ICKFORD SCHOOL

Admissions Policy 2027- 2028

Introduction

Ickford School is an Academy within the Ickford Learning Trust and the Trustees are the admissions authority. This admissions policy has been designed to comply with the school's 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 Trustees 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 County Council (BCC) and on-line via the BCC website.

The closing date for return of applications is set by BCC 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 BCC. Letters offering a place at the school will be sent by BCC. Late applications will not be processed until all timely applications have been allocated.

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 on page 2, 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.

Although we recognise the right to request part time attendance, we do not encourage it. If agreed, the pattern of part time attendance is determined in agreement with the school and we are not obliged to agree a pattern to fit in with your preference or to alter timetables to suit your preferences.

A request for part time attendance must be discussed with the Headteacher after a school place has been offered and prior to the September which follows your 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.

If, after the academic year has started, parents who have deferred starting, change their minds, children can begin school on a date agreed with the school. However, once a child has started on a full-time basis, parents cannot then revert to a part time basis again or choose to take the child out of school unless there are exceptional circumstances on such grounds as ill health or medical needs which can be proven. The school is not obliged to agree a deferred entry.

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. This can only be agreed by the admission authority for the school (Board of Trustees). This decision would usually be made in consultation with the Local Authority and other professionals. The school is not obliged to agree a delayed entry.

In-Year Admissions

Applications for places after the age of 5 (in-year admissions) are managed by the School. Parents are advised to contact the school directly as it will handle waiting lists and will apply admissions criteria as per the admissions policy. The school does not accept in year admissions to Year 6.

Oversubscription Criteria for all admissions

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

1. Children with a statement of special educational needs (SEN) or Education, Health and Care (EHC) plan that names the school. *
2. Looked after children and previously looked after children. *
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.
8. 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.

Fair Access Protocol

Ickford School participates in Buckinghamshire LA'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. whilst that child is in the class they will be an excepted pupil under the Schools Admissions (Infant Class Sizes) (England) Regulations 2012 which permit Key Stage 1 class sizes to exceed 30 following the admission of a twin for as long as necessary until a child leaves the class at which point the class size will remain at the lower figure.

Right of Appeal

In the event of an unsuccessful application, parents have the right to appeal against non-admission. Details can be found on the BCC website. Where a transfer application and subsequent appeal are unsuccessful and a child has been offered a place on the waiting list, the Admissions Committee will not consider a repeat application within the same academic year unless there has been a relevant and significant change of circumstances relating to the application, or a place has become available in school. 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 of 1989. Guardian refers to legal guardian.

* A Statement of Special Educational Need is a statement made by the local authority under Section 324 of the Education Act 1996 specifying the special educational provision required for that child. An Education, Health and Care plan is a plan made by the local authority under Section 37 of the Children and Families Act 2014 specifying the special education provision required for that child.

* For admissions purposes a 'looked after child' is a child who is in the care of the local authority in England, or is being provided with accommodation by a local authority in England in the exercise of their social services functions (see the definition in Section 22 (1) of the Children Act 1989). This covers accommodated children and those who are in care under a Care Order/interim order.

* 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.

*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 Bucks County 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)