



# **Admissions Policy**

## **2020 – 2021**

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 schools admissions code 2012 and all relevant legislation.

The policy sets out the admissions arrangements for:

- Foundation Stage entry September 2020
- 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 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.

Parents of children younger than five have the right to defer entry until no later than the start of the term after the child's fifth birthday and within the Reception academic year. Any parent who wishes to defer a place should discuss it first with the Headteacher. If the child's entry is deferred to ordinary admission in the September of the following academic year, an in-year admission would need to be applied for entry into Year 1, as the school has a legal obligation to fill all available places during the Reception year. There is no guarantee that a place would be available in Year 1 as that year group could already have 20 children transferring from the Reception year group.

## **In-Year Admissions**

Admissions 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.

### **Admission of children below compulsory school age and deferred entry to school**

The School will not admit children **below** compulsory school age to the Early Years Foundation Stage or any other year group.

The School Admissions Code of 2014 states that:

*2.17 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 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.*

Such applications will be treated as in-year admissions and dealt with by the Admissions Authority which in this case is, the Trustees.

In such circumstances the Trustees as the Admissions Authority will make a decision based on the circumstances of each case and in the best interests of the child concerned. This will include taking account of the Headteacher's views; the parent's views; information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. The Trustees will also consider the impact of admission on the other pupils in the school and on members of staff.

If the application is accepted for a child to enter the Early Years, Foundation Stage in the September of the year of application, then it will be considered as part of the normal round of applications and treated as such by the Local Authority and the School. It will therefore be subject to the same criteria in case of oversubscription. If however, the application is made too late for this to happen then it will be treated as an in-year admission.

Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school but it is not in their preferred age group.

## **Oversubscription Criteria for all admissions**

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

1. Looked after children and all previously looked after children. 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. Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order);
2. Children with a statement of special educational needs (SEN) or Education, Health and Care (EHC) plan that names the school\*
3. Children of 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 within the catchment area
6. 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
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.

### **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.

\* 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 Academy

\* The term 'Sibling' children with one or more parents in common and legally adopted brothers and sisters resident within the same family home

\*Children of staff employed by the school for two or more years or recruited to fill a vacant post for which there is a demonstrable skill shortage

\*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.