



# **Admissions Policy**

## **2022 – 2023**

### **Eden Park**

# Eden Park Admissions - 2022 - 2023

**This admission policy should be read alongside the following schemes and documents:**

**Torbay primary coordinated admission scheme for 2022-2023**

**Torbay coordinated in year scheme for 2022-2023**

**Torbay Council TIPS8 admission booklet and**

**Torbay Council Appeals Booklet TIPS2**

The Planned Admission Number for the school will be 60.

## **Timing of Entry to Reception Classes**

Children are admitted to school during the academic year in which they reach 5 years of age. All Schools in Torbay admit children as “rising fives” under a one-point entry arrangement.

Children are not admitted to school earlier than a “rising five” under these arrangements in view of the wide availability of universal, suitable pre-school provision.

The arrangements do not apply to those being admitted for nursery provision including nursery provision delivered in a co-located children's centre. Parents of children who are admitted for nursery provision need to make a separate application for a place at the school if they want their child to transfer to the reception class. Attendance at the nursery or co-located children's centre does not guarantee admission to the school.

All children are entitled to a full-time place in the September following their fourth birthday. Parents can request that their child attends part-time until the child reaches compulsory school age.

## **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 or until the term in which the child reaches compulsory school age. 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 2017 -31 Dec 2017	Autumn Term	Spring Term
1 Jan 2018– 31 <sup>st</sup> Aug 2018	Autumn Term	Spring or Summer Term

The deferred admission arrangements do not allow Summer born children to defer admission to the Autumn Term in Year 1, with the guarantee of the place being available. In addition, pupils born between 1 September and 31 March would be expected to take up their place no

later than the term following their fifth birthday i.e. when they are of statutory school age.

### **Delayed Admission to Primary School**

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. The school agrees to this only in very exceptional circumstances where there is significant evidence that this would be in the best interests of the child. The final decision lies with the admission authority.

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. This is referred to as delayed admission. Again, 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.

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. This request should be sent to Student Services at Torbay Council, c/o Town Hall, Castle Circus, Torquay TQ1 3DR. The council will then pass the request to the school(s) concerned. Where this is a request for delayed admission if possible a response 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. This information will then be passed to the preferred school(s).

The admission authority will take a number of factors into account, including

- the parent's views
- information about the child's academic, social and emotional development
- medical history and the views of medical professionals where appropriate
- whether the child has previously been educated out of their normal age group

The final decision lies with the admission authority who must agree that it would be in the best interests of the child. Clear reasons will be given for the decision.

Where it has been agreed that the child can be admitted to a different age group, the parent will need to apply in the main admission round for that age group and their application will be ranked alongside other applications against the school's admission criteria. The admission authority will not give lower priority on the basis that the child is not of the correct age.

### **Over-subscription Criteria**

Children who have an Education Health and Care Plan, where the school is named on the plan, will have automatic entitlement to a place at the school.

If there are enough places for everyone who has applied, we will offer every child a place. If we have more applications than places, we will use the following order of priority to allocate places:

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.
2. Children with a sibling attending the school at the time of application.
3. 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.
4. Other children

Tie break:

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 the 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 building structure and its precise location will be determined by Torbay Council in accordance with the Geoplace Data Entry Conventions and Best Practice for Addresses. 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.

Where applications are received from families with multiple birth siblings (twins, triplets, etc.) every effort will be made to allocate places at the same school, including offering place(s) above the Published Admission Number (PAN).

#### **Definitions:**

#### **The following definitions apply:**

**Sibling:** 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.

**Home address:** address of the person with parental responsibility for the child and with whom the child lives for at least 80% of the week (Sunday night to Thursday night), at the time of the application. Where a

child resides through shared custody, and where there is no legal evidence of an alternative arrangement, the address will be the one nominated by the parents as long as evidence can be provided that the child does live for part of the week at that address. The address must be of a person with parental responsibility, not another relative with whom a child may stay for convenience on some days of the week. The final decision on residence rests with the admission authority who will take into account any information submitted by the parents in support of their case. Parents will be encouraged to reach agreement or seek a Specific Issues Order from a court. For children in public care the address will be in the carer's address. Parents of oversubscribed schools will be asked to provide evidence of the address if this cannot be verified through council tax records. This may include correspondence received from HM Revenue and Customs, Child Benefit Division or Tax Credits Division. A utility bill may be accepted but NOT a bank statement or mobile phone statement.

Changes of address after the closing date in the main admissions round will be taken into account up to and including 15 March only if proof of the new address is provided. One of the following will need to be provided:

- A solicitor's letter confirming that contracts on a property being purchased have been exchanged
- A copy of the tenancy agreement if a property is to be rented, showing that residence is to commence on or before 15 March and that the property will still be rented in September
- A copy of the applicant's council tax bill showing the same name as the applicant name on the Common Application Form

Parents may also be asked to provide proof of address from correspondence received from HM Revenue and Customs, Child Benefit Division or Tax Credits Division. This correspondence must be dated before 15 March.

For in year applications, the same proof of address will be required and the new address will not be used for over-subscription ranking purposes until it has been received.

For children of UK service personnel and other Crown Servants returning from overseas, applicants must provide an official letter stating a relocation date. The address used will be the one where the child will live when they move to the area. Evidence of this intended address must be provided.

**Looked after child:** 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) or the Children Act 1989) at the time of making an application to the school.

**Adopted child:** this includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see section 46 orders).

**Child arrangements order:** defined in section 8 of the Children Act 1989, as amended by section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order.

**Special guardianship order:** under the terms of section 14A of the Children Act 1989, an order appointing one or more individuals to be a child's special guardian (or special guardians).

**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.

**Member of staff:** This will be any salaried person employed at this school when the application is made. Where the duties of a member of staff are undertaken at different schools within the Coast Academies Trust, there will be admissions priority only at one school. This will be at the member of staff's base school. Where that can't be identified, priority will be at the school where he or she expects to work for most of the time in the current academic year.

### **Late Applications**

Applications received after the closing date for main round (entry to Reception) will be processed after the primary allocation day in April. The same oversubscription criteria will be applied and late applicants will be ranked in the same list as first round applicants who were unsuccessful. Any places available will be allocated strictly according to the oversubscription criteria and not according to time on the waiting list. Applications received in time for the second round will be treated equally with other applications received by the deadline for this round. After the second round, each work day will be treated as a separate application period. Any child who cannot be offered a place will be added to the waiting list for the school unless they have been given a place at a higher preference school, and if a place becomes available all children on the waiting list on the date the place becomes available will be ranked against the oversubscription criteria to determine the allocation of places.

### **Appeals**

Parents who have been refused a place at the school can appeal to an independent appeal panel. Information about the appeals procedure can be obtained from Governance Support at Torbay Council, telephone 01803 207013 or by emailing [governance.support@torbaygov.uk](mailto:governance.support@torbaygov.uk).

## **In Year Applications**

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 will run a co-ordinated scheme for in-year admissions to school as long as sufficient schools subscribe to it. The details will be published separately on the Council's web site. The same oversubscription criteria as for the main round will be applied to all in year applications. Parents/carers should apply on form TIPS4/B, available on the Council's web site or by calling Student Services on 01803 2089008. Each working day will be treated as a separate application period. Where our school is oversubscribed and a place becomes available all applications on the live waiting list on that day will be ranked according to the oversubscription criteria.

## **Fair Access Protocol**

The LA and other Admission Authorities in Torbay have a Fair Access Protocol in place which governs the admission of children who have no school place and those with challenging behaviour. A copy of the Protocol can be seen on Torbay Council's web site [www.torbay.gov.uk](http://www.torbay.gov.uk)

## Appendix 1

### Admissions to Primary Schools in September 2022 Timetable

1 November 2021	Website opens for online applications and TIPS paper forms available
15 January 2022	Closing date for submission of Common Application Form
1 February 2022	LA exchanges data with other LAs
1 February 2022	LA notifies other admitting authorities of applications
18 February 2022	Foundation and VA schools and academies return ranked lists of pupils
18 March 2022	Cut-off for taking new addresses into account for first round
25 March 2022	Processing day when LA starts offer process
1 April 2022	Schools informed of allocation of pupils
19 April 2022	Allocation Day: Online applicants notified of allocation by e-mail. Other applicants sent letter by second class post.
3 May 2022	Deadline for parents to accept offer
3 May 2022	Closing date for second round applications
20 May 2022	Decisions on late applications
20 May 2022	Closing date for receipt of 1 <sup>st</sup> round appeals to be heard during main summer term session
10 June 2022	Deadline for parents to accept offer for second round applications
June/July 2022	Appeals for on time applications
30 June 2022	Closing date for receipt of 2 <sup>nd</sup> round appeals
July/September 2022	Appeals for late applications
6 September 2022	Date when applications are treated as In Year Admissions