



Little Plumstead

Church of England VA Primary School

"where children come first"

ADMISSION ARRANGEMENTS POLICY

Formally adopted by the
Governing Body of Little Plumstead CEVA Primary School

On March 2023

Chair of Governors

Head Teacher

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Little Plumstead Church of England VA Primary School

Admission Arrangements Policy

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1. Aims

This policy aims to:

- Explain how to apply for a place at the school
- Set out the school's arrangements for allocating places to the pupils who apply
- Explain how to appeal against a decision not to offer your child a place

2. Legislation and statutory requirements

This policy is based on the following advice from the Department for Education (DfE):

- [School Admissions Code](#)
- [School Admission Appeals Code](#)

The school is required to comply with these codes, and with the law relating to admissions as set out in the School Standards and Framework Act 1998.

3. Definitions

The **normal admissions round** is the period during which parents can apply for state-funded school places at the school's normal point of entry, using the common application form provided by the local authority.

Looked after children are children who, at the time of making an application to a school, are:

- In the care of a local authority, or
- Being provided with accommodation by a local authority in exercise of its social services functions

Previously looked after children are children who were looked after, but ceased to be so because they:

- Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
- Became subject to a child arrangements order, or
- Became subject to a special guardianship order

A child reaches **compulsory school age** on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

4. How to apply

For applications in the normal admissions round you should use the application form provided by the local authority (regardless of which local authority the schools are in). You can use this form to express your preference for a minimum of 3 state-funded schools, in rank order.

You will receive an offer for a school place directly from the local authority.

5. Requests for admission outside the normal age group

Parents are entitled to request a place for their child outside of their normal age group.

Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of each case and in the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

- Parents' 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

- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely
- The headteacher's views

Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round. They will be considered on the basis of the admission arrangements laid out in this policy, including the oversubscription criteria listed in section 6. Applications will not be treated as a lower priority if parents have made a request for a child to be admitted outside the normal age group.

Parents will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents do not have a right to appeal if they are offered a place at the school but it is not in their preferred age group.

6. Allocation of places

6.1 Admission number

The school has an agreed a Planned Admission Number (PAN) of 30 pupils for entry in Reception in 2023/2024.

6.2 Oversubscription criteria

Children will be admitted in the following order of priority:

1. All children whose statement of special educational needs (SEN) or education, health and care (EHC) plan names the school
2. All children who are looked after and previously looked after children (which includes adopted children, child arrangement orders and special guardianship) as designated by the local authority
3. Those living within the catchment area and who have a brother or sister¹ already at the school
4. Those living within the catchment area
5. Those who have a brother or sister¹ already at the school
6. Those whose parents are regular attendees (at least once a month) of a church. (Governors will seek a reference to this effect from the church's minister, a sample of the request form can be found in appendix A)
7. All other children who do not fall within the above criteria

As the admission authority, the IEB of Little Plumstead CE VA Primary School will consider a request for children to be educated out of their chronological age group in accordance with the statutory School Admissions Code (see Section 5).

¹ In the oversubscription rules 'brother' or 'sister' means: brothers or sisters living at the same address including adopted children, step-brothers, stepsisters and children in foster care within a family unit. Some admission authority schools may have a different definition. Only siblings attending school at the time of your child's proposed admission will be given a higher priority in the oversubscription rules. A child attending nursery or preschool attached to the school is not counted as sibling for the purposes of oversubscription rules (School Admission Code requirement)

6.3 Tie break

If all children within any of the above rules cannot be offered a place, the highest priority will be given to children living nearest to the school within that rule. To determine who lives nearest, distance will be measured on a straight line 'crow fly' basis, using Ordnance Survey data. The address will be measured from the post office address point on the property. In the unlikely event that distance does not separate the final two or more pupils seeking the last remaining place, a random allocation will be used to determine who is offered the final place.

7. In-year admissions

You can apply for a place for your child at any time outside the normal admissions round. As is the case in the normal admissions round, all children whose statement of SEN or EHC plan names the school will be admitted.

Likewise, if there are spaces available in the year group you are applying for, your child will always be offered a place.

If there are no spaces available at the time of your application, your child's name will be added to a waiting list for the relevant year group. When a space becomes available it will be filled by one of the pupils on the waiting list in accordance with the oversubscription criteria listed in section 6.3 of this policy. Priority will not be given to children on the basis that they have been on the waiting list the longest.

8. Appeals

If your child's application for a place at the school is unsuccessful, you will be informed why admission was refused and given information about the process for hearing appeals. If you wish to appeal, you must set out the grounds for your appeal in writing. Full details can be obtained from the Headteacher. Further information can be found at:

<https://www.norfolk.gov.uk/education-and-learning/schools/school-admissions/school-admission-appeals>

9. Monitoring arrangements

This policy will be reviewed and approved by the IEB every year.

Whenever changes to admission arrangements are proposed (except where the change is an increase to the Planned Admission Number), the IEB will publicly consult on these changes.

Appendix A

SAMPLE

REFERENCE REQUEST

CHILD'S NAME:

PARENT NAME(S):

ADDRESS OF FAMILY:

The above named parents have applied for their above named child to attend our school on the basis of faith.

It is our policy to seek confirmation that the child and parents regularly attend a place of Christian worship from the minister of their church. Therefore please complete the details below and return to the school at the above address.

I confirm that the above child and family are practising Christians and regularly attend our church/ place of Christian worship.

Signed

Name

Leadership Position (Role & name of congregation)

Church/Place of worship attended by the family

Date

Guidance notes for persons completing this form

The completion of this form and its return ahead of the admission application deadline is critical if the applicant is to be considered under the faith-based admissions criteria. Please note that the information that you provide could later be critical in determining the outcome of an appeal at an Independent Admission Appeals Panel.

NOTE: The definition of 'regular attender' is a person who attends at least once a month on a regular basis.