



FIR TREE PRIMARY SCHOOL & NURSERY

Admissions Policy 2017/2018

DATE APPROVED: March 2016

DATE FOR REVIEW: March 2017

SIGNED:  **.....**
On behalf of the Governing Body

Fir Tree Primary School and Nursery

ADMISSION POLICY FOR 2017-2018

ADMISSION ARRANGEMENTS FOR 2017-2018

The objective of the admission policy is to provide policy and implementation procedures for admissions which are clear, unambiguous and fair. The policy must also ensure that the Governing Body, as the admission authority for Fir Tree Primary School and Nursery, meets its statutory responsibilities in respect of arrangements for the admission of pupils to the school.

The Newbury Academy Trust is also required to comply with the DfE's School Admissions Code and the law relating to admissions.

1. ADMISSIONS TO THE NURSERY

Admissions to nursery education are subject to separate admission arrangements from those for the rest of the school. The responsibility for applying the admissions arrangements to the Nursery at Fir Tree Primary School rests with its governing body. Attendance at a Nursery School or a Nursery Class does not guarantee a place at any school; a separate application must be made for a school place in the Reception Year.

The Nursery at Fir Tree Primary School will operate in half day sessions and children will be offered a place in either a morning or afternoon session. Where numbers allow, both sessions will operate, but Fir Tree Primary School reserves the right to run only one half-day session.

Children can be admitted to the Nursery at the beginning of any term after their third birthday. Applications can be made at any time to the Headteacher. Where there are more applicants than places, the same oversubscription criteria (5 below) will be used for the nursery as for the rest of the school.

2. ADMISSIONS TO THE RECEPTION YEAR

Normal admission point

For the 2017/18 academic year Academy will be admitting pupils at a single point of entry as follows: September 2017 (Autumn Term) for a child whose 5th birthday falls between 1 September 2017 and 31 August 2018.

Admission numbers

The approved admission number for the Reception Year is 30.

Co-ordinated and in-year admission scheme

In common with other local authorities, West Berkshire operates a Co-ordinated Admissions Scheme: all applicants to Fir Tree Primary School (other than for the Nursery – see above) should complete the Local Authority Application Form in the area where they live (their 'home' Authority, typically West Berkshire) and return it to that Local Authority by the nation-wide closing date of 15 January 2017. Any application forms sent erroneously directly to Fir Tree School will be forwarded to the applicant's home Authority until the closing date. Late applications will be managed as explained in 8 below.

Further details of the Co-ordinated Admission Scheme are available on each local authority's website and in their published Guides to Primary Admissions. Please note that the West Berkshire Scheme considers applications on an equal preference basis against the over-subscription criteria for each of up to three preferred schools; it does NOT consider by using the first preference before other preferences.

Pupils in Years R to 6 will be admitted without reference to ability or aptitude.

3. OVERSUBSCRIPTION CRITERIA

As with the Community school that it replaces, when Fir Tree Primary School is oversubscribed, places are allocated according to the over-subscription criteria for the school as outlined below.

A. Looked After Children and children who were looked after, but ceased to be so because they were adopted or became subject to a residence order or special guardianship order immediately following having been looked after.

B. Catchment Area Pupils

Children whose permanent home address is in the school's designated catchment area (as shown on the map attached and on West Berkshire local authority's website at www.westberks.gov.uk/primaryadmissions). Where necessary, priority will be given to siblings living in the catchment area. The home address is taken to be the permanent address at the closing date for applications in the normal admissions round (15 January 2017 – primary). Where parental responsibilities are equally shared, the home address will normally 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 that receives the pupil's Child Benefit, where this benefit is still available.

It is the child's normal permanent home address where he or she lives with his or her parents/carers that is used to decide in which school's catchment area the child lives. Temporary addresses cannot be used to obtain school places, e.g. temporary addresses whilst retaining a previous permanent home will not be accepted. If parents/carers plan to move, documentary evidence will be required, such as proof of exchange of contracts or a tenancy agreement to confirm residence at the time of

admission. Normally if such evidence is received for a primary place before allocation processes begin, during a normal admissions round, the new address will be accepted for the forthcoming allocation. Confirmation received after these dates will not normally be taken into account until immediately after allocation dates and waiting lists adjusted accordingly. At all other times changes of address will be considered immediately on receipt of evidence. Any child offered a school place based on fraudulent or intentionally misleading information concerning a catchment area permanent home address will have their place withdrawn and a new application will be required, by which time preferred schools may be full. This may also occur after the child has been admitted to a school.

Criteria C to E apply to children whose permanent home address is not within the Fir Tree Primary School's catchment area

C. Siblings

Siblings means pupils with a brother or sister including step/foster sibling and children of the parent/carer's partner living in the same family unit.

Preference will be given to a sibling of a pupil who is already on the roll of the Fir Tree Primary School and will continue to attend compulsory education at the school during the following academic year.

D. Children of members of staff i.e.

The children of members of staff working for the Newbury Academy Trust (Trinity School or Fir tree primary School) where that member of staff is the legal parent or guardian of that child and where that member of staff has a permanent contract and has been employed within the Trust for two or more years at the time of application for the place.

E. All other applicants.

4. TIE BREAKER

Priority will be given within any of the above over-subscription criteria to the applicant whose permanent home address is nearest to the school. Distances will be measured using the West Berkshire Admissions Geographical Information System taking a straight line between the home address and the school using the unique property identification points within the National Land and Property Gazetteer (NLPG).

In the case of multiple births, the parents/carers will be approached to decide which sibling or siblings will receive the available places.

5. WAITING LISTS

As for all Community and Voluntary Controlled schools in West Berkshire, Fir Tree Primary School will maintain a waiting list for entry to the Nursery, Reception Year and other year groups where necessary for children not offered a nursery or school place as their first preference. Placement will be determined by applying the over-subscription criteria.

Waiting lists will remain until 1 September when parents will be asked to confirm in writing their wish to be placed on a newly constructed waiting list. Names will be removed from the lists if requested or if the offer of a place that becomes available is not accepted. Positions on waiting lists may change due to new applications or revised applications in respect of a change of preferred schools, and precedence is given to looked-after children and previously looked-after children, and those allocated a place at the school in accordance with the In Year Fair Access Protocol.

6. LATE APPLICATIONS

Late applications will be considered as detailed in the co-ordinated and in-year admissions scheme (see the co-ordinated scheme noted in above).

7. IN-YEAR APPLICATIONS (AFTER THE NORMAL ADMISSIONS ROUND)

The administration of applications outside the normal admission round is detailed in the coordinated and in-year admissions scheme (see co-ordinated scheme in 2 above).

8. ADMISSION OUTSIDE NORMAL AGE GROUP

Requests from parents for school places outside a normal age group will be considered carefully whether for gifted and talented pupils or for those who have experienced problems, e.g. having missed education due to ill health, etc. Each case will be considered on its own merits and circumstances. However, cases will not normally be agreed without a consensus that to do so would be in the pupil's interests. The consensus would be between the parents, schools concerned (both old and preferred) and any relevant professionals asked for their opinion on the case by the local authority or Fir Tree Primary School. Those refused places outside the normal age group will be informed of their statutory right of appeal.

9. APPEALS

Any parent not offered a school place at their preferred school has the right of appeal to an independent appeals panel. Fir Tree Primary School will make use of the appeal panel set up for the West Berkshire local authority. An appeal can be for a place at one or more of your preferred schools and against an alternative school place that has been allocated by this Council. Information on how to appeal will be provided with the result of the application. Appeals must be lodged by the dates set out in the co-ordinated and in-year admissions scheme for the normal admissions round or within 21 days from the date of the offer or refusal letter.