



# ADMISSIONS POLICY

## ADMISSION OF PUPILS

### POLICY AND NUMBERS

1. Palace Fields Primary School is an Academy School, part of The Heath Family Multi Academy Trust. Pupils will be admitted to the school in September at the age of 5 or the September of the year of their 5th birthday.
2. The school is legally required to admit children with a Statement of Special Educational Needs, which names the school. After they have been admitted, the remaining places will be allocated in accordance with the criteria set out below.
3. Children will be admitted without reference to gender, ethnicity, disability, aptitude or ability.
4. The number of admissions for the school year commencing on any 1st September is currently 30.
5. Palace Fields Primary School is part of the Halton Borough Council coordinated admissions scheme for Primary admissions, which includes admission to the school. Parents/Carers wishing to apply for a place for admission into Reception at Palace Fields Primary School must complete the **Local Authority's application form** and return it to the **Local Authority**, in order to be considered for any vacancies that might remain after allocating to any Children with a Statement of Special Educational Needs. If you wish to apply for a place at Palace Fields Primary School, you must name the school as one of your preferences on the application form.

### Over-subscription and mid-term admissions Criteria

Where applications for admission exceeds the number of places available, the following criteria will be applied in the order set out below, to decide which children to admit:

**Priority 1.** Children designated as Looked After Children or previously 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 definition in section 22(1) of the Children Act 1989). A previously looked after child is a child who was adopted, or subject to a residence order, or special guardianship order, immediately following having been looked after).<sup>1</sup> Supporting written evidence from a Social Worker will be required.

**Priority 2.** Children in the Nursery at Palace Fields Primary School at the time of application who wish to transfer.

**Priority 3.** Where there are professionally supported medical reasons, or professionally supported exceptional social reasons why a child should attend the school. Written evidence from a Doctor, Social Worker, Health Visitor, Housing officer, Borough School Attendance Officer or other relevant Council Officer will be required at the time of application. (Refugees and Asylum Seeking children may be included under this criterion, depending on individual circumstances.)

**Priority 4.** Applicants who have an older sibling who will be attending Palace Fields Primary School, at the intended time of admission at the intended time of admission. 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, and in every case, who is living as part of the same family unit at the same address, Monday to Friday. Siblings in year 6 at the time of an application to start the following September will not qualify.

**Priority 5.** Remaining places will be offered on the basis of proximity of the child's home address to the school. The point within the school to be used in any distance calculation will be the main entrance to the school building. The child's home address is defined as excluding any business address, relatives or childminder's address and must be the child's normal place of residence. If there is a genuine equal share custody arrangement between the two parents, the address that will be used will be the address of the parent who is claiming Child Benefit for the child.

Any offer of a place under this criterion is conditional on the child being resident at the address provided, on the relevant date. Parents have a responsibility to notify the school and the Local Authority of any change of address. The address to be used for the initial allocation of places will be the child's address at the closing date for applications.

### **Tie Breaker and the admission of twins, triplets, other multiple births or siblings born in the same academic year**

If the school becomes oversubscribed within any of priority categories 1 to 4, Subsequent categories will be used as a tiebreaker. Where two or more applicants share the priority for a place, e.g. where two children live equidistant from the school, and where there is only one place remaining, the child to be allocated will be selected by the drawing of lots. **(The drawing of lots will be supervised by an independent person at a minuted meeting of the school's admission panel.)**

Where a parent/carer applies for entry into the same year group for more than one child, and where one or more of those children have been offered a place and there are no remaining places available, then the remaining child/children will be treated as an excepted pupil (s) and offered a place under limited exceptional circumstances.

### **Notification and Acceptance of Offers**

Parents/Carers will be notified by letter whether their application for a place at the School has been successful. Written acceptance of the offer of a place should be received as determined in the offer letter. The school admissions officer will also require to see a copy of the child's birth certificate (a short copy will be sufficient) once the offer has been accepted.

### **Late Applications**

Applications received after the closing date will be considered in accordance with the Local Authority coordinated admissions scheme. Changes of address may be considered if there are exceptional reasons behind the change, such as used for waiting lists, after the initial allocation, and for mid-term admissions. Each case will be decided on its merits and supporting professional written evidence will be required. Any late applications not accepted will be added to the waiting list.

### **Waiting List and Mid Term Admissions**

Unsuccessful applicants to the school will be placed on the school's waiting list which will be managed in accordance with Halton LA's coordinated scheme. Palace Fields Primary School is part of Halton's co-ordinated scheme for mid-term admissions and will be maintained until the last day of the autumn term. Parents wishing to remain on the waiting list after this date must write to Halton Local Authority by 31st December of a given year, stating their wish and providing their child's name, date of birth and the name of their current school. After 31st December, parents whose children are not already on the waiting list but who wish them to be so must apply for mid-term admission. Waiting lists for other year groups will be reviewed at least twice a year.

If you wish to apply for a place at, you must name the school as one of your preferences on the application form. The address used to rank waiting lists will default to the child's current address, and not the address that the child was living at on the closing date for application, as they may have since moved.

A child's position on the waiting list may go down as well as up. This is because other children might be added to the school's waiting list who have a greater priority for a place against the school's admission criteria.

### **Appeals**

Parents/Carers have the right to appeal against their failure to secure a place at the school. Notice of appeal should be made in writing to the Appeals Clerk at the school address. The Appeals Panel is independent of the Governors and staff and will meet at the earliest possible opportunity. The Appeals Panel decision is binding on parents and governors. An appeals form is available from the school.