



*Striving for Excellence*

## **ADMISSIONS & IN-YEAR ADMISSIONS POLICY 2020-2021**

Ryefield Primary School has been categorised as an Academy. All voluntary aided, academies and foundation schools are required to consult on their admission arrangements. This revised policy sets out the proposed arrangements for admissions into Ryefield Primary School from September 2018 onwards.

### **Admission Numbers**

#### Nursery Provision:

In total the Nursery will take 78 children, this being the school's Published Admissions Number (PAN). From September 2018 there will be 39 morning places and 39 afternoon places in the nursery. Ryefield School will take children who have turned 3 by September 2018. If there are still places in January the school will then take children who have turned 3 by January 2019.

#### Reception:

The academy has an agreed PAN of 90 (three forms of entry). The Academy will therefore admit 90 children (aged rising 5) each year if sufficient applications are received.

### **Over-subscription Criteria**

Where there are more applications than there are places available, the Governors will admit pupils according to the following criteria, which are listed in order of priority and reviewed annually:

1. A looked after child (as defined in the Children Act 1989) or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangement order or a special guardianship order.
2. Children who suffer from a long term medical or psychological condition, which makes it necessary for them to attend Ryefield Primary School. Applications must be supported by medical evidence from a GP or Hospital Consultant.
3. Children who have a member of the immediate family who suffer from a long term medical or psychological condition which makes it necessary for them to attend a particular school. Applications must be supported by medical evidence from a GP or Hospital Consultant.

*The supporting evidence in 3 and 4 above should set out the particular reasons why the school in question is the most suitable and the difficulties that would be caused if the child had to attend another school. The Admission Authority cannot give higher priority to children under these criteria if the required documents have not been produced.*



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4. Children who have a sibling living in the same household who currently attend the fulltime school (not the nursery) and will continue to do so on the date of admission. A sibling refers to a brother or sister, half brother or sister with one parent in common, adopted brother or sister.
5. Children living nearest the school. Distance will be measured in a straight line from the point set by Ordnance Survey at the child's home address and the preferred school using a computerised mapping system.

Note: Children who have a statement of special educational needs or an EHC plan are not required to complete the online form as you will follow a different admissions process with your Special Education Officer.

The above criteria will be applied if casual vacancies arise during the school year and there are more applicants than places.

#### **Additional classes ('bulge' classes)**

As an Academy, the Trust is responsible for deciding whether to increase the PAN. Where developments in the local community have led to an increase in pupil numbers, both Ryefield's Governing Body and Directors of the Vanguard Learning Trust expect to work closely and co-operatively with the Local Authority to accommodate additional numbers.

#### **In-year admissions**

Ryefield Primary is its own Admissions Authority which means that applications for places in other year groups or outside the normal admission round for Reception should be made directly to the school.

#### **Nursery Admissions**

Please contact the main office for an application form. Confirmation should be received within 2 weeks of application. An initial meeting will take place between the Nursery staff and the family prior to the child starting. This can either take place at the child's home or at a scheduled time in the Nursery setting. This will be discussed with parents once the nursery place is confirmed.

Please note that admission to nursery does not secure a full time place in reception. Applications must be made to the local authority that the child lives in for reception places.

Note: Children who have statement of special educational needs or an EHC plan should make their application via their Special Education officer at the London Borough of Hillingdon. They can be contacted on 01895 250489.





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### **Waiting List**

Ryefield Primary School will operate a waiting list; if any vacancies arise during the school year they will be managed in accordance to the criteria outlined above. The waiting list will be operated for the full academic year.

### **Admission Appeals**

Parents who are not offered a place for their child are entitled to appeal to an independent appeal committee under the Provision of the 1980 Education Act. Parents wishing to appeal should complete an appeal form available from the school. The form should then be returned to the Clerk to the Appeals Committee via the school within 20 days of notification not to admit. If appellants miss this deadline, the appeal will still be heard, although this may not be until the start of the new school year.