

The Heights Primary School Policy for  
**ADMISSIONS 2016/2017**  
Version 1.2

**Responsible officer:** Headteacher  
**Responsible Committee:** Pupil and Staff Welfare Committee

Date of last review: May 2015  
Date of next review: October 2015



### **1. Introduction**

The Heights Primary School is a mainstream primary school and will provide school places for children aged 4-11. It has been set up by interested local parents and members of the community in response to Reading Borough Council's school place consultation and will be a part of the Department for Education's free schools programme.

The school is on a temporary site on Gosbrook Road before moving to its permanent location in Caversham Heights. The Heights strives to be a local school to which pupils can walk to, within the heart of the Caversham Heights community.

The Heights has a vision to ensure all children ASPIRE: Achieve Success while Providing Individual Responsibility and Excellence. The Heights aims to be an innovative and dynamic place to stimulate young minds and ensure the best quality teaching staff and resources are used to achieve our ambitious targets.

This policy has been developed by the Governors. The Heights is committed to straightforward, open, fair and transparent admissions arrangements and every effort has been made to ensure that these arrangements fully comply with the School Admissions Code 2014, the School Admissions Appeals Code and admission law as they apply to academies.

### **2. Published Admissions Number (PAN)**

For the 2016/17 academic year The Heights Primary School will have an agreed PAN of 50 for admission into Reception and will admit up to this number in each subsequent year.

Please note that all applicants for the school will be admitted if the school is undersubscribed.

### **3. Application Process**

In accordance with the co-ordinated admission arrangements agreed with Reading Borough Council, the Local Authority (LA), applications to The Heights Primary School must be submitted to the child's home LA, which may or may not be Reading Borough Council. The common application form provided by the LA will need to be completed in order to apply for The Heights Primary School.

### **4. Current Year Applications**

For 2016/17 admissions, the application must be submitted by 15 January 2016. Applications received after 15 January 2016 will be considered as a late application and considered in accordance with the co-ordinated admission arrangements of the home LA. The normal admission round ends on 31 August 2016.

Reading Borough Council's composite prospectus (guide for parents and carers) gives information about the school and assists parents in expressing their preference for a school. This can be obtained from the Local Authority's office at the Civic Offices, Bridge Street, Reading, RG1 7LU.

Applications will be considered for children whose fifth birthday falls on or between 1st September 2016 and 31st August 2017 and summer born children (whose fifth birthday falls on or between 1<sup>st</sup> April 2016 and 31<sup>st</sup> August 2016) whose application has been deferred from the previous year.

Parents will be informed by their home LA on 16 April 2016 if a place can be offered at The Heights Primary School.

Places offered are on a full-time basis from September 2016. Children do not need to be in statutory education until the September, January or April after their fifth birthday.

School admission authorities are required to provide for the admission of all children in the September following their fourth birthday, but flexibilities exist for children whose parents do not feel they are ready to begin school before they reach compulsory school age.

Parents may defer the place within the current school year until January 2017 or April 2017 or until their child reaches statutory school age whichever is earlier.

Parents of children born between 1st April 2012 and 31st August 2012 may request to defer their Reception place until September 2017. In these circumstances, the school admission authority is responsible for making the decision on the basis of the circumstances of the case and in the best interests of the child concerned. If the request is granted:

- The parents/carers will need to reapply for a Reception place in the next school year in the normal way. If the child receives a place in the following year, they will usually progress through the school in this year group, i.e. out of their normal age group.
- The original Reception place will be reallocated to another child.

There is in general no statutory barrier to children being admitted outside their normal age group, but parents do not have the right to insist that their child is admitted to a particular age group.

Parents are also entitled to request part time education until the term after the child reaches the age of 5. In such instances they should discuss details with the Headteacher.

There will be a programme of visits and induction, details of which will be released shortly after Offer Letters have been sent out by the LA.

## **5. Over- Subscription**

If there are more applications than places available priority for places will be given according to the following over-subscription criteria.

The oversubscription criteria take no account of the parents'/carers' order of preference and applications for each school named by the parents/carers will be ranked according to the criteria set out below:

Please note that children with a statement of special educational needs (Education Health Care Plan) that name The Heights Primary as a preference will be allocated a place above all other applicants.

### Category

- 1) Looked after Children in the care of a Local Authority or 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 after they had been looked after. Provided appropriate evidence is submitted – Please see Note 1.
- 2) Children who have strong medical or social grounds for admission. Please see Note 2.
- 3) Children whose permanent home address is in the catchment area of the school and have a sibling who is expected to be attending the school when the child starts school.
- 4) Children who have a sibling who was attending the school on 3<sup>rd</sup> October 2014 (the first national school census day for 2014/2015) and have a sibling (not necessarily the same sibling) who is expected to be attending the school when the child starts school. Please see Note 3.
- 5) Children whose permanent home address is in the catchment area of the school.
- 6) Children whose permanent home address is not in the catchment area of the school but have a sibling who is expected to be attending the school when the child starts school.
- 7) Other children.

## **6. Notes Relating to the Over Subscription Criteria**

### **Note 1 – Category 1 – Looked After and Previously Looked After Children**

Confirmation by the local authority that last looked after the child that the child was looked after immediately prior to the issuing of one of the following orders:

- Adoption order issued after December 2005 in England and Wales only
- Residence order issued after December 2005 in England and Wales only
- Special guardianship order issued after December 2005 in England and Wales only
- Children who have left care under Scottish or Northern Ireland legislation will not be included.

### **Note 2 – Category 2 – Medical / Social Reasons**

Children with a chronic medical condition or strong social grounds in the family will be considered in this category provided a written request from a professional (i.e. Educational Psychologist, Social worker, Doctor) supporting the child or family is submitted. The request must state that The Heights is the only school for the child because of the medical or social reasons of the child or family and that no other school can meet their needs. It is not enough for the professional to report what the parent/carer told them. No individual officer will take responsibility for determining whether a case is ranked in this category. A panel of officers will make the final decision.

### **Note 3 – Category 4 – Siblings of founder pupils**

Please mention this category on your application form if you feel that it applies to your child.

## **7. Definitions**

### **Catchment Area and Data Point**

The catchment area is shown on the attached map. For allocation purposes a data point within the catchment area is used when determining distance from a child's home address. The data point is the junction of Woodford Close and Wincroft Road (Ordnance Survey point of Eastings 470241, Northings 176026).

### **Tiebreaker**

If it is not possible to offer a place to all children in a particular category, places will be allocated to those living nearest to the data point of the area, as defined in the above Catchment Area section. The distance is measured as a straight line between the Ordnance Survey data point for the child's home address and the identified data point above. In the rare event that it is not possible to decide between the applications of those pupils who have the same distance measurement then the place will be offered using random allocation.

### **Parent/Carers**

A parent/carer is any person who has parental responsibility or care of the child. Parental responsibility for a child is set out in the Children Act 1989.

### **Home address**

This is the permanent address of the parent/carer and their child. That is taken to be the address of the parent/carer who receives child benefit for the child and must be the address where the child spends the majority of their school week, in cases where the child lives at a different address for some days of the week. In the case where a child lives at more than one address and spends equal time at each, the home address will be counted as that which the child is registered with their GP. Temporary addresses cannot be used to obtain a school place whilst retaining a previous permanent home within Reading unless evidence is produced to show that this address is no longer available to the family i.e. the property has been rented out. Where an application has been submitted which shows a new temporary address evidence of a rental agreement of at least a year that goes beyond 1 September 2016 will have to be submitted. Where a family claims or it is evident that a child is resident at more than one address, justification and evidence of the family's circumstances (e.g. legal separation) will be required. The governors reserve the right to seek additional evidence of proof of address. The home address is taken to be the address on the 16 April 2016 and any change of address after submitting the application must be notified to the Admissions Team at Reading Borough Council and the application will be reviewed using the new address. Any place offered based on misleading information with the intention of deception or fraud concerning a permanent home address will have the place withdrawn.

## Siblings

Siblings are older siblings for purposes of admission criteria during the routine admission rounds. Siblings are children who have either the same mother or father, or they are children who live together in a family unit and with their parent/carer(s). Siblings include adopted or foster brothers or sisters. Siblings must live at the same permanent home address as each other. If they do not live at the same address, then they are not treated as siblings.

Multiple births (twins, triplets etc.) and siblings with a different date of birth in the same year group  
Places are offered according to the oversubscription criteria. In the event that this would result in splitting up children each case will be considered and in most cases the other child/children will be offered a place provided the admission will not prejudice the provision of efficient education and efficient use of resources e.g. if the application of this resulted in a class of more than 30 children with one teacher.

## 8. Waiting Lists

After 16 April 2016 a child's position on the waiting list is determined according to the over-subscription criteria and will be re-ranked when new children are added to the list as a result of late applications or change of preference. When a place becomes available this will be offered to the next child on the waiting list. After the 1 September 2016 children identified for placement as part of Reading Borough Council's Fair Access Protocol can be placed above those on the waiting list. Positions on the waiting lists may go up or down due to pupil withdrawals, new or revised applications. The waiting list will be kept open until end of July 2017.

## 9. Admissions Appeal

Parents who are unsuccessful in obtaining a place have the right to appeal against the decision to an Independent Appeal Panel and the appeal will be considered according to the School Admissions Appeals Code. How to appeal will be explained by the home LA. The Appeal Panel has the power to make a decision to admit the child. That decision is legally binding upon the school. Appeals should be made within 20 days from the date of notification that their application was unsuccessful.

### Amendments:

<u>Version</u>	<u>Date</u>	<u>Updated/reviewed</u>
1.1	December 2014	2016/2017 version drafted following governors meeting
1.2	May 2015	Summer born changes, date corrections