



# **ADMISSIONS POLICY**

## **Monitoring and Review**

Author	Senior Management Team
Created	November 2016
Last updated	September 2019
Approved by	Full Governors
Scheduled review date:	2017, 2018, 2019..
Head teacher's signature and date	RTM Sept 2019
Chair of Governor's signature and date	BD Sept 2019

# RAVENSDALE PRIMARY SCHOOL

'Working together to be the best we can possibly be'

## ADMISSIONS POLICY FOR LOCAL AUTHORITY COMMUNITY PRIMARY SCHOOLS

The School Standards and Framework Act 1998 requires all infant (Years R, 1 & 2) class sizes to be limited to a maximum number of 30. Admission Numbers are therefore based on multiples of 15 and 30, which helps schools to organise infant classes of 30 or fewer.

### 1. Admission Number

The school's admission number for Year R is: 60

### 2. Admissions Criteria

The admission arrangements for the school are controlled by the school admissions team at Coventry City Council. To apply for a primary school place parents should apply online via at [www.coventry.gov.uk/schooladmissions](http://www.coventry.gov.uk/schooladmissions) or a paper application can be completed and submitted via the deadline date.

The local authority operates a policy of "equal preference".

Parents will be able to apply for up to three schools. All three schools listed will be looked at as equal choices. However, parents should ensure they list the school they most want their child to attend as their first choice, followed by their second choice and then their third choice. All three schools will be considered against the respective over-subscription criteria for the schools chosen. Should the Authority be able to offer a place at more than one of the schools listed it will decide which single place to offer in accordance with the order in which the choices are listed.

For example:

- If a place can be offered at all three schools listed then a place will be offered at the school listed as first choice.
- If a place can only be offered at the schools listed as choices 2 and 3, a place will be offered at the school listed as choice number 2.

In all instances the Authority will endeavour to offer a place at the school listed first but parents are advised to read the admissions policies of all the schools requested so they can judge the likelihood, or not, of being offered a place at the school they most prefer.

If there are more requests for a school than there are places available within the school's admission number, places will be allocated in Local Authority Community and Church of England (Voluntary Controlled) Schools in accordance with the following criteria and in the priority order shown below:

- to children who at the time of admission are in public care (looked after children);
- to children who live in the catchment area served by the school, with a brother or sister at the school or corresponding Junior School in the case of separate Infant and Junior Schools, **provided that the brother or sister will continue to attend that school the following year;**

# RAVENSDALE PRIMARY SCHOOL

'Working together to be the best we can possibly be'

- to other children who live in the catchment area served by the school;
- to children with a brother or sister at the school or corresponding Junior School in the case of separate Infant and Junior Schools **provided that the brother or sister will continue to attend that school the following year;**
- to children by reference to the distance to the preferred school. A straight-line measurement will be made from the child's home address to the centre of the preferred school site. The address used must be the child's permanent home address. The shortest measurement will have the highest priority.

If a child has a Statement of Special Educational Need which names a school, they must be admitted to that school.

Priority will be given to children who are in the care of the local authority or provided with accommodation by the authority. A looked after child is defined in Section 22 of the Children Act 1989.

The City Council sees the benefits of children from the same family attending the same school and gives priority to brother and/or sister\* connections in its policy for allocating places. However, where schools are over-subscribed no guarantee can be given that places will be available. \*This also applies to stepbrothers, stepsisters, half brothers, half sisters and adopted brothers and sisters living at the same address.

Exceptional Grounds are circumstances that can only be catered for by one particular school. All Coventry schools are resourced in the same way and have similar facilities and therefore there are very few exceptional grounds that mean a child can only attend one particular school. For example, all schools are able to cope with common childhood illnesses such as asthma. Although childminding and childcare arrangements are very important to a working parent, it is not possible to take account of such arrangements when allocating school places. They will not be accepted as exceptional grounds.

Applications on exceptional grounds will initially be considered by the Business & Performance Manager and Admissions Manager and referred to relevant professionals where considered appropriate. All applications on exceptional grounds must be supported by independent professional evidence, e.g. report from consultant psychologist. Head Teachers, Class Teachers Elected Members and other Council employees are NOT permitted to support applications, any information submitted from such sources will be disregarded. Where it is decided that the grounds are not sufficient, or no additional information is submitted, the application will then be considered against the remaining admission criteria.

## Distance

If it is not possible to meet all of the requests in any one of the categories described above, the City Council will prioritise the requests within that category by reference to distance. A straight-line measurement will be made, using a computerised mapping system, from the child's home address to the centre of the preferred school site. The address used must be the child's permanent home address. The shortest measurement will have the highest priority.

# RAVENSDALE PRIMARY SCHOOL

'Working together to be the best we can possibly be'

## Deferred entry into Primary School

Legally a child does not have to be educated until the term after their fifth birthday. Parents may feel their child is young for their age, or there may be other reasons for wanting to delay their entry to school. This is called deferred entry.

In this situation applications for a place should be made in the normal way. The authority recommends that the parent/carer contacts the head teacher of the preferred school to discuss the matter in more detail prior to submitting the application form. If the parent/carer then decides to apply, a place will be reserved until the child starts – the Authority cannot allocate it to another child.

Parents/carers cannot assume however that an application for a deferred entry place will be successful. It will be considered alongside all other applications in accordance with the general City Council admissions policy.

## Children currently attending Local Authority Maintained Nursery/Playgroup Classes

Parents of children already attending Nursery/Playgroup p.m. classes will also need to complete an application form in order to request a place at their preferred Primary School. The policy of the City Council is not to provide nursery classes at every school, but to provide classes which serve a wider area than the school's catchment area. The number of part-time places available in a nursery class therefore often exceeds the number of places available in the Reception Class in the same school. **The City Council cannot therefore guarantee that a pupil who is admitted to a school's nursery class will be admitted to the same school.**

## Late Applications

- The closing date for the receipt of applications is **15 January 2020**.
- All applications received after **15 January 2020** will be late.
- Parents will be notified of allocation by email or letter posted 2<sup>nd</sup> class on **16<sup>th</sup> April 2020**.

**This means a late application is less likely to be allocated a place in a popular school as applications received on time may already have been allocated all of the available places.**

## Waiting List

The Authority cannot always offer places at a preferred school. If this is the case the child's name will be automatically placed on the Waiting List for community and voluntary controlled schools. If places become available, the Authority will allocate the places to those who best meet the admissions criteria. Applicants may therefore move both up and down the list depending on whether others joining the list better meet the admissions criteria. Voluntary Aided schools will operate their own lists in conjunction with the Local Authority.

# RAVENSDALE PRIMARY SCHOOL

'Working together to be the best we can possibly be'

Waiting Lists will remain in operation until the start of the Autumn Term. Thereafter, parents will be required to register their interest in the preferred school every 21 days otherwise they will be deemed to have withdrawn their interest.

Parents whose preference is not met by the Children, Learning and Young people's Directorate can appeal to an independent appeal panel.

**If a school place is offered on the basis of an address, which is subsequently found not to be the child's normal home address, the place will be withdrawn.**

To find all the information you need, go to the Coventry City Council website [www.coventry.gov.uk/schooladmissions](http://www.coventry.gov.uk/schooladmissions).

## NURSERY/PLAYGROUP POLICY

This policy is written in accordance with the notes and guidance offered by Coventry Local Education Authority, but with reference to the specific needs of Ravensdale Primary School.

It is based on sound educational and administrative principles and the criteria for allocating Nursery/Playgroup places are intended to be non-discriminatory.

1. Children who meet the City Council's definition of "Children in Need" in accordance with the Children Act (see Appendix 1) or who are referred by the multi-agency pre-school review panel (for their nearest Nursery/Playgroup);
2. Children who live in the designated area for the school who have an older sibling attending the school while they are in the Nursery/Playgroup;
3. Children living in the designated area for the Nursery/Playgroup;
4. Children living outside the designated area who will have an older sibling attending the school while they are in the Nursery/Playgroup;
5. Children whose primary daytime carer lives in the designated area for the Nursery/Playgroup;
6. Other children living nearest to the school measured in a straight line.

When more applications are received than are places available, the criteria for allocating places will follow from 1 to 6. Where vacancies occur during the year, the decisions on the allocation of places would be again made within the criteria outlined in this policy. There may be a difference between the designated area of the Nursery/Playgroup and the catchment area of Ravensdale Primary School. Parents whose children attend the Nursery/Playgroup are NOT guaranteed a school place when he/she reaches school age.

Children will be able to begin Nursery/Playgroup in the September following their third birthday, thus offering one year of Nursery/Playgroup education. The place will be offered for either a morning or an afternoon session. Parents will be informed of an available place for their children during the Summer Term prior to September entry.

Parents should have registered their child with the school before February half term in order that they may be eligible for a place. It is the parent's responsibility to ensure registration with the school.