Heathfield PRIMARY SCHOOL

Admissions Policy

2028/2029

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Aims

This policy aims to:

- explain how to apply for a place at the school;
- set out the school's arrangements for allocating places to the pupils who apply; and
- explain how to appeal against a decision not to offer your child a place.

Legislation and statutory requirements

This policy is based on the following advice from the Department for Education (DfE):

- School Admissions Code 2021
- School Admission Appeals Code

As an academy, the school is required by its funding agreement to comply with these codes, and with the law relating to admissions as set out in the School Standards and Framework Act 1998.

Definitions

The **normal admissions round** is the period during which parents can apply for state-funded school places at the school's normal point of entry, using the common application form provided by their home local authority.

Looked after children (LAC) are children who, at the time of making an application to a school, are:

- in the care of a local authority; or
- being provided with accommodation by a local authority in exercise of its social services functions.

Previously looked after children (PLAC) are children who were looked after, but ceased to be so because they:

- were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002; or
- became subject to a child arrangements order; or
- became subject to a special guardianship order.

Internationally adopted previously looked after children (IAPLAC) are children who have been in state care outside of England and ceased to be in state care as a result of being adopted.

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.

How to apply

For applications in the normal admissions round you should use the application form provided by your home local authority (regardless of which local authority the schools are in). You can use this form to express your preference for a minimum of 3 state-funded schools, in rank order.

You will receive an offer for a school place directly from your local authority.

Please note, pupils already attending our nursery will not transfer automatically into the main school. A separate application must be made for a place in reception.

Requests for admission outside the normal age group

Parents are entitled to request a place for their child outside of their normal age group. Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of each case and in the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

- parents' 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
- the Head of School's views.

Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round. They will be considered on the basis of the admission arrangements laid out in this policy, including the oversubscription criteria listed. Applications will not be treated as a lower priority if parents have made a request for a child to be admitted outside the normal age group.

Parents will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents do not have a right to appeal if they are offered a place at the school but it is not in their preferred age group.

Allocation of places

Admission number
The school has an agreed admission number of 60 pupils for entry in Reception.

Oversubscription criteria
All children whose education, health and care (EHC) plan names the school will be admitted before any other places are allocated.

If the school is not oversubscribed, all applicants will be offered a place.

In the event that the school receives more applications than the number of places it has available, places will be given to those children who meet any of the criteria set out below, in order until all places are filled:

1. Highest priority will be given to looked after children (LAC) and all previously looked after children (PLAC), including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted (IAPLAC) and who apply for a place at the school.
2. Children of a member of staff employed across the Prince Albert Community Trust where the member of staff has been employed by the Trust for two or more years continuous service, that are working on site at the school at the time of application.
3. Priority will next be given to children with siblings at the school (children who have an elder sibling in attendance at the school and who will still be attending the school at the proposed admission date and where the children are living at the same permanent address).
4. Children who live nearest the school.

Tie break
In the case of two or more applications that cannot be separated by the oversubscription criteria outlined above, the school will use the distance between the school and a child's home as a tie breaker to decide between applicants.

Priority will be given to children who live closest to the school. Distance will be measured in a straight line from the child's home address to the school's front gates. A child's home address will be considered to be where he/she is resident for the majority of nights in a normal school week.

Where the distance between two children's homes and the school is the same, random allocation will be used to decide between them. This process will be independently verified. In the event of this occurring with twins or other multiple birth applicants, the school will admit over the Published Admission Number to accommodate these pupils.

In-year admissions

You can apply for a place for your child at any time outside the normal admissions round. As is the case in the normal admissions round, all children whose EHC plan names the school will be admitted.

Likewise, if there are spaces available in the year group you are applying for, your child will always be offered a place.

If there are no spaces available at the time of your application, your child's name will be added to a waiting list for the relevant year group. When a space becomes available it will be filled by one of the pupils on the waiting list in accordance with the oversubscription criteria listed earlier in this policy. Priority will not be given to children on the basis that they have been on the waiting list the longest.

Parents will be notified of the outcome of an in-year application in writing within 15 school days.

Parents/carers will be given fourteen school days to respond to an offer of a school place. If a parent/carer fails to respond, a second notification will be issued to explain that failure to respond to the offer within a further seven school days will result in the placement offer being withdrawn.

For more details and an application form, please visit our school website or contact the main school office.

Appeals

If your child's application for a place at the school is unsuccessful, you will be informed why admission was refused and given information about the process for hearing appeals. Appeals are administered by the Local Authority for this school. Parents who wish to appeal against the decision to refuse their child admission should visit www.birmingham.gov.uk/schooladmissions to complete an online appeal form. Appeals will be heard by an independent panel.

Review

This policy will be reviewed annually.

Whenever changes to admission arrangements are proposed (except where the change is an increase to the agreed admission number), the Trust will publicly consult on these changes.