Year 1.

Class 3
Every child in Year 3 and the 10 youngest children in Year 4.

Class 4
Every child in Year 5 and the 10 eldest children in Year 4.

Class 5
Every child in Year 6.

Beginning school in the EYFS

The School Admissions Code states:

a) A child is entitled to a full-time place in the September following their fourth birthday.

b) The child's parents can defer the date their child is admitted to the school 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.

c) Where the 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.

The table below summarises the date at which the child reaches what is known as 'compulsory school age'.

A child born between:	**… reaches compulsory school age on:**	**… and must be in suitable full-time education from:**
1 September and 31 December	31 December	The beginning of the spring term following their 5th birthday (usually in the first week of January)
1 January and 31 March	31 March	The beginning of the summer term following their 5th birthday (usually following the Easter holidays)
1 April and 31 August (summer born)	31 August	The beginning of the autumn term following their 5th birthday (usually in the first week of September)

N.B. Since 2010 all 'summer born' children have started the Early Years Foundation Stage (EYFS) at Ickford, in the September prior to their fifth birthday and on a full-time basis.

Parents have the right to request part-time attendance until their child reaches compulsory school age. Where parents request part-time attendance, the school will discuss and agree the practical arrangements for attendance.

A request for part-time attendance may be discussed with the Headteacher after a school place has been offered and prior to the September which follows the child's fourth birthday.

Deferred entry to school

Parents do have a right to defer entry to school until after their child has reached compulsory school age, as shown in the table above but only automatically into the year for their normal age group. The decision to defer starting school must be made at application and the school must be informed prior to the first day of the Autumn term for which the child has been offered a place.

Where a child has deferred entry but has not yet reached compulsory school age, parents may request part-time attendance in accordance with the arrangements above.

Delayed Entry to School

Delayed entry to school is where a parent holds back their child from joining the correct year group for their age so that they start school a year later than they are due to, but in the Early Years Foundation Stage class.

Parents wishing to request admission outside their child's normal age group should make the request to the admission authority. Each request will be considered on its individual circumstances and in the best interests of the child, taking account of the information provided by the parent and other relevant information, including the views of the Headteacher where appropriate.

The admission authority will inform the parent of its decision and the reasons for that decision.

In-Year Admissions

Applications for places outside the normal admissions round are known as in-year applications. A parent can apply for a place for their child at any school at any time.

Applications for places after the age of 5 (in-year admissions) are managed by the School. Parents should contact the school directly to make an in-year application, unless Buckinghamshire Council is co-ordinating the application under its published arrangements. The school will consider all in-year applications in accordance with this admissions policy.

Where there is no place available, the application will be considered against the published oversubscription criteria and the provisions of the School Admissions Code.

The school will aim to notify parents of the outcome of an in-year application in writing within 10 school days and will notify parents within 15 school days at the latest. Where an application is refused, the decision will give the reason for refusal and information about the right of appeal.

Where the school manages its own in-year admissions, it will notify Buckinghamshire Council of each application and its outcome as soon as reasonably practicable, in accordance with the School Admissions Code.

Oversubscription Criteria for all admissions

If the school is oversubscribed, the following criteria will be applied.

1. Looked after children and previously looked after children.
2. Children with an Education, Health and Care (EHC) plan
3. Children of teaching staff.*
4. Children whose normal home address* is within the catchment area of the school with one or more siblings* attending the school at the time of entry to the new academic year.
5. Children whose normal home address is outside of the catchment area with one or more siblings who will still be attending the school at the time of entry to the new academic year.
6. Children whose normal home address is within the catchment area.
7. A child with exceptional medical or social grounds. Applicants will only be considered under this heading if the parent/carer or their representative can demonstrate that only the preferred school can meet the exceptional medical or social needs of the child. This can be in the form of a testimony from a medical practitioner, social worker or other professional who can support the application on an 'exceptional' basis.

Exceptional medical or social grounds could include, for example:

- a serious medical condition, which can be supported by medical evidence
- a significant caring role for the child which can be supported by evidence from social services

N.B. Evidence must be produced by the applicant as the school will not be responsible for gathering supporting evidence.

7. Children whose normal home address is outside of the catchment area with no siblings in the school.

Tie-break

Proximity of the child's home, as measured by the straight-line distance (see Note 6) between the home and the school with those living nearer being accorded the higher priority, will serve to differentiate between children in criteria 1 to 7 should the need arise, i.e. if there is still a tie break after following the criteria in the numbered list above.

In the event that two distance measurements are identical, the school will use random allocation to decide which child should be offered the place. The process will be conducted in the presence of a person independent of the school.

Waiting Lists

Where the school is oversubscribed and an applicant is not offered a place, a clear, fair and objective waiting list will be maintained in accordance with the School Admissions Code.

The waiting list will be ranked according to the published oversubscription criteria and will be re-ranked whenever a child is added to the list. Priority will not be given according to the date an application was received or the date a child was added to the waiting list.

For normal admissions, the waiting list will be maintained until at least 31 December of the academic year of admission. Where the school manages its own in-year admissions, waiting lists will be managed in accordance with the School Admissions Code and the school's published in-year arrangements.

Looked after children and previously looked after children allocated a place at the school in accordance with a Fair Access Protocol will take precedence over children on the waiting list.

Fair Access Protocol

Ickford School participates in Buckinghamshire Council's Fair Access Protocol.

Multiple Births (twins, triplets etc.)

Where applications are received for twins, triplets, or other multiple births, and only one place is available within the published admission number (PAN), the school will admit all children from the multiple birth. In such cases, the PAN may be exceeded to ensure that siblings from a multiple birth are not separated.

Where admission of a multiple birth results in an infant class exceeding the statutory infant class size limit, the relevant child or children may be treated as excepted pupils in accordance with the School Admissions (Infant Class Sizes) (England) Regulations 2012.

Right of Appeal

In the event of an unsuccessful application, parents have the right to appeal against non-admission. The decision letter will provide the reason for refusal, information about the right of appeal, the deadline for lodging an appeal and details of how to make an appeal.

Details can also be found on the Buckinghamshire Council website.

Parents may make a further application for a school place at any time. Each application will be considered in accordance with the school's admission arrangements and the School Admissions Code.

If a place becomes available it will be allocated according to the oversubscription criteria.

Notes

- The term Parent is used in accordance with the Children Act 1989. Guardian refers to legal guardian.
- An Education, Health and Care (EHC) plan is a plan made by the local authority under Section 37 of the Children and Families Act 2014 specifying the special educational provision required for that child.
- For admissions purposes, a looked after child is a child who is in the care of a local authority, or is being provided with accommodation by a local authority in the exercise of its social services functions. Previously looked after children include children who were previously looked after but ceased to be so because they were adopted, became subject to a child arrangements order or special guardianship order, and children who appear to the admission authority to have been in state care outside England and ceased to be in state care as a result of being adopted.
- The address should be where the parent and the child live and evidence of this is required in the form of at least two pieces of evidence from the following; utility bill, rent book or mortgage statement showing the address concerned. Where a child has two homes due to parental responsibility being shared by two people who live apart, the address used will be the one where he or she spends most of the Academy's week (Sunday to Thursday nights inclusive) as confirmed by written evidence from both parents/guardians. If a false declaration of address is deemed to have been made, the offer of a place may be withdrawn, even after a child has started at the Academy.
- The term 'Sibling' refers to children with one or more parents in common and legally adopted brothers and sisters resident within the same family home. Twins or triplets are treated as siblings and parents should explicitly state on their application that they are applying for multiples.
- Children of teaching staff employed by the school for two or more years at the time at which the application for admission to the school is made.
- Definition of "Catchment Area": Children living within the area traditionally served by the school defined as being the area bounded. A map of the catchment area is available on the Buckinghamshire Council website and the school office.

Equalities Statement

We have carefully considered and analysed the impact of this policy on equality and the possible implications for pupils with protected characteristics, as part of our commitment to meet the Public Sector Equality Duty (PSED) requirement to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations.

References

Department for Education: School Admissions Code (2021) ISBN 978-1-5286-2575-3

Department for Education: Summer Born Children – Advice for Parents DFE-00158-2020

Department for Education: Fair Access Protocols (2021)