

# Dry Drayton C.E (C)

## Primary School



## Admissions Policy

<b>Dry Drayton C.E (C) Primary School</b>	
Title	Admissions Policy
Date	26 <sup>th</sup> September 2024
Approved by Head teacher	26 <sup>th</sup> September 2024
Approved by governing body	7 <sup>th</sup> October 2024
Next review date	Summer Term 2 2025

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# Admissions policy

## Statement of intent

At Dry Drayton C.E (C) Primary School, we welcome all pupils, and places at the school are offered in an open, fair, clear and objective manner. We work to the principle that any parent accessing our admissions arrangements will be able to understand easily how places for that school will be allocated, and will not be alienated or discouraged from applying based on admissions criteria.

Cambridgeshire County Council is the local authority (LA) for our school.

## 1. Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Equality Act 2010
- Human Rights Act 1998
- School Standards and Framework Act 1998
- DfE (2021) 'School Admissions Code'
- DfE (2023) 'School Admission Appeals Code'

This policy operates in conjunction with the following school policies:

- Data Protection Policy
- Special Educational Needs and Disabilities (SEND) Policy
- SEN Information Report

## 2. Roles and responsibilities

The LA is responsible for:

- Acting in accordance with the relevant legislation and guidance when carrying out the overall admission of pupils into the school.
- Clearly communicating any reasons for rejecting the admission of a pupil, as well as the parent's right to appeal and the appeal process.
- Implementing any advice or recommendations given by the Schools Adjudicator without undue delay.
- Determining the admission arrangements on an annual basis and publicly consulting stakeholders on any proposed changes to the admission arrangements.
- Setting clear, fair and effective oversubscription criteria which do not discriminate against any pupil.
- Communicating oversubscription criteria clearly to parents.
- Notifying the LA of any in-year admissions and their outcomes.

The governing body is responsible for:

- Liaising with the LA where relevant regarding admitting pupils to the school.
- Working with the LA when determining the school's capacity.

- Ensuring that the LA has all the information it needs to set admissions arrangements.
- Making arrangements for pupils admitted through in-year admissions to start as soon as possible.
- Publishing a link to the full, determined admissions arrangements on the school's website.

The Schools Adjudicator is responsible for:

- Acting in line with the relevant legislation and guidance pertaining to admissions.
- Receiving concerns and objections regarding the admission of pupils and making recommendations to the admission authority as a result of these concerns and objections.
- Approving variations to determined admissions arrangements where there has been a major change in circumstances or law.

The appeals clerk is responsible for:

- Having an in-depth knowledge of the relevant appeals codes and other relevant law.
- Providing an independent and impartial service for admission appeals.
- Making the necessary administrative arrangements for hearings.
- Notifying all parties of the order of proceedings in advance of an appeals hearing.
- Responding to queries from appellants in advance of an appeals hearing or identifying who will be appropriate to respond.
- Being an independent source of advice on procedure and admissions law.
- Keeping accurate records of proceedings and providing written notification of the appeals panel's decisions.

### 3. Admissions arrangements

#### The published admissions number (PAN)

The number of places available is determined by the capacity of the school. The PAN for new reception pupils is 10.

The LA will consult with the governing body where it proposes to increase, decrease or keep the same PAN. Where the LA has set a PAN lower than the school's wishes, the school will submit an objection to the Schools Adjudicator, where appropriate.

The governing body will communicate with the LA where the admission of additional children would prejudice the provision of efficient education or efficient use of resources.

#### Oversubscription criteria

The LA is responsible for determining admissions arrangements for the school. Parents are advised to consult the LA-produced 'First Steps' primary admissions booklet, which contains relevant dates and deadlines. More information can be found by following this link: <http://www.cambridgeshire.gov.uk/admissions>

The oversubscription criteria is reasonable, clear, objective, procedurally fair, and compliant with all relevant legislation, including equalities legislation. This means that the oversubscription criteria will not unfairly disadvantage, whether directly or indirectly, any child based on a protected characteristic or economic disadvantage.

Parents who wish to have their children educated in a Church of England School will have their requests for admission considered, but in the event of the school being oversubscribed, applications will be considered in the following order of priority:

1. Children in Care, also known as Looked After Children (LAC) and children who were previously looked after but ceased to be so by reason of adoption, a residence order (now known as a child arrangement order) or special guardianship order. Children who appear to the Admission Authority to have been in state care (i.e. in the care of or accommodated by a public authority, religious organisation or any other provider whose sole/main purpose is to benefit society) outside of England but ceased to be so as a result of being adopted only.
2. Children living in the catchment area with a sibling at the school at time of admission.
3. Children living in the catchment area.
4. Children living outside the catchment area who have a sibling at the school at the time of admission.
5. Children living outside the catchment area but are children of regular worshipping members of the Church of England.
6. Children living outside of catchment whose parents have chosen for their children to attend a Church of England school because of the school ethos.
7. Children living outside of catchment who have been unable to gain a place at their catchment area school because of oversubscription.
8. Then, priority will be given to children living outside the catchment area, but nearest to the school according to the shortest straight line distance.
9. NB. All parents wishing to apply under the school's religious criteria must also provide a letter from their parish priest, minister or religious leader confirming the family is known and involved in the life of the church or worshipping community

All pupils who have named the school in their EHC plan will be admitted so long as the child's needs can be met. NB. Those children with a statement of SEN / EHCP that does not name the school will be referred to the Statutory Assessment Team (SAT) to determine an appropriate place.

### Equal opportunities

The LA will not establish admissions criteria that excludes individuals with a particular protected characteristic. The admissions criteria will not exclude a greater proportion of pupils with particular protected characteristics, unless the school can justify how this is a proportionate means of achieving a legitimate aim.

The admissions criteria will not discriminate against disabled applicants, unless the school can justify how this is a proportionate means of achieving a legitimate aim.

### Admissions procedures

The school will offer open events and school visits to all potential applicants, irrespective of any protected characteristics. Where necessary, the school will make reasonable adjustments for disabled applicants or disabled parents.

The school may assess its ability to cater to the applicant's needs by:

- Inviting the applicant to attend the school for half a day.

- Visiting the applicant's home.
- Visiting the applicant's current education provision.

## 4. Consultation, determination and publication

### Consultation

The LA will consult with the governing body on any proposed changes to the admissions arrangements. Consultation will last for a minimum of six weeks and will take place between 1 October and 31 January in the determination year. The LA will consult with the governing body on admissions arrangements at least once every seven years, even if no changes have been made in that time.

### Determination and publication of admissions arrangements

The school will publish a link to the LA's full proposed admission arrangements and the contact details of the individual responsible for admissions liaison on its website. The governing body will address any complaints about the proposed admissions arrangements to the School's Adjudicator.

Admission arrangements will be determined by 28 February in the determination year on an annual basis, even when no changes to the arrangements have been made.

A link to the finalised admission arrangements will also be published on the school website by 15 March in the determination year, and will continue to display them for the whole offer year.

A copy of the admission arrangements will be sent to the individual or body representing the school's religious character.

Any objections to the admission arrangements will be directed to the Schools Adjudicator by 15 May in the determination year.

## 5. Applications and offers

The LA administers the process of admission to Reception. Parents are advised to consult the LA website (<http://www.cambridgeshire.gov.uk/admissions>) for full details of the admissions and offer process and deadlines.

## 6. In-year admissions

To apply for a place after the start of the school year, or for any other year group, parents should consult the LA admissions information here: <https://www.cambridgeshire.gov.uk/admissions>.

The school will follow the same process for in-year admissions as for admissions at the start of the academic year.

The school will publish a link to the LA's in-year admissions arrangements on the school website by 31 August each year.

Where the school has places available in-year, it will offer a place to every child who has applied for one without condition or use of oversubscription criteria, unless to do so would be to prejudice the efficient provision of education or use of resources.

The school will consider all such applications and if the year group applied for has space available, then a place will be offered. If a place is not available, then the child's parent can ask for their child's name to be added to the appropriate waiting list. As with admissions at the start of the academic year, parents whose applications are turned down are entitled to appeal through the process outlined below.

The school will ensure that parents can access a hard copy of the information from the LA about in-year applications upon request.

The school will provide the LA with details of the number of places available, or any supporting evidence, no later than two school days following the request of such information from the LA.

## 7. Waiting lists

When an application is refused, the child's details are automatically placed on a reserve list for the year group, ranked according to the oversubscription criteria. The LA Admissions Team holds a reserve list for reception places until the end of the autumn term in the initial year of intake.

Where in-year applications are received, children's details will be held on the reserve list by the LA Admissions Team for a period of one term following the term for which the place was refused.

Parents will be contacted immediately if a place becomes available for their child, but should be aware that their child's place on a reserve list may change if an application is subsequently received that meets a higher criterion than their own.

## 8. Admissions appeals

As Admissions Authority, the LA is responsible for ensuring an appropriate Appeals mechanism and, if required, a properly administered Reserve List.

In the event of an unsuccessful application, applicants have the right to appeal to an independent Appeals Committee. Unsuccessful applicants who wish to appeal should contact Cambridgeshire LA (Admissions).

## 9. Monitoring and review

This policy will be reviewed by the governing body on an annual basis. Any changes to this policy will be communicated to all staff and other interested parties.

## Annexe A: Definitions applicable to this policy

**Parent:** A person who is either the child's birth or adoptive parent, has parental responsibility for the child or an adult who has delegated responsibility for the child, for which confirmation will be requested.

**Siblings:** Children, usually brothers or sisters, aged between 4 and 16, who live together in the same family unit. Unless otherwise stated, children who are in attached nursery or sixth form provision are not included.

**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 the definition in Section 22(1) of the Children Act 1989).

**Previously looked after children:** A child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order, under Section 46 of the Adoption and Children Act 2002.

**Home address:** The address given on a child's application should be the child's permanent or main residence at the time school places are allocated. This should also be the address where the child will be residing when they start school in September. A child's application can only be considered from one home address. Therefore, their "main residence" must be the address at which they spend the majority of their school nights, and to which the child benefit is paid. Parents are also made aware that an address used for before- and after-school childcare arrangements will not be considered.

**Shared responsibility:** Where more than one adult shares parental responsibility and live at different addresses, it is important that agreement be reached, prior to making the application, on which schools to apply for. If different applications are received, or the Admissions Team is made aware of a dispute between two parents, all applications will be placed on hold and will not be processed until such time that:

- one joint application is made; or
- written agreement is provided from both parents; or
- a court order is obtained confirming which parents' application carries precedence.