

Admissions Policy

Adopted by: Larkwood Primary Academy School, The Lime Trust

Date: September 2017

Review date: September 2019

Signature of Chair of Transition Board: _____

1) Introduction

We pride ourselves on being an inclusive school, where we celebrate diversity and difference and acknowledge the richness that this brings to our school community. We aim to provide opportunities for all children to access a broad, balanced and creative curriculum, regardless of age, attainment, ethnicity, language or background.

The Lime Trust is the admissions authority for the school. Larkswood Primary Academy will operate a transparent, fair admissions policy, fully consistent with the current statutory requirements of the School Admissions Code and the School Admission Appeals Code

2) Admissions number

The Academy has an Admissions number of 90 pupils for entry in Reception. The Academy will accordingly admit up to 90 pupils in the relevant age group each year if sufficient applications are received. All applicants will be admitted if 90 or fewer apply.

3) Application process

In its first year of opening in September 2017, Larkswood Primary Academy will recruit pupils directly into its Reception year. This means that you will need to make a separate application for this school. There will be an online application form available from our website at www.limetrust.london/ridgeway and a hard copy can be obtained from Claire Keefe at Lime Trust, 70-72 New Road, London E4 8ET or by emailing school@larkswoodlime.london

Completed electronic applications will receive an immediate confirmation of the application. Hard copies of the application forms should be completed and returned to Claire Keefe at Lime Trust either by recorded delivery post or in person where you will be given a receipt.

The closing date for applications is 17th January 2017. All applications returned by 4.00 pm on this date are 'on time' and will be considered together.

Provisional offers of a place at the Academy will be made by 18th April 2017.

Parents should note that any offer would be conditional upon the Academy's funding agreement being signed and the Academy's site being ready to receive pupils in September 2017. Parents are strongly advised to also complete the local authority application form and to accept the place offered by the local authority. Parents should then give up the place they don't need as early as possible, informing the local authority.

4) Over subscription criteria

Oversubscription criteria apply if there are more applications than places available in the normal reception round.

If the Academy is oversubscribed, after the admission of pupils with an Education, Health and Care Plan where the Academy is named in the Statement or Plan, priority for admissions will be given to those children who meet the criteria set out below, in order:

Priority 1: Looked after children and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order; and children at risk.

Priority 2: Medical reasons

Priority 3: Children of staff at Larkwood Primary Academy

Priority 4: Siblings

Priority 5: Other children by the distance from the Academy, with priority for admission given to children who live nearest to the Academy.

5) Notes, definitions and further clarification

Statement of special educational needs or education, health and care plan

On rare occasions, a child will have a statement of special educational needs or Education, Health and Care Plan that specifies Larkwood Primary Academy for the child. If this is the case then the child will receive a place at the academy without the need to apply to the admissions authority.

Looked-After Children

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).

Children 'at risk'

A child is 'at risk' if they are currently on the Child Protection Register or are under consideration for inclusion on the register, as advised by Enfield's Child Protection Officer.

Medical reasons

Very few children are offered places under this criterion. Medical priority is usually given to children who have an exceptional illness or disability, which means that one school is more appropriate than another for meeting the child's exceptional medical need. If you think that your child should be considered under the medical criterion when making your application you must:

- Explain how Larkwood Primary Academy can meet your child's needs better than any other school.
- Supply a letter of support from a suitably qualified medical professional with your application

The request to be given priority on medical grounds will then be considered by an independent panel.

Please note it is not usually possible to give a child priority on medical after the allocations have been completed if medical information was not submitted at the time of application.

Children of staff at the school

Where the member of staff has been employed by the Academy for two or more years at the time at which the application for admission to the Academy is made, and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

Siblings

Sibling means:

- A full brother or sister
- A half brother or sister
- A step brother or sister
- A foster brother or sister

- The child of a parent or carer's partner living at the same address

In all cases the sibling must be living at the same address and must still attend the Academy at the time of admission of the child for whom the application is being made. If you do not provide the name and date of birth of your child's sibling we will not be able to take it into account and it will affect your child's chances of being offered a place at the Academy.

Distance

Distance is measured in a direct line from the front door of the child's permanent address to the permanent main gate of the academy. In the case of a multi-occupancy building such as flats where there may only be one address point, priority will be given to the applicant whose door number is the lowest numerically or alphabetically.

Tie Break

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

6) Deferment of entry

Children are entitled to a full-time place in the September following their fourth birthday. Parents can defer the date their child is admitted to the Academy until later in the school year but not beyond the point at which they reach compulsory school age, and not beyond the beginning of the final term of the school year for which an offer was made. Deferred entry cannot be until the next academic year. Where parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age. A child reaches compulsory school age on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

7) Admission of children outside their normal age group

Parents of a summer born child (1 April to 31 August) may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to Reception rather than Year 1. The Academy will consider such requests on a case by case basis. Parents should apply in the usual way in the year when their child would be expected to start school and then request to defer entry to the following year. Following receipt of the Academy's decision, parents should apply again the following year providing the evidence that deferral was agreed. There is no guarantee of a place in the following year; this is subject to the usual over subscription criteria.

Parents may request that their child is admitted to a year group outside their normal age range, for instance where the child is gifted or talented or where a child has suffered from particular social or medical issues impacting his or her schooling. All such requests will be considered on their merits and either agreed or refused, on that basis. If a request is refused, the child will still be considered for admission to their normal age group. 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.

The Academy 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.

8) Provision of evidence

After an offer has been made of a place at the Academy, Larkwood Primary Academy requires proof of residence of the permanent home of the child to confirm the place. This must be official correspondence addressed to the applicants showing residence, such as a council tax document, child's medical card, a gas or electricity bill or similar. Confirmation of date of birth of the child will also be required: this can be a medical card, birth certificate or passport.

It is important that the admissions system is fair for everyone. If it is found that false information has been provided and a place has been obtained because of this, the place offered is likely to be withdrawn. Parents/carers will still have the right of appeal if the place is withdrawn.

9) Waiting lists

In addition to their right of appeal, unsuccessful applicants will be offered the opportunity to be placed on a waiting list held by the Academy. The Academy will operate a waiting list for each year group. 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 reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves it.

Waiting lists will be closed at the end of August and reopened for the new school year, requiring parents to reapply if they wish to continue to seek a place.

The Academy is committed to the In-Year Fair Access Protocols held by the local authority. Should a vulnerable child waiting these protocols require a place at the Academy, they will take precedence over any child on the waiting list.

10) Right of appeal

Parents/Carers have the right of appeal to an Independent Appeal Panel if they are dissatisfied with an admission decision of the Academy. Appeals should be addressed to Claire Keefe, Lime Trust, New Road Chingford E4 8ET and submitted within 20 school days of the date of notification. The Appeal Panel will be independent of the Academy. The arrangements for appeals will be in line with the Appeals Code. The determination of the Appeal Panel will be made in accordance with the Code and will be binding on all parties. The Academy will provide written guidance for parents/carers about how the appeals process works

and will provide parents/carers with a named contact who can answer any queries parents/carers may have about the process.

11) In year admissions

In-year applications are those that fall outside the normal admission round for a place. This includes applications which fail to meet the closing date for applications above.

All applications for a place in any year group at Larkwood Primary Academy outside of the “normal” September admission round for reception places (so called in-year admissions) should be made directly to Larkwood Primary Academy, not Enfield Admission service. The Larkwood Primary Academy application form that should be used is available from the school or its website.

The agreed admissions number is 90 places in reception. If the number on roll in a particular year group is at or above that number then the Academy Council of Larkwood Primary Academy on behalf of The Lime Trust, the admissions authority for the school, would normally refuse an application for a place in that year group. National class size legislation applies in the case of Reception, Y1 and Y2 classes. Application for a place in a “full” year group is likely to be unsuccessful.

All in-year applications will be considered. This includes places directed by the London Borough of Enfield’s “Fair Access Protocol”.

12) Applying for a reception place in subsequent admissions rounds

It is intended that in subsequent admissions rounds the Academy’s admissions are fully coordinated by the London Borough of Enfield. Therefore, parents wishing their son/daughter to be admitted to reception at Larkwood Primary Academy in September 2018 **must complete the Local Authority common application form and name Larkwood Primary Academy as one of their preferred choices**. The form will be available from the local authority (assumed to be London Borough of Enfield for the majority), and must be returned to them.

13) Further information and associated documentation

This Policy should be viewed in conjunction with:

- Admissions application form 2017/18
- Admissions guidance & further information 2017/18