



# **Marden Primary Academy Admissions Policy**

**Reviewed Annually  
Next Review – Autumn 2021**

## Admissions Policy

### Introduction

The purpose of this policy is to set out in clear terms, **Marden Primary Academy's** procedures regarding the admission of pupils, ensuring a smooth and trouble free transition into the Academy.

### Aims and objectives

We are an inclusive school that welcomes children from all backgrounds and abilities.

All applications will be treated on merit and in a sensitive manner.

The only restriction we place on entry is that of number. If the number of children applying for entry exceeds the places available, we enforce the procedure set out below in order to determine whether a child is accepted or not. It is our wish to allow parents the right to have a place at the school of their choice. However, this is not always possible, due to the excess demand on the school places available.

Our Pupil Admission Number is set at **FIFTEEN**. This is the number of pupils who can be admitted in any one year group. We keep this number under review and the governors will look to change the number if circumstances allow.

### How parents can apply for their child to be admitted to our school

The Local Authority publishes a composite admissions prospectus each year, which gives information about how parents can apply for a place in the school of their choice. Parents have a right to express a preference for the school of their choice and they should do so on the application form. Expressing a preference does not, in itself, guarantee a place at this school. All applications for places must be made online through the Local Authority at [www.herefordshire.gov.uk/reception-class-admissions](http://www.herefordshire.gov.uk/reception-class-admissions).

In this area, children enter school in the academic year they become five. There is one admissions date per year, early in September (i.e. at the start of the school year). Therefore, parents who would like their child to be admitted to this school during the year their child is five should ensure that they complete the necessary application forms and return them to the Local Authority. They are issued automatically.

### Method of Allocating Reception Places

Should the number of applications for admission exceed 15 the Governors will apply the following criteria (in the rank shown) to decide the order in which places will be allocated. This will also apply to waiting lists. The Local Authority will keep a waiting list on behalf of the academy for the normal-round of admissions, up until the end of the Autumn term.

1. All 'looked after' children\*
2. Children living in catchment area with siblings\*\* at the academy
3. Other children living within the catchment area \*\*\*

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### 4. Out of area siblings

5. Pupils with exceptional medical, social or compassionate grounds for admission and whose parents can show that entry to a particular academy is necessary for the well-being of their child. Parents are required to produce a medical certificate or other appropriate information preferably from an independent source. Applications on such grounds will not be considered by the Director of Children's Services or appointed advisory panel unless this supporting information is attached to the application form received.

### 6. Out of area children

\* Defined by the Children Act 1989 as a child who is accommodated by a local authority (See section 20) or a child who is subject to a full care order (Section 31) or interim care order (section 38).

\*\* A sibling is defined as a brother or sister, half brother or half sister, adopted brother or sister, step brother or sister or the child of the parent/carer's partner, and in every case the child should be living at the same address. The sibling must be in the academy at the time of application and be likely to remain in the academy at the proposed date of admission.

\*\*\* The address of the parent(s) or carer(s) with whom the child normally lives and spends the majority of the academy week (Mondays to Fridays) including nights. This will not usually include other relatives and if there is a query this will be checked against original official documentation with proof of address. Official documentation will be a council tax bill, a recent utility bill (gas, electricity or water), a rental agreement, child benefit annual statement or family tax credit information.

In the event of there being an over subscription in any one of the above categories, the determining factor in that category will be the geographical proximity to the academy as defined below:

\*\*\*\* Distance will be measured by the shortest available walking route using a road and/or made up footpath from the front door of the child's address (including flats) to the main entrance of the academy, using the Local Authority's computerized measuring system, with those living closer to the academy receiving the higher priority. The Local Authority is Herefordshire County Council.

The Governors will normally offer a place at the catchment area academy if parents apply for a place at the academy during the normal admission round. However, a place at the catchment area academy cannot be guaranteed. If a pupil moves into the catchment area outside the normal admissions round (or after the allocation procedure has begun) it may be more difficult to offer a place at the catchment area academy if this would mean exceeding the admission number at the academy. In this case the Local authority will normally offer a place at the next nearest maintained school which caters for children of the same age and has places available.

Children who have a Statement of Special Educational Needs are required to be admitted to the school which is named on the statement, even if the school is full. Children identified for admission through the Fair Access Protocol<sup>1</sup> will also be admitted even if the school is full.

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Admissions above the published admission number may also occur where the academy is admitting a twin or children from multiple births provided the admission would not cause a breach of Infant class size limits.

*<sup>1</sup>The Fair Access Protocol encourages the local authority and schools to work together in partnership to improve behaviour, tackle persistent absence and help support behaviour and attendance partnerships. This protocol has been updated to take account of new Regulations and incorporates guiding principles against which to place children who may have difficulty securing a school place outside the normal admissions round.*

### **In Year Admissions**

Requests for admissions to the academy into other year groups should be made on the In-Year application form and in accordance with the Local Authority's coordinated scheme for In-Year admissions. The form is available from the academy or Local Authority and can also be downloaded from the Local Authority website.

### **Admission appeals**

If we do not offer a child a place at this school, it is because to do so would prejudice the education of other children by allowing the numbers of children in the school to increase too much.

If parents wish to appeal against a decision to refuse entry, they can do so by applying to the Local Authority. An independent appeals panel then meets to consider all appeals by parents who have been refused a place at our school and who wish to appeal against this decision. An appeals panel's decision is binding for all parties concerned. If the appeals panel decides that we should admit a child to our school, then we will accept this and continue to do all we can to provide the best education for all the children at our school.

### **Class Size Restrictions in Key Stage 1**

Key stage 1 is reception, year 1 and year 2 in First and Primary schools. All schools must follow class size legislation in Key Stage 1 (ages 4 to 7). Schools are not allowed to have more than 30 children to one qualified teacher in any Key Stage 1 class, including reception classes.

Exception to the new class size legislation is possible only in very limited circumstances, for example where a child is in receipt of a Statement of Special Educational Needs naming the school in question, or where a child has moved into an area during the school year and there is no other school within a reasonable distance from home. In either case the class may remain above the 30:1 limit only for the remainder of that school year.

### **Review**

This policy will be reviewed yearly or in the light of any changed circumstances in our school or the local area.

**Date: Autumn 2020**