



ADMISSIONS POLICY

Committee Responsible	Local Governing Body
Lead Staff Member	Headteacher
Approved by	CLP Board of Trustees
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Lakelands Primary School: Admissions Policy for Academic Year 2020/21

Part 1: Admissions Numbers

- 1.1 The school has an admissions number of 60 for entry in Reception.
- 1.2 The school will accordingly admit this number of pupils if there are sufficient applications. Where fewer applicants than the published admission number are received, the Local Authority will offer places at the school to all those who have applied.

Part 2: Application Process

- 2.1 As an Academy within the Chelmsford Learning Partnership Trust, the trust is the admissions authority. Trustees have agreed that Essex County Council will coordinate arrangements for Reception intake admissions to Lakelands Primary School. This process is managed through a Common Application Form which will be distributed by the Local Authority directly to parents of three or four year old children, enabling them to express a preference for up to four schools in ranked order. Parents should send their forms to the Local Authority stating their preference for Lakelands Primary School.
- 2.2 All applications, including late applications, will be handled in accordance with the coordinated admissions scheme published by Essex County Council. Parents who have completed and submitted their application forms are informed if a place has been allocated at the end of the Spring Term prior to the children starting in September (the exact date is determined each year by Essex County Council).

Part 3: Oversubscription Criteria

- 3.1 When the school is oversubscribed, after the admission of pupils with an Education, Health and Care plan or a Statement of Special Educational Needs naming the school, priority for admission will be given to those children who meet the criteria set out below, in priority order:
 - 1: Looked After Children and previously looked after children:** A 'looked after child' or a child who was previously looked after but immediately after being looked after ceased to be so because they were adopted or became subject to a child arrangements order or special guardianship order will be given first priority in the oversubscription criteria, ahead of all other applicants, in accordance with the School Admissions Code 2014. 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 (as defined in Section 22(1) of the Children Act 1989).
 - 2: Children with a sibling attending the school:** A relevant sibling is a child who has a brother, sister, adopted brother or sister or stepbrother or stepsister living in the same family unit in the same family household and address who attends Lakelands Primary School in any year group, irrespective of place of residence. Children residing in the same household as part of an extended

family, such as cousins, will not be treated as siblings. In the case of twins or triplets etc., both or all will be offered places.

3: Children of Staff: This will only apply where the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

4: Children living in the priority admission area: Lakelands Primary School has a Priority Admissions Area. Within this criterion, children will be ranked in distance order for admission by straight line distance within the Priority Admissions Area. Those living nearer will have a higher priority, starting with the nearest first. All straight-line distances are calculated electronically by the local authority using data provided jointly by the Post Office and Ordnance Survey. The data is used to plot the coordinates of each individual property and the school. Distances are reported in miles to three decimal places.

In the unlikely event of applicants with an identical distance competing for a single place at a school, the place will be offered to one applicant on the basis of lots drawn by a member of school staff not involved in admissions, with the exception of twins, triplets etc.

5: Remaining applications

3.2 Tie Break

In the event of a tie break, priority will be determined by straight line distance from the home to school, with those living nearest having highest priority. Proximity to the academy will first be applied if the school is oversubscribed in criteria 2 to 5 above with those living closest to the academy having priority for admission. Distance will be measured from the front door of the child's home to the front gates of the academy. Random allocation will be used as a tie-break to decide who has highest priority for admission if the distance between a child's home and the academy is equidistant in any individual case. However, if children of multiple birth (twins and triplets) are tied for the final place, those siblings will be admitted over PAN as permitted by infant class size rules.

If undersubscription should occur priority will be determined without regard to the Priority Admission Area.

3.4 In accordance with infant class size legislation, infant classes will not exceed 30 pupils with a single teacher. Additional children may be admitted above the Published Admission Number in the following limited exceptional circumstances (during and after the normal time of admission):

- For Reception and KS1 classes at the class size limit if the child has a Statement of Special Educational Needs specifying the school in the statement;
- Looked after children as defined above admitted outside the normal admissions round;
- Children admitted, after initial allocation of places, because of a procedural error made by the admissions authority or the local authority in the original application process;
- Children admitted after an independent appeals panel upholds an appeal;
- Children who move into the area outside normal admissions round for whom there is no other available school within reasonable distance (Fair Access Protocol);
- Children of UK service personnel admitted outside the normal admissions round.

- Children whose twin or sibling from a multiple birth is admitted otherwise than as an excepted pupil

Part 4: Deferred Entry for Infants

- 4.1 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.
- 4.2 Children reach compulsory school age on the prescribed day following their 5th birthday (or on their 5th birthday if it falls on the prescribed day). The prescribed days are 31 August, 31 December and 31 March.

Part 5: Admission of children outside their normal age group

- 5.1 Parents may request that their child is admitted outside their normal age group. To do so parents should include a request with their application, specifying why admission out of normal year group is being requested. 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.
- 5.2 The process for requesting such an admission is as follows: With the application, parents should request that the child is admitted to another year group (state which one), and the reasons for that request. Parents will submit any evidence in support of their case with the application, for instance from a medical practitioner, headteacher etc. Some of the evidence a parent might submit could include:
- whether the child is 'summer born' and is seeking admission to a year group other than reception (or is seeking admission to reception rather than year 1);
 - information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional;
 - whether they have previously been educated out of their normal age group; and
 - whether they may naturally have fallen into a lower age group if it were not for being born prematurely
- 5.3 The school will consider each case on its merits, taking into account the individual circumstances of the request and the child's best interests. We will also ensure the parent is aware of whether the request for admission out of age group has been agreed before final offers are made, and the reason for any refusal. Requests for admission out of the normal year group will be considered alongside other applications made at the same time. An application from a child who would 'normally' be a year 1 child for a reception place will be considered alongside applications for reception.

Part 6: Waiting Lists

- 6.1 The school will operate a waiting list. Where the school receives more applications for places than there are places available, a waiting list will operate. This will be kept by the Local Authority for the first week of the Autumn Term only and by the Academy Trust for the remainder of the academic year. It will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.
- 6.2 Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be re-ordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list.

Part 7: Mid Year Admissions

- 7.1 For mid-year applications, parents must apply via Essex County Council and this form can be found [here](#).

Part 7: Appeals

- 7.1 All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code. Appellants should contact Essex County Council for information on how to appeal. Appeals must be submitted no later than 20 days of you receiving your decision letter or email. For information about the appeals process, including how to submit your appeal, please click [here](#).