

# Ashmole Primary School

## Criteria for Admission – September 2016

### Admissions

Admission Limit	60
Age range	4 - 11
Head Teacher	
Breakfast Club	Yes
After-school Club	Yes
Nursery Class	-

### Introduction

The Ashmole Academy Trust proposes to open Ashmole Primary School in September 2016, operating open, fair and transparent practices and policies and welcoming children from all backgrounds. Initially opening with two classes of 30 in the Reception year 2016, the school will grow organically to reach its full capacity of 420 pupils in 2022. Children born between 1 September 2011 and 31 August 2012 will be admitted without reference to ability.

The published admission number is 60 places in Reception in September 2016. The school will admit up to this number each year to the Reception year and when full the school will have 420 pupils on roll. Where there are fewer applicants than places available all applicants will be admitted.

### Oversubscription Criteria

The admissions arrangements provide that when applications exceed the number of places available, places will be offered in accordance to the following criteria, after the admission of pupils with an Education, Health and Care Plan naming the school.

- a) Children who are 'looked after' under provision of Section 22(1) of the Children Act 1989. This includes those children who have previously been looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order.
- b) Children who have a sibling at Ashmole Primary School at the time at which the application for admission to the school is made. \*
- c) Sons and daughters of staff where the person has been recruited to fill a vacant post for which there is a demonstrable skill shortage.
- d) Proximity to the school. This will be measured by the straight line distance by the Local Authority using a GIS computerised mapping system, from Ashmole Primary Head Teacher's office to the applicant's home, those living nearest to Ashmole Primary School having the highest priority. \*\*

### Tie Breaker

If two or more children are tied for the final available place we will prioritise the child who lives closest to the Head Teacher's office. This will be measured by the straight line distance by the Local Authority using a GIS computerised mapping system, from Ashmole Primary Head Teacher's office to the applicant's home \*\*

If it is necessary to apply a further tie-break, in the event that two or more children live at the same distance from the school, the tie breaker will be random allocation, where the supervised drawing of lots by an

independent responsible person of good standing will be used to decide which child(ren) will be allocated the remaining place(s).

If children of multiple births (twins and triplets) are tied for the final place; the tie-breakers will not apply to them. Those siblings will be admitted over PAN as permitted by infant class size rules.

### **Method of Applications for Reception**

Applications for a Reception place are to be made by a supplementary application form to Ashmole Academy Trust c/o Ashmole Academy. On national offer day, if in the case of the funding agreement not being in place, conditional offers will be made to parents alongside a firm offer from the Local Authority

### **Date of Admission/Deferred Entry**

Children will normally be admitted to the reception year in the September following their fourth birthday.

In line with the Admissions Code, parents can defer their child's entry to the reception year until later in the school year, where they have been offered a place at a school to start before they are of compulsory school age. Where entry is deferred, the school will hold the place for that child and not offer it to another child. However, entry cannot be deferred beyond the beginning of the term after the child's fifth birthday, nor beyond the beginning of the final term of the Reception Year. Children can also attend part-time until they reach compulsory school age. \*\*\*

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

Children will normally be admitted to the reception year in the September following their fourth birthday and the vast majority of pupils are educated within their normal chronological age group. Any request for admission outside of the child's chronological year of entry will be considered in accordance with paragraphs 2.17-2.17B of the Admissions Code. Such requests would normally apply to children that are summer born and there are significant reasons that would benefit the child's academic, social and emotional development by starting Reception in the following year as opposed to Year 1.

The school's governing committee will consider requests on the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's views; 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. The Head Teacher's views will also be taken into account. Each case must be supported by a letter from a professional (e.g. GP, Hospital Consultant, Social Worker) that provides the reasons for admissions outside of the chronological year group. If the request is approved, the application will then be considered in accordance with the school's oversubscription criteria in the event of oversubscription.

Parents have a statutory right to appeal against the refusal of a place at the school but this right does not apply if they are offered a place at the school but it is not in their preferred age group.

## **Late Applications**

Applications received by Barnet Education Authority on behalf of Ashmole Academy Trust after the closing date from families who have relocated to the area will be considered under the oversubscription criteria only and providing the application is received before decisions have been made on offers by the Trust. Other late applications will only be offered places if vacancies remain after on-time applications have been offered a place. If the school is full late applications will be placed on the waiting list and offers made if places become available, according to the over-subscription criteria.

## **Waiting List**

A waiting list is only applied in situations where the school is full. Unsuccessful applicants will be included on the school's waiting list ranked in order of priority under the published oversubscription criteria, without regard to the date that the application was received. Please note a child's position on the waiting list can go down as well as up. For example, if a new application is received or if a child on the list moves nearer to the school, the waiting list will need to be revised. The offer of a place does not depend on the length of time your child's name has been on the waiting list. Waiting lists will be held until the end of the school year.

## **Appeals**

Parents who are not offered a place for their child have the right to appeal to an independent appeal panel. Parents wishing to appeal should obtain an appeal form from Ashmole Academy Trust. The form should be sent to reach the Clerk to the Appeal Panel for Ashmole Academy Trust within 30 school days of the date of the letter confirming the Trusts' decision not to offer a place. The school will publish an appeals timetable annually on its website showing the relevant deadlines.

## **In Year Admissions**

For in year admissions, parents/carers must apply to the school on the In Year Admission Application Form available from the London Borough of Barnet.

Applications will be considered in accordance with above oversubscription criteria. In the event that it is not possible to offer a place the child will be added to the waiting list and the appeals procedures described above will apply.

## Notes

- \* Siblings would include half, step, adoptive and foster siblings as well as unrelated children of unmarried couples provided they also live at the same address as the sibling already at Ashmole Primary School at the time at which the application for admission to the school is made.
- \*\* Where parental responsibilities are equally shared, the home or residential address will be considered to be with the parent/carer with whom the child spends the majority of time and nights Monday to Friday. This will normally be expected to be with the parent/carer with parental responsibilities that receives the Child Benefit or the address on the child's Medical Card. This address must be used for all preferences. The offer of a place may be withdrawn if the address given is found not to be the permanent address.
- \*\*\* Children become of compulsory school age on the first prescribed day following their 5<sup>th</sup> birthday: 31 August, 31 December or 31 March (or on that day if any of these dates are the child's birthday).