Fairfield Primary School

Learning for Life Multi-Academy Trust

Admissions Policy 2017/2018

1. School Admissions

The Board of the Multi Academy Trust is the Admissions Authority with the Local Governing Body responsible for the administration of the admission arrangements.

The Admissions Authority and the governors have a responsibility to be compliant with the School Admissions Code (Department for Education, 'School Admissions Code' 2014).

2. Entry to Nursery

2(i) A part-time Nursery place will be funded by the Government for every child from the start of the school term after their third birthday. Those children born between 01.04.14 and 31.8.14 may start in September 2017. Government reforms are set to double free childcare available for all working parents of 3 and 4 year olds to 30 hours a week from September 2016.

2(ii) If there are sufficient places available those children born between 01.09.14 and 31.12.14 may begin Nursery in January 2018 and those born between 01.01.15 and 31.3.15 may begin in April 2018.

3. Entry to Reception

3(i) Children who were born between 1 September 2012 and 31 August 2013 will be offered the opportunity to enter full time education from September 2017, but must apply for a place even if they attend our Nursery. Admission to Fairfield Primary School Nursery does not influence admission into the Reception unit, however the school believes that children who attend our Nursery settle quickly into their full time education, are familiar with the environment and adults within the school and feel confident and secure in the school setting.

3(ii) Whilst responsible for its own admissions, Fairfield Primary School acts as part of the coordinated scheme within the local authority. Applications for a place at the Academy should be made on the Local Authority Common Application Form (CAF) which can be found at http://www.cumbria.gov.uk/childrensservices/schoolsandlearning/lss/schooladmissions.asp

3(iii) As places cannot be guaranteed due to a rising pupil roll, it is very important that parents apply for a place for their child. The closing date for all applications for September 2017 is 15th January 2017. All applications should be returned either online or by post to:

School Admissions and Appeals Team

Children's Services

Cumbria County Council

Parkhouse Building

Baron Way

Carlisle

CA6 4SJ

3(iv) Places will be allocated according to the agreed admissions policy and the Local Authority (LA) Co-ordinated Admissions scheme. The LA will send an email or letter informing parents of their allocated school on 16th April 2017. Parents of those children not offered a place of their preferred school will be informed of the reason, allocated an alternative school and offered the right of appeal against the decision made.

3(v) All children will be admitted unless there are more applicants than places, in which case the governors will consider applications using the criteria listed below in paragraph 5.

4. Admission Numbers

4(i) The Published Admission Number (PAN) for children entering the Nursery is 26 Full time equivalent.

4(ii) The Published Admission Number (PAN) for children entering Reception is 60 pupils per year group. Published admission numbers are established for each school in order to decide whether any age group within a school is full or over-subscribed.

4(iii) In reference to paragraph 2.17 of the School Admissions Code, if a parent requests their child to be admitted outside of their normal age group, the admissions authority will decide on the basis of the circumstances provided. If a parent wishes to make a request they should submit this in writing for the attention of the Clerk to the Governors at admin@fairfieldprimary.co.uk

5. Admission Policy

In the event of there being more applicants than available places the governors (or an admissions committee established by the governing body) shall, if necessary use the following criteria for selection, listed in order of priority:

5(i) All children whose statement of Special Educational Needs names Fairfield Primary School.

5(ii) Looked after children or previously looked after children.

A looked after child is a child who is in the care of a LA or provided accommodation by that authority - as defined in Section 22 of the Children Act 1989 or was previously looked after but ceased to be so because they were adopted.

5(iii) Children who have brothers or sisters in the school at the time of their admission.

Brothers and sisters are those living at the same address including step, adopted, foster children and unrelated children living together as part of one household.

5(iv) Where a member of staff has been employed within the MAT for two or more years at the time at which the application for admission to the school is made and/or the member of staff is recruited to fill a vacant post for which there is demonstrable shortage.

5(v) Other children: Giving priority to those living closest to the school measured by the shortest distance in a straight line using GIS mapping system operated by the LA to measure the distance. The straight-line measure will be taken between the centre of the pupil's home address and the main entrance at Key Stage 1 to the school building. Where the distance is the same for more than one child a random allocation tie-breaker will be applied. The tie-breaker will be the drawing of lots supervised by a person independent of the school.

When a child lives at more than one address (e.g. spends part of each week at different addresses) the home address will be decided by using the child benefit address or GP records.

6. Multiple births

The Governors of Fairfield Primary School will ensure as far as possible that twins, triplets or those children born in the same year will be admitted, if the parents so wish, even though this may raise the number in the year group above the school's PAN.

7. Deferred Admissions

While all children in the September following their fourth birthday are entitled to a school place the child's parents can defer the date their child is admitted to Fairfield Primary school until later in the school year, but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which it was made. Parents may also wish, children to attend part-time until later in the school year but not beyond the point at which they reach compulsory school age. Whilst we would accommodate this, it is not something we would recommend.

8. Late applications

Late applications for places will be considered after all applications received on time (unless there are exceptional reasons, which must be explained on application).

9. In Year admissions

Parents seeking transfer between schools other than at normal admission times should seek an appointment with the Executive Principal to ascertain whether places are available.

10. Waiting List

Those children who are not offered a school place can be placed on a waiting list. Children will be placed according to the admissions criteria. Late applicants will be slotted into the list according to the admissions criteria. The waiting list will remain open for one term.

11. Fraudulent applications

Where mis-leading information has been discovered as part of an application for a place at Fairfield Primary School, for example an incorrect address then the offer of a place will be denied.

12. Appeals

Any parent not offered a place for their child/ren has a right of appeal to an independent Appeal Panel. Any parent wishing to appeal should send notification in writing to the Clerk of Governors at Fairfield Primary school, for the attention of the Appeals Panel within 14 days of receiving the letter giving grounds for the refusal of a school place. You will normally receive at least 20 days' notice of the time and venue for the appeal hearing. The decision of the School Appeal Panel is binding on the School's Admissions Authority and parents.

13. Infant class sizes

If your child was refused a place in the Reception Unit or Key Stage one because of government limits on infant class sizes, the grounds on which your appeal would be successful; are extremely limited. The Schools Standards and Frameworks Act 1998 places a statutory duty on Local Authorities, governing bodies and academy trusts to ensure that the limit is adhered to.

14. Repeat applications

Repeat applications will not be considered within the same school year, unless the parents', child's or the School's circumstances have changed significantly since the original application was made.

This policy was agreed on …….

Signed…… (Executive Principal)

Signed ……. (Chair of Governors)

This policy will be reviewed annually.