



# Admissions Policy

## Statement of intent

At Livingstone Primary school, we welcome all pupils, irrespective of faiths, cultures, races, disabilities or family backgrounds.

We admit our pupils in-line with the Equality Act (2010), School Admissions Code (2012), the School Admission Appeals Code (2012), Human Rights Act (1998) and the School Standards and Framework Act (1998).

The number of places available is determined by the capacity of the school, and is called the Agreed Admissions Number. Our published admissions number (PAN) is 30 for Reception, Year 1 and Year 2 but 20 for Years 3, 4, 5 and 6. We will gradually increase our PAN as the larger year groups feed through the school. Please see below for clearer information.

## Published Admission Number for Livingstone in the next few years.

	R	Y1	Y2	Y3	Y4	Y5	Y6
2017-18	30	30	30	20	20	20	20
2018-19	30	30	30	30	20	20	20
2019-20	30	30	30	30	30	30	30

## The admissions process

Our school is a local authority school. Local authorities (LAs) must collate and publish all the admission arrangements in their area in a single prospectus. The Governors publish a school prospectus to help parents to decide on their choice of schools, and to give other important information about our school. We encourage parents to read this carefully before applying for admission.

Parents apply to their LA for places at their preferred schools. They may express a preference for up to 3 schools. The common application form (CAF) allows parents to provide their name, address (including proof of address), and date of birth of their child. Admissions may also be completed online. For Reception admissions, applications must now be made online. It is not normally possible to change preferences, ranking order or pupil details after the closing date except in exceptional circumstances for example, if the family has recently moved address. Evidence must be provided to support the request. No changes can be considered after the January deadline, when the allocations process has started.

If a school is undersubscribed, any parent that has stated a preference for that school must be offered a place. If a school is oversubscribed, applications are ranked against its published oversubscription criteria. Letters informing parents of whether or not their child has been allocated a place will be sent out by the Local Authority. Parents of children not admitted will be informed of the reason and offered an alternative place by the Authority. The number of places available for admission to the Reception class will be a maximum of 30 from September 2017. This arrangement follows consultation between the governing body and Local Authority. The governing body will not place any restrictions on admissions to the reception class unless the number of children for whom admission is sought exceeds this number.

Livingstone Primary, as well as all other schools and academies, is required to comply with the Greenwich Judgement (1989), which states that maintained schools may not give priority to children for the sole reason that they live within the LA's administrative boundaries. We do not treat pupils living outside the LA area in which the school is located less favourably just because they live outside the area.

The Governing Body operates a system of equal preferences under which they consider all preferences equally and the Local Authority allocates places according to its policy. In the event that there are more applicants than places, the governing body will allocate places using the following criteria, which are listed in order of priority:

1. Children in Care.
2. Children with special medical or social circumstances where their needs can only be met at this school.
3. Siblings of children already at the school and who will still be at the school the following year.
4. Children living nearest to the school (using Tameside criteria)
5. Other children.

#### **Further information about the admission criteria**

- a) Professional supporting evidence from e.g. a doctor, psychologist, social worker, is essential if admission is to be made under the criterion for special medical or social circumstances, and such evidence must set out the particular reasons why the school is question is the most suitable school and the difficulties which would be caused if the child had to attend another school. A panel of governors will make a decision as to whether to admit a child under this criterion, using the evidence provided. All information provided will be treated in the strictest confidence.
- b) A parent is any person who has parental responsibility or care of the child. Where admission arrangements refer to 'parent's attendance at church' it is sufficient for just one parent to attend.
- c) Siblings include full, step, half, foster, adopted brothers and sisters living at the same address and full brother and sister living apart.
- d) Where criteria 1-3 are not adequate to distinguish between requests for admission which cannot all be accepted without exceeding the admission limit, priority will be decided on the basis of the distance from the school to home, those living nearest being given priority. Distance will be measured as a straight line from the child's home address, using the address point assigned by the National Land and Property Gazetteer, to the main gate to the school property using the LA's school admissions data mapping software, which uses a Geographical Information System based on Ordnance Survey.
- e) In the event of distances being the same for 2 or more applications where this distance would be the last place/s to be allocated, a random lottery will be implemented between the applications where the distance is the same. The random lottery will be carried out in a public place and supervised by someone independent of the school. All the names will be entered into a hat and the required number of names will be drawn out. All children turning 5 between 1 September and 31 August of the year following application are admitted to reception in September. For children with a birthday after Christmas or after Easter, parents may defer entry until later in the year. The Headteacher should be consulted if this option is being considered.

#### **Children with Education and Health Care Plans**

Section 324 of the Education Act 1996 requires the governing bodies of all maintained schools to admit a child with a Statement of Special Education Needs that names their school.

#### **Late Applications for Admission**

The closing date for applications in the normal admissions round is found in the relevant Tameside booklet. Applications received after this date will be considered after all applications received on time have been processed.

#### **Waiting List**

If the school is oversubscribed the governors will maintain a waiting list. The waiting list will operate to the end of the Autumn term for those parents who have submitted an appeal or who have opted to go on the list. All pupils on the waiting list will be ranked according to the oversubscription criteria. Places will be offered, should any become available, to the highest ranked applications received by the date the place becomes available. If new or late applications have a higher priority under the oversubscription criteria, they will be ranked higher than those who have been on the list for some time. A significant change of circumstances, such as a change of address, will be taken into account: evidence must be provided. Children who have been referred under the local authority's Fair Access protocol or who are the subject of a direction by the local authority to admit must be given preference over any other children on the waiting list.

#### **Address of Pupil**

The address from which distance will be measured will be the permanent residential address, at the time of application, of the parent with whom the child is normally resident. Where a child lives with parents with shared responsibility, each for part of a week, the home address is the address from which the child travels to school for the majority of school days per week. If the number of days is exactly equal the home address will be that of the parent

who receives the Child Benefit. Where there is dispute about the correct address to use, the governors reserve the right to make enquiries of any relevant third parties, e.g. the child's GP. For children of UK Service personnel and other Crown Servants returning to the area proof of the posting is all that is required.

### **Non-Routine Admissions**

It sometimes happens that a child needs to change school other than at the "normal" time; such admissions are known as non-routine admissions. The local Authority coordinates all in-year admissions and parents should refer to its co-ordinated scheme.

### **Appeals**

Where the governors are unable to offer a place because the school is over subscribed, parents have the right to appeal to an independent admission appeal panel, set up under the School Standards and Framework Act, 1998, as amended by the Education Act, 2002. Parents will be allowed at least 10 school days from the date of notification that their application was unsuccessful to submit their appeal. Parents will have the opportunity to submit their case to the panel in writing and also to attend in order to present their case. You will normally receive at least 10 school days' notice of the place and time of the hearing. Please note that this right of appeal against the governors' decision does not prevent you from making an appeal in respect of any other school.

### **Fraudulent Applications**

Where the governing body discovers that a child has been awarded a place as the result of an intentionally misleading application from a parent (for example a false claim to residence) which effectively denies a place to a child with a stronger claim, then the governing body is required to withdraw the offer of the place. The application will be considered afresh and a right of appeal offered if a place is refused.

### **Twins/Multiple Birth**

In cases where twins, triplets, other multiple birth siblings, or other siblings whose date of birth falls within the same academic year, are split when allocations take place, parents will be offered a choice of breaking the sibling link and being offered places at two or more schools or all siblings being offered a place at the same school which may not be a preference school named on the common application form.

### **Nursery**

Please note that the criteria for admission to the Nursery are different from those for Reception and parents must make a separate application for Reception. Attendance at the Nursery does not give priority for admission to Reception.

### **Admission arrangements**

Admission authorities must determine arrangements annually. If no changes are made for seven years, the arrangements must be consulted on for a minimum of six weeks and take place between 1 October and 31 January.

Determined arrangements can be objected to and referred to the Schools Adjudicator by 15 May in the determination year. Any decision made by the Schools Adjudicator must be acted on by the admission authority and arrangements amended accordingly.

### **Adopting clear and fair admissions**

#### **Unacceptable admission criteria**

Our admission arrangements will not:

- Place any conditions on the consideration of any application other than those in the oversubscription criteria.
- Take into account any previous schools attended, unless it is a named feeder school.
- Introduce any new selection by ability.
- Prioritise pupils whose parents rank the school higher than others.
- Give priority to children whose parents provide financial or practical support to the school.
- Give priority to children based on the occupational, marital, financial or educational status of their parents.
- Discriminate against those applying for a place outside their normal age group, where the admission authority has agreed to this practice.
- Name fee-paying schools as feeder schools.

- Include interviews for children or parents.

## **Admission arrangements**

### **Drafting admission arrangements**

Livingstone Primary will include:

- A clear, fair and objective set of admission arrangements and oversubscription criteria.
- A PAN for each relevant age group.
- Oversubscription criteria for each point of entry.
- Procedures to admit pupils with an Education, Health and Care (EHC) Plan which names the school.
- Procedures to give highest priority to Looked-After Children (LAC) and Previously Looked-After Children (PLAC). Faith schools may give priority to LAC and PLAC pupils of their faith, followed by other pupils of their faith, before giving priority to other LAC and PLAC pupils.
- An explanation on the right of appeal to an independent appeals panel.
- A requirement for parents of children in an attached nursery unit or a unit run by the school to apply for a place in reception.

## **Considerations**

### **Children of UK service personnel**

For families of service personnel with a confirmed posting to their area, or Crown servants returning from overseas to live in that area, admission authorities must allocate a place in advance.

### **Children from overseas**

Admission authorities must treat applications for children coming from overseas in accordance with European Union (EU) law or Home Office rules for non-European Economic Area (EEA) nationals.

### **Excluded children**

Admission authorities must not refuse to admit children in the normal admissions round on the basis of their poor behaviour elsewhere. Where a child has been permanently excluded from two or more schools, there is no need for an admission authority to comply with parental preference for a period of two years from the last exclusion.

### **Fair Access**

Children who have moved into our area or who need to move school as a result of severe bullying or social issues are covered by our Fair Access Protocol. Children under this protocol may be offered a place even if there are no places available in the relevant year group, and will take priority over other children on the waiting list.

## **Admission appeals**

Parents have the right to appeal an admission authority's decision. An independent appeals panel must hear the appeal and our school must act according to their decision. Details for appeal are available from the LA's website, including the date by which an appeal must be submitted.

## **The Schools Adjudicator**

Any person or body who considers our arrangements unlawful, or not in compliance with the Code or relevant law relating to admissions, can make an objection to the Schools Adjudicator. The Schools Adjudicator must consider whether the referred arrangements comply with the Code and with the law relating to admissions. Objections to admission arrangements for entry in September 2017 must be referred to the Adjudicator by 30 June 2016. For all subsequent years, objections must be referred to the Adjudicator by 15 May in the determination year.

## **Pupil registration regulations**

Livingstone promotes good attendance, aims to reduce absence and acts early to address patterns of absence.

The 'Pupil Registration Regulations 2006' makes it compulsory for schools and academies to keep and maintain an admissions register and an attendance register for every pupil.

Our admissions register contains an index in a clearly identified order and the following fields:

- The pupil's full name.
- The pupil's gender.
- The name and address of every person known to be a parent of the pupil.

- The emergency contact number for at least one parent.
- The day, month and year of the pupil's birth.
- The day, month and year of the pupil's admission or re-admission to the school.
- The name and address of any previous school that the pupil has attended.

The attendance register will specify, both in the morning and afternoon sessions, whether each pupil recorded on the register is:

- Present.
- Absent.
- Attending an approved educational activity.
- Unable to attend due to exceptional circumstances i.e. bereavement or sickness.

We ensure any information recorded in the registers is legible and recorded in ink or on a computer. Subsequent corrections made to either register are clearly distinguishable from the original entries.

### **Children at risk of missing education**

Livingstone must inform the LA of any pupil who will be deleted from the admission register, and must have LA agreement before a decision is made.

This information is published by the Governors of Livingstone Primary School in accordance with the relevant sections of the School Standards and Framework Act 1998 as amended by the Education Act 2002.

Admissions criteria may change from one year to the next. Governors will consult before any changes are made.