



# Admissions & In-Year Applications Policy

**Admissions Policy (Entry September 2021)**

Approved by Full Governing Body

Chair of Governors:      Signed .....

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## 1.0 Preface

1.1. This Admissions Policy is based upon and accordant with the Statutory Guidance, Admissions Code 2014.

These procedures have been drawn up with regard to the following primary legislation:

- 1.2.1. Sex Discrimination Act 1975
- 1.2.2. Race Relations Act 1976 and Race Relations Act 2000
- 1.2.3. Education Act 2011
- 1.2.4. Schools Standards and Framework Act 1998
- 1.2.3. Human Rights Act 1998
- 1.2.4. Disability Discrimination Act 1995 and Disability Discrimination Act 2005
- 1.2.5. Special Education Needs and Disability Act 2001
- 1.2.6. Education and Inspections Act 2006
- 1.2.7. Equality Act 2010
- 1.2.8. Education Act 2011

Wherever the current policy is deemed not to meet the requirements of the current Statutory Guidance in the form of the Admissions Code December 2014 and the Admissions Appeals Code February 2012, those codes will prevail. Rulings of the Schools Adjudicator shall likewise prevail until the Policy is amended accordingly.

Ryefield Primary School (RPS) is part of the Vanguard Learning Trust, a local multi-academy trust in Hillingdon. Admissions is delegated through the Trust's scheme of delegation to each school's local governing body.

Parents who are considering sending their child to RPS are most welcome to visit the school either at the main Open Evening or during one of the open days; these dates are annually updated and publicised on the school's website.

1.3. Ryefield Primary School ("The School") is an Academy school. Therefore, the Admissions Authority is the Governing Body of the school. The Governing Body shall delegate the process to the Operations Committee to appoint annually a sub group to manage the procedures outlined in this policy. The Headteacher will be part of the Admissions Committee.

On an annual basis, all parents of school starting age in Hillingdon borough will receive, from the authority, either online or in paper form, information about starting school and the application procedure.

## 2.0 Definitions

2.1. **Looked After Child** - 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 residence, or a special guardianship order.

2.2. **Sibling** - A sibling is defined as a child of the same parent either by birth, marriage or adoption, whose normal place of residence is at the same address. The child of partners may be considered as a sibling when the partners live at the same address and have cohabited in a permanent exclusive relationship (as if they were partners by marriage or civil partners) for a minimum of two years.

**2.3. Distance** - Students living nearest to the school. Distance is measured in a straight line from the child's home address to the school, using a GIS system which is based on ordnance survey data. The measurement is from the address point for the home address to the address point for Ryefield Primary School (co-ordinates: 508478, 183834). If only one place is available at the school and the next child who qualifies for a place is equidistance, the tiebreak will be by computerised random allocation.

**2.4. Multiple births** - Twins and students from multiple births when one of the siblings is the last child to be admitted will be offered over the published admission number.

**2.5. Address of Child** – A child's home address is defined as being the child's normal place of residence, and excludes any business, relative's or child-minder's address. Where there is a formal residence order or child arrangements order which states that legal custody is equally shared between parents/guardians, then it is up to them to agree which address to use for the purpose of making a school place application. If legal custody is not equally shared, the address of the parent with the majority of custody will be used. If there is no formal agreement in place the address at which any child benefit is claimed will be used.

However, proof of address, may however need further clarification to show that the child lives at the address. This could be the child's medical card or tax credit award letter showing the child's details.

**2.6. Oversubscription** - In cases of oversubscription to the school within the sequential application of the criteria for admission, those entitled to be awarded a place at the school shall be determined by the procedures outlined in accordance with this policy.

**2.7. Fair Access Protocols** – In accordance with the School Admissions Code (2014) Section 3.9. *"Each local authority must have a Fair Access Protocol, agreed with the majority of schools in its area to ensure that – outside normal admissions round – unplaced children, especially the most vulnerable are offered a place as quickly as possible..."* Further information about Fair Access protocols can be found on the London Borough of Hillingdon's website under admissions.

**2.8 Published Admissions Number (PAN)** - The PAN is the number of students in each Year group that the admission authority has agreed will be admitted without causing detriment to the school. In agreement with the local authority, the PAN for Reception cohort applications for entry in September 2021 is 60 students.

### 3.0 General arrangements for admissions

3.1. An Open Evening is held in Autumn Term (late September/early October) each year. Details of the timetable for admissions are available from the school or the London Borough of Hillingdon.

### 4.0 Co-ordination of Applications in Hillingdon

4.1. In accordance with the Statutory Guidance, the Local Education Authority (LEA) will issue all information to parents for starting reception in the Borough of Hillingdon. The Borough shall apply the admissions criteria set by the Admissions Authority when dealing with applications where there is over-subscription to the school year.

### 5.0 Admissions criteria

5.1. 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.

5.2. Children of members of staff working for the school who meet either or both of the following criteria:

- a) where the member of staff has been employed at the school for 2 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.

5.3 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.

5.4. 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.

5.5. Children who have a sibling attending the school at the time they start school. A sibling refers to a brother or sister, half brother or sister with one parent in common, adopted brother or sister.

5.6. 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.

## 6.0 Transition Arrangements

6.1. To support students and parents who have accepted a place at Ryefield Primary School with the transition to school, the school does the following preparatory work on an annual basis:

- Members of the EYFS team meet with staff prior to September; the core purpose of the meeting is to introduce staff, provide key documentation and outline the school's procedures and expectations;
- Families are provided with a Social Story Booklet for each parent to work through with their child in advance of joining RPS.
- New reception students are invited to attend an induction session in June before the start of the September term. Students spend the part of the day visiting the site and enjoy a farm workshop;

## 7.0 Procedures

7.1. The admission number to the school and of compulsory education in Reception upwards shall be 60. Ryefield Primary School is an academy school and therefore the Governing Body of the school is the Admissions Authority. It therefore retains the right to adjust the PAN in accordance with the regulations:

Admissions Statutory Guidance 3.6.-3.7.:

*“Admission authorities may propose other variations where they consider such changes to be necessary in view of a major change in circumstance. Such proposals must be referred to the Schools Adjudicator for approval, and the appropriate bodies notified. A variation to increase a school's PAN is not required to be referred to the Schools Adjudicator. Admission authorities must notify the appropriate bodies of all variations and must display a copy of the full varied admission arrangements on their website until they are replaced by different admission arrangements.”*

7.2. The application procedures and timetable for applications shall be that agreed locally and administered by Hillingdon LA. Such procedures and timetables will be published annually by the LA and will be in accordance with the Statutory Guidance framework 2012. The school will publish key dates on its website.

## 8.0 Nursery admissions

In total the Nursery will take 78 children, this being the school's Published Admissions Number (PAN). There are 39 morning places and 39 afternoon places in the nursery. Ryefield School will take children who have turned 3 by September 2021. If there are still places in January the school will then take children who have turned 3 by January 2022.

Parents should contact the main office for an application form. Confirmation should be received within 4 weeks of application. An initial meeting will take place between the Nursery staff and the family prior to the child starting; this will take place at a scheduled time in the nursery setting. This will be discussed with parents once the nursery place is confirmed.

It is worth noting 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.

## 9.0 Oversubscription criteria for normal admissions round

9.1. Students who have been assessed by the LA as having special educational needs, which makes it necessary for them to attend Ryefield Primary School and the school has been named in the EHC plan are entitled to attend the school without reference to oversubscription criteria.

9.2. Multiple births – Twins and students from multiple births when one of the siblings is the last child to be admitted will be offered over the published admission number.

## 10.0 In-Year Application for Admission

10.1. Applications received other than at the normal time of applications for admission will be treated in the same manner as all other applications. Such applications will be dealt with in a timely manner without undue delay and the oversubscription criteria apply in the same manner as all other applications in accordance with the Borough co-ordinated scheme.

10.2. The school notes the powers of direction given to the LA in relation to students in LA care and will co-operate with all such admission requests in the same manner as for students with defined special educational needs (see 11.1.)

10.3. The school will co-operate with the agreed In-Year Fair Access Protocols for hard-to-place students with challenging behaviour, noting in the case of students with EHC plans that the Admissions Code states: *“Once the closing date for applications has passed, LAs should not allow preferences to be changed without a genuine reason for doing so, for example, if the family has recently moved address. LAs must make this clear in the information they provide for parents”*. This will apply to all in-year application to ensure fairness and access. The operation of Fair Access Protocols is outside the arrangements of co-ordination and is triggered when a parent of an eligible child has not secured a school place under in-year admission procedures.

10.4. As an Admissions Authority, the school will participate in the Fair Access Protocol facilitated by the LA in order to ensure that unplaced students are allocated a school place quickly. The school will adopt the pro-forma application form provided by the LA. The Governing Body notes that here is no duty to comply with parental preference when allocating places through the Fair Access Protocol.

10.5. Where the Governing Body, acting as the Admissions Authority, does not wish to admit a child with challenging behaviour outside the normal admissions round, even though places are available, it will refer the case to the LA for action under the Fair Access Protocol. Reasons where this may be found appropriate and in accordance with the Statutory Guidance include:

- i. where a school has a particularly high proportion of students with challenging behaviour, or
- ii. where a school has a particularly high proportion of previously excluded students.

10.6. The Governing Body notes that this provision does not apply to a looked after child, a previously looked after child or a child with an EHC plan naming the school in question, as these students must be admitted.

10.7. The school will not refuse to admit a child thought to be potentially disruptive, or likely to exhibit challenging behaviour, on the grounds that the child has first to be assessed for special educational needs.

10.8. The Governing Body of Ryefield Primary School (acting as the Admissions Authority) note that any Fair Access Protocol must not require a school automatically to take another child with challenging behaviour in the place of a child excluded from the school.

10.9. The Admissions Authority of the School, the Governing Body note the following section 3.15 of the 2014 regulations:

The list of children to be included in a Fair Access Protocol is to be agreed with the majority of schools in the area but must include the following children of compulsory school age who have difficulty securing a school place:

- a) children from the criminal justice system or Pupil Referral Units (PRU) who need to be reintegrated into mainstream education;
- b) children who have been out of education for two months or more;
- c) children of Gypsies, Roma, Travellers, refugees and asylum seekers;
- d) children who are homeless;
- e) children with unsupportive family backgrounds for whom a place has not been sought;
- f) Children who are carers; and
- g) Children with special educational needs, disabilities or medical conditions (but without an EHC plan).

## 11.0 Oversubscription criteria for In-Year Admission

11.1. Students who have been assessed by the LA as having special educational needs, which makes it necessary for them to attend Ryefield Primary School and the school has been named in the EHC plan are entitled to attend the school without reference to oversubscription criteria.

11.2. Multiple births - Twins and students from multiple births when one of the siblings is the last child to be admitted will be offered over the published admission number.

## 12.0 In-Year Admissions List

12.1. The school will maintain an in-year admissions list of students who have applied for a place at RPS. The in-year admissions list will be organised to reflect the criteria for admission stated in 5.0 and shall be applied by the Admissions Committee of the Governing Body should the number of students applying for places in any Year group exceed the numbers stated in 2.9 and 8.0. When applications are received they will be placed in order according to the school's admissions criteria.

12.2. Where applications are received after the closing date and the year group is full, they shall be placed in order according to the oversubscription criteria and in accordance with the current regulations.



## 13.0 Appeals

13.1 All applicants who fail to gain a place at the school because of the application of the admissions criteria through over-subscription shall have full rights of appeal to the independent Appeals Panel established in accordance with the regulations. Following an unsuccessful appeal, Governors will not consider a further appeal during the same school year unless there has been a substantial change of circumstances for the child. Appeals will be undertaken strictly in accordance with the current DfE Statutory Guidance, Admissions Appeals Code 2012.

Parents who wish to appeal can contact the school and ask to speak to the admissions officer. 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.

It is important that parents understand that appeals cannot be made in the grounds of disappointment.