

**Askwith Primary School
Admissions Policy**

Date Approved	Review Date	Coordinator	Nominated Governor
March 2019	March 2020	Mrs Elaine Nayler	Mrs Helen Barker

Askwith Primary School has a Published Admission Number (PAN) of 15 children per year group. All parents/carers who are considering choosing the school are advised to make an appointment, via the school office, to look around the school and meet the staff.

For children starting school for the first time, parents/carers must complete a common application form (CAF).

All governing bodies are required by section 324 of the Education Act 1996 to admit any child with a statement of educational needs/ECHP that names the school. This only relates to children who have undergone a statutory assessment and for whom a final statement of educational needs/EHCP has been issued.

If the number of applications exceeds the Published Admission Number (PAN), after the admission of children where the school is named in the statement of special educational needs (SEN) or Education Health & Care Plan the following oversubscription criteria will apply:

Priority Group 1:

Looked after children and all previously looked after children for whom the school has been expressed as a preference. Previously looked after children are children who were looked after, but ceased to be so because they were adopted¹ or became subject to a child arrangement order² or special guardianship order.

This applies to all looked-after children, including those who are in the care of another local authority or being provided with accommodation by a local authority in the exercise of their social services function at the time of making an application.

In the case of previously looked after children, a copy of the relevant documentation will be required in support of the application.

1This includes children who were adopted under the Adoption Act 1976 and Children who were adopted under the Adopted & Childrens Act 2002.

2Child Arrangement Orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a Child Arrangement Order.

Priority Group 2:

Children the Authority considers have special social or medical reasons for admission.

The local authority will only consider applications on social or medical grounds if they are supported by a professional recommendation from a doctor, social worker, or other appropriate professional. The supporting evidence should set out the particular social or medical reason(s) why the school in question is the most suitable school and the difficulties that would be caused if the child had to attend another school.

Panels of professionally qualified people will consider all applications made under priority group 2.

Priority Group 3:

Children living within the normal area of the school.

Priority Group 4:

Children living outside the normal area of the school.

Children in higher numbered priority groups will be offered places ahead of those in lower numbered priority groups. All applications within each priority group will be considered equally (regardless of order of preference).

Tie break:

If there are not enough places for all the children in one of these priority groups, priority will be given to those with a sibling at the school in September 2019 (in all cases sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent / carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling) and then to those living nearest the school.

If within a priority group there are not enough places for all those with a sibling at the school in September 2019, priority will be given to those children with a sibling living nearest the school.

If the distance tie-break is not sufficient to distinguish between applicants in a particular priority group a random allocation will be used.

RANDOM ALLOCATION PROCEDURE

Random allocations are necessary where:

1. There is more than one applicant ranked equally according to the published admission rules and there are insufficient places available to allocate all of the equally ranked applicants
2. This occurs where applicants are equidistant from a school because the usual method of measuring distance to the school results in two unrelated applicants having the same distance measurement.

Each random allocation event only holds for the allocation of the currently available school place. On any waiting list the remaining applicants remain equally ranked and any further place is offered as the result of a further random exercise. In making a random allocation it is important that there is scrutiny from a person who is not involved in the allocation process.

For the first year of formal education, children are normally admitted at the start of the school year in which their fifth birthday falls. The school notifies parents in advance of the annual 'New Parents' Meeting'. This is an informal occasion where parents meet the staff and are given an insight into the experiences which their child will have at our school. It is also a chance for parents to discuss any anxieties or concerns they may have. Each child visits the school for a series of short sessions before their September start.

The school follows DFE guidance and legislation restricting KS1 class sizes to a maximum of 30 pupils.