



## **Admissions Policy for Ellesmere Primary School**

### **Introduction and Rationale**

Ellesmere Primary School is a fully inclusive, publicly funded primary school. We are part of the North West Academies Trust that enables all children, regardless of ability, to learn in an environment which caters for their needs. Responsibility for the admission of pupils rests with the Academy Trust who follows the nationally agreed School Admissions Code. Through compliance with the School Admissions Code and Appeals Code we ensure that our admissions policy is fair and transparent.

### **Application for Admissions in September 2019**

Ellesmere Primary School will admit up to 60 pupils in Reception each September.

The Academy complies with School Admissions legislation requiring all Local Authorities (LAs) to co-ordinate admission arrangements in their area. Co-ordinated admission schemes provide a way to ensure that every parent living in a Local Authority (LA) receives an offer of one, and only one, school place on the same day, with letters being posted out on 16 April. Once a place is offered, Shropshire Council assume the offer is accepted unless it is declined in writing. Other LAs may require an offer to be formally accepted or declined. Parents should consult the composite prospectus of their home LA.

As an Academy, we are our own admission authority, applying the admission criteria as detailed below. However, all parents will only have to fill in their local authority common application form and will receive their offer from the LA in whose area they live.

### **OVERSUBSCRIPTION CRITERIA**

When Ellesmere Primary School is oversubscribed, after the admission of pupils with an Education, Health and Care Plan naming the school, priority for admission will be given to those children who meet the criteria set out below, in priority order:

- 1) A 'Looked after child' or a child who was previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order. A looked after child is 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) of the Children Act 1989).

- 2) Siblings – Who on date of admission have siblings, stepbrothers or stepsisters, half-brothers or half-sisters, adopted brothers or adopted sisters living together at the same address, already on roll at the academy. If the academy cannot accommodate all *siblings* for whom an application has been received, all sibling applicants will be prioritised in distance order
- 3) Children of members of staff - Will have priority where Ellesmere Primary School is oversubscribed. A staff member, regardless of role, must have been employed by Ellesmere Primary School for two or more years, at the time the application for admission is made.
- 4) Children living within the school's designated catchment area ranked in order of straight line distance measurement as outlined below.
- 5) All other pupils living nearest to the school.

Distances are measured in a straight line using the GIS (geographical information systems) northings and eastings related to the unique property reference number (UPRN) defined by Local Land and Property Gazetteer (LLPG) for the child's home address, to the northings and eastings of the nearest pedestrian gate of the school.

### **Tie Break**

If in categories 2-4 above a tie-break is necessary to determine which child is admitted, the child living closest to the school will be given priority for admission. Distance is measured as explained above.

Random allocation, undertaken by an independent body, will be used as a tie-break in categories 2-4 to decide who has highest priority for admission if the distance between a child's home and the academy is equidistant in any two or more cases.

### **Offer of Places**

Letters or emails informing parents or carers of the outcome of their applications will be sent out by Shropshire Council on 16 April each year (or the next working day).

If unsuccessful on allocation day, Shropshire Council will offer a review when the waiting list will be formed from those parents who advise the Admissions Team that they wish to pursue a place at the school. At the end of the review period, parents who have still not been successful in securing a place have the right to appeal against the decision. Parents may remain on the waiting list from the review period onwards.

For the first term of Reception, Shropshire Council will continue to maintain a waiting list for unsuccessful applicants. If any vacancies arise, places will be offered to applicants on the waiting list in strict accordance with normal published oversubscription criteria.

### **Deferred entry for infants**

Parents offered a place in Reception for their child have a right to defer the date their child is admitted, or to take the place up part-time, until the child reaches compulsory school age. Places cannot be deferred beyond the beginning of the final term of the school year for which the offer was made. Children reach compulsory school age on the prescribed day following their 5th birthday (or on their 5th birthday if it falls on a prescribed day). [The prescribed days are 31 August, 31 December and 31 March.]

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

Parents may request that their child is admitted outside their normal age group. When such a request is made, the academy trust will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the Headteacher and any supporting evidence provided by the parent. The process for requesting such an admission is available upon request.

### **In year applications, all year groups**

Mid-term applications will be dealt with using the same admissions criteria given above. To apply for a place other than the start of Reception, parents should apply directly to the school on a mid-term application form available from school or from the Shropshire Council website [www.shropshire.gov.uk/schooladmissions](http://www.shropshire.gov.uk/schooladmissions). If there is a space in the relevant year group a place will be granted. If a place cannot be offered, parents will receive a formal letter and information on how to appeal against the decision from Shropshire Council Admissions Team.

Other than the first term of Reception, the school will maintain a waiting list for unsuccessful applicants. If any vacancies arise, places will be offered to applicants included on the waiting list in strict accordance with normal published oversubscription criteria. If a place can be offered the applicant will be expected to take up the place within 6 school weeks or by the start of the next half term, whichever is the earliest date, with the exception of Reception children who have deferred entry until later in the same academic year. If an offer of a place is refused, the name will be removed from the waiting list. At the end of the first term of the academic year of admission, the waiting list will transfer from Shropshire Council to the school.

Applications received within the school year for places in all year groups will be considered using the oversubscription criteria. Further information is available on the school's website

If a parent is found to have supplied false or incorrect information to gain a place at the school, the Governing Body will reconsider the application against the correct information when it becomes known. This may lead to the child being given lower priority for admission and could lead to the withdrawal of an offer of a place.