

**Castercliff Primary Academy**

**Determined Admissions Policy 2018 - 2019**

**Sections 1 General Principles**

Castercliff Primary Academy has an admission number of 60 to comply with the statutory class size limit for KS1 (30 per class).

We are an inclusive school and welcome all applications. We have a defined priority admission area but there is no guarantee of a place for children living within this area. We will admit from outside this area if there are spaces available.

Admission to our school is not dependant on any test or voluntary financial contribution. The school participates in the Local Authority co-ordinated scheme and all dates within that scheme that must be adhered to. You should use the opportunity to express a preference for more than one school. Parents may express three preferences. Proof of residence will be required.

In the event of late applications to the school, when the school is over-subscribed, the over-subscriptions criteria will be applied.

As required by the Regulations of 2005 the school will give top priority to applications for parents of children with statements of special educational needs naming the school and next priority is children in public care (Children in Care)

**Section 2 Definitions and Details**

**Admission:** Children are usually admitted in September in the academic year in which they have their fifth birthday.

**Admission Area:** Our priority admission area comprises of: Nelson and surrounding districts of Pendle.

**Sibling:** By sibling we mean:

- Children living at the same address who have one or both natural parents in common.
- Children living at the same address who are related by parent's marriage/civil partnership.
- Children living at the same address whose parents are living as partners at this address.

We do not include 'cousin' within our definition of sibling.

**Home Address:** Proof of residence will be required by the co-ordinated scheme. The offer of a place may be withdrawn if proof of residency is not met.

Original copies of the following will be required:

Child benefit documentation or if you are no longer eligible to receive child benefit, a letter from HMRC confirming that you were previously in receipt of child benefit

Council tax bill

One other proof of address, for example bank statement, TV licence, credit card or store card statement

Oversubscription: In the event of oversubscription places will be offered first to those living in the priority admission area using the following criteria:

1. Children in care (looked after children) and previously looked after children.

Looked after and previously looked after children will be considered to be:

- Children who are registered as being in the care of a Local Authority in accordance with Section 22 of the Children Act 1989(a), e.g. fostered or living in a children's home, at the time an application for a school is made;

and

- Children who have left care through adoption (in accordance with Section 46 of the Adoption and Children Act 2002), a residence order (in accordance with Section 8 of the Children Act 1989) or special guardianship order (in accordance with Section 14A of the Children Act 1989)

A looked after child is a) in the care of the Local Authority or b) being provided with accommodation by a Local Authority in the exercise of their Social Services functions under section 22 (1) of the Children Act 1989. A previously looked after child is one who immediately moved on from that status after becoming subject to adoption, residence or special guardianship order

2. Children with social, medical welfare reasons. Professional supporting evidence from e.g. A doctor, psychologist, social worker is essential if admission is to be made under this criteria. Such evidence must set out the particular reasons why the school in question is the most suitable school and the difficulties which would be caused if the child had to attend another school.
3. Children of multiple birth.
4. Children residing within the defined admission area who have a sibling at the school.
5. Children residing in the defined admission area.

Applications from outside the area will be offered using the following criteria:

6. Children who have a sibling at the school
7. Other pupils

Tie-breaker: Where there are more applicants for the available places within a category, then the distance between the Ordnance Survey address points for the school and the home measured in a straight line will be used as the final determining factor, nearer addresses having priority over more distant ones. This address point is within the body of the property and usually located at its centre. Where two addresses have the same distance, or the cut off point is for addresses within the same building, then the Local Authority's system of a random draw will determine which address(es) receive the offer(s).

If after applying the distance tie-breaker there are more applications than places in the apartment block furthest away, a further tie-breaker of random allocation will be used for the applications in this block.

Proof of evidence of home address must be provided, where a child lives part of the week with one parent and part with another member of the family, the home address will be considered to be the residence where the child wakes up most mornings on school days Monday to Friday. Please see section 2 for acceptable documentation

Appeals: If you are not offered a place at our school you have the right to appeal to an independent panel and should contact the school for the relevant papers. Please ensure that the school Admission Appeal Form is used.

Waiting List: If your child is unsuccessful you may request that their name is put onto a waiting list for the academic school year. This must be done in writing and contain contact details. It is your responsibility to notify school if your details change. You will be contacted if a suitable place becomes available. The waiting list is kept for a minimum of one term in a rank order according to the oversubscription criteria, not according to date of application to the waiting list. Children who are subject of a direction by the Local Authority will take precedence over those on a waiting list.

Deferred admission: If your child is due to start school during the next academic year, it is important that you apply for a place for September.

Deferred entry, based on the child's age or needs can be discussed on an individual basis with the Academy Principal.

Applications for deferred entry will be assessed on an individual basis based on the needs of the child. Please contact the Academy Principal who will consider the request.

Late applications for admission: Where there are extenuating circumstances for an application being received after the last date for applications, and it is before the governing body has established their list of pupils to be admitted, then it will be considered alongside all the others.

Otherwise, applications which are received after the last date will be considered after all the others, and placed on the waiting list in order according to the criteria.

In year admissions will be dealt with according to the principles of the policy. In year admissions must complete an application, whether or not there are spaces in that year group. It is still the responsibility of the governing body to refuse a place if the PAN has been reached. Parents have the opportunity to appeal if the year group for their child is full. Please note that you cannot re-apply for a place at a school within the same school year unless there has been relevant, significant and material change in the family circumstances.

From September 2012 there is an option of a school place for four year olds in the September following their fourth birthday for part time provision. It will be the parents' choice. This provision will include full mornings – 5 days per week.