
Policy Title:	Admissions Policy 2020-21	No: 035	Version: 005
Approved:	July 2017	By: Ed Lead & Trust Board	
Ratified:	25th August 2017	By: DfE	
Review Date:	September 2019	By: Head and Shadow Council	

PARKLANDS EDUCATE TOGETHER PRIMARY

Admissions policy

We will seek to offer an admissions system that provides equal and fair opportunities to all applicants. An Educate Together school is committed to the principle of equality of access, irrespective of social, cultural or religious background.

Age of admission

Children born on and between 1 September 2015 and 31 August 2016 may apply for a place in Reception Class commencing September 2020.

Making an application

If parents or carers wish to apply for a place at the school for Reception class for September 2020 they must apply using the admission form that is available from North Somerset Council or their home authority.

Date for admissions, offers of places and confirmation of a place

Applications for places in the reception classes for September 2020 will need to be received by North Somerset Council by the 15 January 2020. First offers of places will be made by email and post by 16 April 2020. Parents/carers will be required to confirm acceptance by 2 May 2020. Failure to confirm acceptance of a place may result in that offer being forfeit and the place being offered to another child. It is important that parents/carers ensure that the school has up-to-date contact details at all times.

Management of the applications list for in-year entries

In-Year applications should be made to the school, who will allocate places using the over subscription criteria detailed in this policy. On receipt of the application form, the school office will place the child's name on the applications list. This list will be maintained in confidence by the school office. This list may be forwarded to Educate Together Academy Trust and North Somerset Council for the coordination of school admissions and the compilation of summary reports to guide policy. In all other cases, an applicant's details will only be available to the applicant, the school office and where legally required by an official body.

Admission Number

The school has an admission number of 60 for entry in reception year. The school will accordingly admit this number of pupils each year if there are sufficient applications. Where fewer applicants than the published admission number(s) for the relevant year group are received, the Academy Trust will offer places at the school to all those who have applied.

Oversubscription criteria

Where Parklands Educate Together is named in a child's Statement of Special Educational Needs or Education, Health and Care Plan the school is legally required to admit the child to the school. These places take priority and will be allocated before the oversubscription criteria are applied. If there are more applications than places, the following criteria set out below, in priority order will apply:

1. Looked after Children (i.e. children who are in the care of local authorities as defined by Section 22 of the Children Act 1989). In this case, the local authority must confirm that the child will be in public care when he or she is admitted to a school. This definition will also include 'previously looked after children' who have been adopted immediately after being looked after or who, immediately after being looked after became subject to a child arrangements order or special guardianship order
2. Children with brothers/sisters at the school at the time of the proposed admission. Brothers/sisters must live at the same address as the child for whom the application is being made. This includes half, step and foster brothers/sisters who live at the same address. Home address as defined by the Local Authority Admissions Policy.
3. Other Children.

Tie-break

If the school becomes oversubscribed in any of the above criteria a tie-break will decide who is admitted. First we will prioritise those living closest to the school. Distance will be measured using North Somerset Council computerized mapping system. Full details on methodology can be found on the council website.

If children live exactly the same distance from the school a place will be provided on the basis of drawing lots randomly. This will be overseen by someone unconnected with the school or academy trust.

Twins and Multiple Births

If the last child to be offered a place is a twin or other multiple birth, and their sibling cannot be offered initially, the school will, in these circumstances ensure both twins are offered a place. In the case of triplets or other multiple births, the same policy will apply.

Deferring of Admission

Parents offered a place in reception for their child have a right to defer the date their child is admitted, or to take the place up part-time, until the child reaches compulsory school age. Places cannot be deferred beyond the beginning of the final term of the school year for which the offer was made.

Children reach compulsory school age on the prescribed day following their 5th birthday (or on their fifth birthday if it falls on a prescribed day). The prescribed days are 31 August, 31 December and 31 March.

Admission of children outside their normal age group

Parents may request that their child is admitted outside their normal age group. To do so parents should include a request with their application, specifying why admission out of normal year group is being requested.

When such a request is made, the academy trust will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the headteacher and any supporting evidence provided by the parent.

Late Applications

Applications received after the 15th January 2020 closing date will be treated as late applications unless there is evidence to show that the application or amendment could not reasonably have been made on time.

Late applications will be given a lower priority and will be dealt with after all on-time applications in the first round of offers on 16 April 2018. If the school is oversubscribed, late applications will be refused and placed on the waiting list in accordance with the admission criteria.

Waiting List

The school will operate a waiting list for each year group. Where in any year the school receives more applications for places than there are places available, a waiting list will operate until the end of the academic year. This will be maintained by the Academy Trust and it will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.

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 the waiting list.

Appeals

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code.

Appellants should contact the School Business Manager by 15 May 2020, at Redfield Educate Together, Avonvale Road, Bristol BS5 9DS for information on how to appeal. Information on the timetable for the appeals process is on our website at www.educatetogether.org.uk

Publication of this policy

This policy will be published in full on the school website. It will be readily available from the school office and submitted to the local authority for inclusion in its publications. The school will publicise its existence through continuous engagement with the local community and advertise through traditional media as well as with digital and social media. Where appropriate and practicable, the policy will be made available in different languages to suit local communities.

Review of this policy

This policy will be reviewed by the Educate Together Academy Trust in September 2019.

Issue Date: 19.7.17

Monitoring and Evaluating

This policy will be monitored and evaluated by the Headteacher and the Academy Council and approved by the Trust. The Headteacher will report on its implementation to the Council and Trust on a monthly basis.

Date of policy reviewed annually

Signed (Head) Signed (Chair of Council)

Approved (Executive Head)
