



# Admissions Policy

<b>Trust Board Review Date</b>	September 2019
<b>Review Frequency</b>	Every 2 years
<b>Date for Next Review</b>	September 2020
<b>Chair of Trustees Approval</b>	
<b>Author</b>	Steve McLean (CEO)

## Admissions Policy 2021-2022

This is the admissions policy adopted by the following schools, which are member schools of Steel River Academy Trust:

- **Bankfields Primary School**
- **Caedmon Primary School**
- **Grangetown Primary School**
- **Whale Hill Primary School**

Where there are more applications for a school than there are places available, places will be allocated using the over subscription criteria shown in the table below:

### OVER - SUBSCRIPTION CRITERIA 2021-2022

<b>CRITERIA (in priority order)</b>	<b>EXPLANATORY NOTES</b>
i) Looked after children in local authority care.	Children who are looked after; or who were previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order. 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 (Section 22(1) of the Children's Act 1989).
ii) Children who are permanently resident in the admission zone defined for the school.	<p>For the purposes of determining whether a child lives within the admission zone, only the address at which the parent/guardian ordinarily resides and with whom the child normally lives will be taken into account.</p> <p>If parents are separated and the child lives for periods of time with both parents, the address used will be of the parent who receives child benefit for the child (if eligible). If neither parent is eligible for child benefit, the address used will be that on the child's medical registration card (proof may be required). Short term tenancies entered into with the prime objective of securing admission for a child at a particular school will not qualify as places of ordinary residence. The local authority will take action should false information be submitted in order to secure a place at a particular school.</p>
(iii) Children not living in the admission zone who have elder brothers or sisters attending the school in the 2016/17 school year.	<p>Brothers and sisters and step brothers and sisters will qualify under this criterion as long as they both live at the same permanent address and the elder sibling is still attending the preferred school in the 2020/21 school year.</p> <p>'Sibling' refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.</p>

<p>(iv) Children not living within the admission zone who have exceptional social and/or medical reasons for attending a particular school, professionally supported by an independent third party and sustained by the Authority's professional advisors.</p>	<p>Social reasons generally do not include domestic circumstances such as parents' working commitments, child care arrangements, or separation from friends.</p> <p>In the case of medical reasons, evidence would need to demonstrate the exceptional long-term nature of the condition. All mainstream schools are able to cater for a wide range of medical needs which may be encountered by children.</p> <p>Parents are strongly urged to provide independent third party information (e.g., from a professional person who knows or is involved with your child) in support of any exceptional long-term medical or social reason why you think your child should be given special consideration for placement in a particular school. This written support must make clear why the preferred school is the <b>only</b> school which could meet your child's needs.</p> <p>The submission of independent information will not automatically guarantee a place under this criterion. However, the evidence will be carefully considered by the local authority's professional advisors as to whether or not your application falls into this category.</p>
<p>(v) Children living closest to the school</p>	<p>The distance from home to school will be measured by computer on a straight line basis using the number and postcode of the house and the postcode of the school.</p>

### **Tie-break:**

If it is necessary to distinguish between children within categories (i)-(v), places will be offered using the criteria listed above in priority order and determined by criteria (v) - measurement on a straight line basis using the number and postcode of the house and the postcode of the school.

In the case of a tie break in category (v) the final allocation will be determined using the shortest walking route using the number and postcode of the house and the postcode of the school.

### **WAITING LISTS**

Waiting lists for reception will be maintained until the end of the Autumn Term 2022. Any places that become available will be allocated in accordance with the published oversubscription criteria.

### **LATE APPLICATIONS**

Forms received after the closing date will be dealt with after all the other applications unless there is a good reason for their lateness, e.g. if a family moves into the area. In

these cases the application can be considered along with all of those that came in on time, providing the allocation of places has not already been completed.

## **REQUESTS TO ADMIT A CHILD OUTSIDE THEIR NORMAL AGE GROUP**

Parents wishing to request admission outside their child's normal age group (e.g. a request for a 'summer-born' child whose birthday falls between 1 April and 31 August to be admitted to Reception in the September following the child's fifth birthday) should apply in the admission round at the usual time for the child's normal age group, but should simultaneously request admission outside the normal age group. The admission authority and the LA will consider individual requests for admission outside a child's normal age group and will inform the parent before Offer Day whether or not this can be agreed. If a parent's request is agreed, their application for the normal age group will be withdrawn before a place is offered and the parent must re-apply in the admission round to start Reception in the September following the child's fifth birthday. If their request is refused, the parent must decide whether to accept an offer of a place for the normal age group (to start in the September prior to the child's fifth birthday), or refuse it and make an in-year application for admission to Year 1 for the September following the child's fifth birthday. Oversubscription criteria will be applied in all cases where appropriate, regardless of whether or not a child is admitted to their normal age group.

## **THE ADMISSION NUMBER FOR EACH SCHOOL FOR 2020-2021 IS SHOWN BELOW**

Bankfields Primary School	40
Caedmon Primary School	47
Grangetown Primary School	38
Whale Hill Primary School	78