



Admissions Policy

Longwood Primary School is a Foundation school, part of the Tame Valley Cooperative Learning Trust. The eight schools in our Trust share a common set of values and principles and a common purpose:

a commitment to improving the learning of young people across our family of schools.

At Longwood it is intended that the number of pupils to be admitted at the normal age of entry in the academic year 2018-2019 will not exceed 30.

Admission Arrangements for the Normal Age of Entry: Academic Year 2018/2019

Full time places in reception classes will be available in September of the academic year within which the child becomes five years old. Although parents have the right to express a preference for Longwood Primary school, there is no guarantee of a place being offered. It is Longwood Primary school's policy to try and meet parents' wishes where possible, however in some cases there may be more applications than there are places available.

In the event of over subscription the Governing Body have agreed the following criteria:

- 1) Children in Care and children who ceased to be in care because they were adopted (or became subject to a residence order or special guardianship order).
- 2) Children who satisfy both of the following tests:

Test 1: the child is distinguished from the great majority of other applicants either on their own medical grounds or by other exceptional circumstances. Medical grounds must be supported by a medical report (obtained by the applicant and provided at the point of application). This report must clearly justify, for health reasons only, why it is better for the child's health to attend Longwood Primary School rather than any other school.

Exceptional circumstances must relate to the choice of school and the individual child, i.e. the circumstances of the child, not the economic or social circumstances of the parent/carer. They should be supported by a professional report (obtained by the applicant and provided at the point of application), e.g. social worker. This report must clearly justify why it is better for the child to attend the preferred school rather than any other school.

Test 2: the child would suffer hardship if they were unable to attend Longwood Primary School.

Hardship means severe suffering of any kind, not merely difficulty or inconvenience, which is likely to be experienced as a result of the child attending a different school. Applicants must provide detailed information about both the type and severity of any likely hardship at the time of application.

- 3) Children who have an elder sibling in attendance at Longwood Primary School and who will still be attending the school at the proposed admission date; (For admission purposes, a brother or sister is a child who lives at the same address and either: have one or both natural parents in common; are related by a parent's marriage; are adopted or fostered by a common parent or are unrelated children who live at the same address, whose parents live as partners.)

4) Children living within the catchment area of the preferred school.

5) Other children arranged in order of priority according to how near their home addresses are to the main gate of the school, determined by a straight-line measurement as calculated by the Local Authority's Geographical Information System.

Where it is not possible to accommodate all children applying for places within a particular category then Longwood Primary School will allocate the available places in accordance with the remaining criteria. If for instance, all the catchment area children cannot be accommodated at a school, children who are resident within the catchment area will be arranged in order of priority according to distance i.e. category (5).

Additional Notes

- Copies of school catchment area maps are available from the Local Authority or individual schools.
- There is no charge or cost related to the admission of a child to a school.
- Admissions are administered through a coordinated admission scheme and preferences for community, controlled, aided and foundation schools will be processed centrally by the School Admissions and Transport Service.
- Each child will receive only one offer of a place at a Staffordshire school.
- In accordance with legislation, children who have a statutory statement of special educational need that names a school as being the most appropriate to meet the child's needs must be admitted to that school. This will reduce the amount of places available to other applicants.
- Children in Care means children who are in the care of, or provided with accommodation by a local authority in accordance with section 22(1) of the Children Act 1989 at the time of making the application.
- It is the applicant's responsibility to provide any supportive information required for the application to be assessed against the published admissions criteria, Longwood Primary school will not seek to obtain this information on behalf of the applicant.
- The Local Authority uses a Geographical Information System (GIS) to calculate home to school distances in miles. The measurement is calculated using Ordnance Survey (OS) data from an applicant's home address to the main front gate of the school. The coordinates of an applicant's home address are determined using the Local Land and Property Gazetteer (LLPG) and OS Address Point data.
- The requirement for Longwood Primary school to meet the Infant Class Size legislation may result in the refusal of catchment area or sibling applications where a class has already reached its limit of 30 pupils. However, there are permitted exceptions to this legislation which Longwood Primary school will regard when considering applications.
- The home address is considered to be the child's along with their parent/carer's main and genuine principal place of residence at the time of the allocation of places i.e. where they are normally and regularly living. If a child is resident with friends or relatives (for reasons other than legal guardianship) the friend or relative's address will not be considered for allocation purposes.
- Where parents have shared responsibility for a child, and the child lives with both parents for part of the school week, parents will be required to provide documentary evidence to support the address they wish to be considered for allocation purposes.
- If a place is offered on the basis of an address that is subsequently found to be different from a child's normal and permanent home address then that place is likely to be withdrawn.
- If there are a limited number of spaces available and we cannot distinguish between applicants using the criteria listed, such as in the case of children who live in the same block

of flats, then the child or children who will be offered the available spaces will be randomly selected. This process will be independently verified.

- Any Staffordshire child not obtaining a place at any of their parent's preferred schools will be allocated a place at their catchment area school (if places remain available) or the next nearest school with a space available and advised about the independent appeals process.

Deferred Entry to Reception Class

Longwood Primary school will consider requests from parents to retain a place in the preferred school where the parents wish to defer their child's entry to a Reception Class until later in the same academic year or until the term in which the child reaches compulsory school age. The effect is that the place will be held for the child and is not available to be offered to any other child. Where it is possible to offer a place, deferral will be supported if the request is made at the normal time of application.

A parent may not defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the academic year for which the application was accepted. Longwood Primary school will also consider requests from parents who wish their child to attend Reception Class on a part-time basis until the child reaches compulsory school age.

Waiting lists

Unsuccessful applicants will be placed on a waiting list in accordance with the oversubscription criteria stated above and not based on the date their application was received. If places become available after the offer date they will be offered according to the child at the top of the waiting list.

Waiting Lists will be kept until the end of the autumn term of admission.

For cases where the infant class size regulations apply, the waiting list will operate until the cohort concerned leaves Year 2.

Inclusion on a school's waiting list does not mean that a place will eventually become available at the preferred school.

A child's position on a waiting list is not fixed and is subject to change during the year i.e. they can go up or down the list since each added child will require the list to be ranked again in line with the oversubscription criteria listed above.

Children who are subject of a direction by a local authority to admit or who are allocated to Longwood Primary school in accordance with the Fair Access Protocol will take precedence over those on the waiting list.

Late Applications

Application forms received after the closing date will be considered alongside those applicants who applied on time wherever possible. Where it is not practicable because places have already been allocated, or are shortly to be allocated, then late applicants will be considered only after those applicants who applied by the published closing date.

A late application does not affect the right of appeal or the right to be placed on Longwood Primary school's waiting list.

Repeat Applications

Parents do not have the right to a second appeal in respect of Longwood Primary school for the same academic year unless, in exceptional circumstances, the school has accepted a second application from the appellant because of a significant and material change in the circumstances of the parent, child or school but still refused admission.

“In-Year Transfer” Arrangements

Parents or carers seeking to transfer to Longwood Primary school may make an application using the appropriate application form. This application will be processed in the normal way but parents and carers need to be aware that any date set for joining the new school may be after the next term or half term holiday and those parents/carers are responsible for ensuring that their child continues to receive appropriate education in the interim

Closing Date for Return of Applications – Normal Age of Entry

All primary school applications should be submitted by the national closing date of 15 January 2017.

Decisions

All Staffordshire parents who have applied for a place in a Primary, Infant/Junior, First or Middle School at the normal age of entry will be notified on 18 April 2017.

Offers of school places will be sent by Staffordshire County Council on behalf of the school.

Children resident in other Local Authorities who have made preferences for schools within Staffordshire for the normal age of entry will be notified of the outcome of their request by their home Local Authority.

Where a Staffordshire child does not qualify for admission to any of their preferred schools and is also not on the role of a school within a reasonable distance of the home address, an alternative school will be offered in conjunction with the relevant admission authority.

Where refusals are made for Staffordshire schools, parents will be given information about the appeal process.

Where refusals are made on behalf of other Local Authorities further information will be provided to parents to enable them to appeal should they wish to do so.

Waiting Lists and Late Applications

Longwood Primary School operates a waiting list when oversubscribed at the normal age of entry.

Longwood Primary School, as the admissions authority, shall maintain a waiting list for the normal age of entry for at least 1 term in the academic year of admission according to the published admission arrangements. The waiting lists will be clear, fair and objective and will not give priority to any child based on the date that their application was received or the date that the child's name was added to the waiting list. It must be noted, that children who are the subject of a direction by a local authority to admit or those that are allocated to a school in

accordance with the Fair Access Protocol must take precedence over other children on the waiting list. (Please see School Admissions Code paragraphs 3.9 to 3.15.)

Acceptance of School Place

Parents will have at least two weeks after the date of offer to notify the authority as to whether or not he/she wishes to accept the place offered where relevant to the individual school admission arrangements.

Change of Preference

During the admission process the order of school preference may be changed by parents in writing up to the closing date. After this date, any change of preferences received will be dealt with in line with the late application policy. Parents wishing to change their preferences to include schools not previously named will need to make a late application, which will be administered in line with information provided above. Parents wishing to change their preferences after the notification date will need to make a late application which will then be administered in line with information provided above.

Failure to Express a Preference

Where a Staffordshire parent does not make an application for any school and the child is known to the School Admissions and Transport Service a place will be offered at the nearest maintained school with spaces available. Transport assistance will not necessarily be provided. In the case where the nearest school with a space available is its own admissions authority as is the case for Longwood Primary School, the offer will be made in consultation with and on behalf of the allocated school.

Processing Applications – In-Year Admissions

The process for in year transfers for Staffordshire schools is not coordinated. In line with the School Admissions Code, parents are able to contact the School Admissions and Transport Service for information about places available and then make applications directly to schools.

Application forms for In Year places are available from the County Council along with guidance on completing them. Completed application forms should be returned directly to the preferred school. The school will notify the local authority of both the application and the outcome of the application within 7 school days, including sending through a copy of the decision letter where the application has been refused. All decisions on applications will be made in line with the determined admission arrangements and will be subject to scrutiny to determine whether or not they meet the criteria for consideration under the LA Fair Access Protocol. A copy of this protocol is published on the LA website.

When determining school place applications outside the normal admissions round, admission authorities must not refuse to admit a child thought to be potentially disruptive, or likely to exhibit challenging behaviour, on the grounds that the child is first to be assessed for special educational needs.

Where a child has been permanently excluded from two or more schools there is no need for an admission authority to comply with parental preference for a period of two years from the last exclusion. The twice excluded rule does not apply to children who were below compulsory school age at the time of the exclusion, children who have been re-instated following a permanent exclusion (or would have been had it been practicable to do so), and children with

special educational needs statements. There is an expectation that the PAN at the normal age of entry will apply as the year group works through the school.

When it is not possible to offer a place, parents **must** be advised of their right of appeal under the School Admissions Appeals Code. Schools should confirm that this has been done in their notification to the local authority by sending a copy of the formal decision to parents.

For applications for year groups where a waiting list is in operation, the School Admissions and Transport Team will add unsuccessful applicants to the waiting list. Schools **must not** offer places to applicants in excess of the published admission number where a waiting list is in operation without consulting with the School Admissions and Transport Team.

Where a refusal means that a child does not have a school place, the School Admissions Team will contact parents to discuss options for securing a place. This may involve approaching other schools in the area that have places on parents behalf to offer them an alternative school.

The School Admissions and Transport Service are available to both schools and parents as a source of advice on the admissions process.

Nursery – Little Oaks Longwood Primary school

Nursery takes children in the September of the year they are 3 years old. Admissions follow the criteria for the main school. It is Longwood Primary School's policy to try and meet parents' wishes where possible, however there may be more applications than there are spaces. Admissions in these circumstances is determined by the oversubscription criteria as stated above. Places are part time, two and a half hours each day, 5 days a week. A separate prospectus is available on our website for parents of nursery age children giving details of the designated nursery systems and routines.

This policy should be read in conjunction with the following Acts of Parliament.

Human Rights Act

Equal Opportunities Act

Disability Discrimination Act