

# Eden Park Primary School

## Admissions Policy

### 2018/2019

Children are admitted into the Reception Class in September each year. All applications for places are coordinated by the admissions department at Torbay Council. It is expected that up to 60 children will be admitted each year.

If the number of requests for places is greater than the number of places available, then our priority order for allocating places will operate.

#### How to apply for a place at the normal admission round

The normal round of admissions is when children can join our school for the first time. So that all parents who wish to apply for a place in the Reception class of a school can do so, each LA co-ordinates applications for the schools in its area. This means parents will receive **one** offer of a school place at the same time as other parents. For our school, Torbay is the LA which co-ordinates applications which have been made either direct to Torbay or passed on by other LAs.

#### Deferred Admission to Reception

Parents can request that the date their child is admitted to the school is deferred until later in the school year. This allows parents to apply for a school place and to take up that place during the reception year without jeopardising the offer of a place.

Children born between	Normal Date of Admission	Deferred Admission
1 Sep 2013 -31 Dec 2013	Autumn Term	Spring Term
1 Jan 2014– 31 Aug 2014	Autumn Term	Spring or Summer Term

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. A school place can be deferred but not beyond the point at which a child reaches compulsory school age and not beyond the beginning of the final term of the school year for which the application was made.

#### Admission of children outside their normal age group

Parents may only seek a place for their child outside of their normal age group in exceptional circumstances e.g. a medical or health related condition. In addition, the parents of a summer born child (i.e. born between 1 April and 31 August) may choose not to send that child to school until the September following their 5<sup>th</sup> birthday. Parents of these children may apply for them to be admitted to reception rather than to year 1. If a parent is applying for a place for a child outside their normal age group, they should apply for a place in the normal age group AND submit a request in writing to apply outside the normal age group at the same time. A response to the request for delayed admission will be given before the Primary Allocation Day. Parents will be asked to provide supporting information for their application, together with professional evidence if relevant. The

final decision lies with the admission authority who must agree that it would be in the best interests of the child. Once a child has been admitted to a year group outside their chronological year group, they will normally continue with this group throughout their schooling.

***The important dates for admissions are in Appendix 1.***

Children with statements of Special Educational Need or Education and Health Care Plan which name the school will have automatic entitlement to a place at that school.

**Over-subscription criteria:**

- 1) A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order [see Definition 1]
- 2) Children of staff members where
  - a) the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or
  - b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage. [See Definition 2]
- 3) Children with a sibling attending the school at the time of application. [see Definition 3]
- 4) Other children by distance from the school, with priority for admission given to children who live nearest to the school as measured by using Ordnance Survey data to plot an address in this system. Distances are measured from the main entrance of the child's home [see Definition 4] to the main entrance of the school as specified in the school information pack.

Where there are more applications than places available in a particular category, those living closest to the school will have priority for any places available, (i.e. the shorter distance the higher the priority). Measurements are taken by a straightline distance using the Council's electronic mapping system (GIS). Measurements will be made from the co-ordinates of the home address as pinpointed on the Council's system, to the co-ordinates of the school as pinpointed on the Council's system. The pinpoint will be within the boundary of the property and its precise location will be determined by Torbay Council. This is for admissions purposes only and is not used to determine eligibility for school transport. In the event that applicants cannot be separated using the distance tie-breaker (i.e. they live identical distances from the school), the allocation of a place will be by random selection using a random number generator and in the presence of a senior manager.

Random allocation will be used as a tie-break in a category to decide who has highest priority for admission if the distance between two children's homes and the school is the same. This process will be independently verified.

If parents have already requested a reception place for their child at Eden Park, before the application period, they will still need to complete a Common Application Form. This can be completed online at [www.torbay.gov.uk](http://www.torbay.gov.uk) or on paper. It must be sent to the Local Authority, who deal with all applications.

The Local Authority will inform the parents if their child has been allocated a place at Eden Park. The School Office will contact them the term before their child is due start school, to arrange a home visit and then they will be invited into school, with their children, to spend some time with us before the actual date of admission.

Unsuccessful applicants will have the right of appeal against any decision to refuse a place at the school. Appeals are conducted through the Local Authority and decided upon by an independent review body.

## **In Year Admissions**

In year applications are those made for children to enter school after the start of the school year or for year groups other than reception. Torbay Council run a co-ordinated scheme for in-year admissions to school. The details are published on the Council's web site.

If we have places available we will offer your child a place. If there is more than one application for a place, applications will be ranked using the same oversubscription criteria as for reception admissions. In the event that it is not possible to offer a place, the waiting list and appeals procedure described above will apply.

## **Definitions**

1. A looked after child is a child who is
  - a. (a) in the care of a local authority, or
  - b. (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).
2. A post where there is a demonstrable skills shortage would be e.g a teaching post with an age group specialism such as early years or year 6, or a subject specialism such as Maths, where there is a recognised shortage nationally or regionally, or where the post has already been advertised unsuccessfully.
3. A sibling is defined in these arrangements as children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters.
4. For admission purposes, the home address is where the child usually lives with their parent or carer. You must not give the address of a childminder or relative. When we make an offer, we assume your address will be the same in the following September but you must use your current address. If you move after the deadline in January, you must tell the Academy and the local authority of your new address. In the case of a child whose parents do not live together but have joint custody, the "home" address will be considered the one where child benefit is registered to.

## Appendix 1

### Admissions to Primary Schools in September 2018

#### Timetable

1 November 2017	Website opens for online applications and TIPS paper forms available
15 January 2018	Closing date for submission of Common Application Form
5 February 2018	LA exchanges data with other LAs
8 February 2018	LA notifies other admitting authorities of applications
1 March 2018	Foundation and VA schools and academies return ranked lists of pupils
15 March 2018	Cut-off for taking new addresses into account for first round
23 March 2018	Processing day when LA starts offer process
9 April 2018	Schools informed of allocation of pupils
16 April 2018	Allocation Day: Online applicants notified of allocation by e-mail. Other applicants sent letter by second class post.
1 May 2018	Deadline for parents to accept offer
1 May 2018	Closing date for second round applications
11 May 2018	Decisions on late applications
18 May 2018	Closing date for receipt of 1 <sup>st</sup> round appeals to be heard during main summer term session
25 May 2018	Deadline for parents to accept offer for second round applications
25 May 2018	Closing date for third round applications
8 June 2018	Decisions on third round applications
June/July 2018	Appeals
18 June 2018	Closing date for receipt of 2 <sup>nd</sup> round appeals
29 June 2018	Closing date for receipt of 3 <sup>rd</sup> round appeals
3 September 2018	Date when applications are treated as In Year Admissions

