

Admissions Policy

December 2017



1.0 - Introduction

1.1 - At Longwood Primary Academy Harlow, we welcome all pupils, irrespective of faiths, cultures, races, disabilities or family backgrounds.

1.2 - We admit our pupils in-line with the Equality Act (2010), School Admissions Code (2014), the School Admission Appeals Code (2012), Human Rights Act (1998) and the School Standards and Framework Act (1998).

1.3 - The number of places available is determined by the capacity of the school, and is called the Agreed Admissions Number. Our published admissions number (PAN) is: 60.

2.0 - The Admissions Process

2.1 - Local authorities (LAs) must collate and publish all the admission arrangements in their area in a single prospectus.

2.2 - Parents apply to their LA for places at their preferred schools. They may express a preference for up to 3 schools. The common application form (CAF) allows parents to provide their name, address (including proof of address), and date of birth of their child. If a school is undersubscribed, any parent that has stated a preference for that school must be offered a place. If a school is oversubscribed, the school must rank applications against its published oversubscription criteria and send that list back to the LA.

2.3 - All preferences are collated and parents then receive an offer from the LA at the highest preference school available.

2.4 - Longwood Primary Academy as well as all other schools and academies, is required to comply with the Greenwich Judgement (1989), which states that maintained schools may not give priority to children for the sole reason that they live within the LA's administrative boundaries. We do not treat pupils living outside the LA area in which the school is located less favourably just because they live outside the area.

2.5 - Prior to starting school, the academy will conduct a home visit to meet the child in their home environment.

2.6 - Late applications to the school will be considered, however they will not normally be considered for a place until after the initial offer date.

3.0 - Admission arrangements

3.1 - Drafting Admission Arrangements

3.1.1 - Longwood Primary Academy will include:

- A clear, fair and objective set of admission arrangements and oversubscription criteria;
- A PAN for each relevant age group;
- Oversubscription criteria for each point of entry;

Admissions Policy

- Procedures to admit pupils with an Education, Health and Care (EHC) Plan which names the school;
- Procedures to give highest priority to Looked-After Children (LAC) and Previously Looked-After Children (PLAC). Faith schools may give priority to LAC and PLAC pupils of their faith, followed by other pupils of their faith, before giving priority to other LAC and PLAC pupils;
- A restriction on infant class sizes of 30, and an explanation to parents that their child can defer entry or attend part-time until the child reaches compulsory school age;
- An explanation on the right of appeal to an independent appeals panel;
- A requirement for parents of children in an attached nursery unit or a unit run by the school to apply for a place in reception;
- A clearly defined and reasonable catchment area.

3.1.2 - Longwood Primary Academy is its own admission authority. Our academy trust is responsible for consulting on and determining the admission arrangements in accordance with the School Admissions Code. Our trust will consider applications to the school rather than the LA. Our trust becomes responsible for organising admission appeals in compliance with the School Admission Appeals Code, not the LA.

3.2 - Determining Admission Arrangements

3.2.1 - At a meeting of the Trust, governors will view the admission arrangements and be asked to consider them and agree to them as final. They will agree to them by quorate according to the terms of their articles.

3.2.2 - A decision will be minuted and, once taken:

- The trust must notify all relevant parties and those consulted of the School Admissions Code;
- The trust will publish the arrangements on the school website;
- Send a copy of the arrangements to the LA by 15 March.

3.2.3 - Once the objection period is over (15 May), the trust will provide the full arrangements to the LA before 8 August for inclusion in the local admissions prospectus.

4.0 - Order of Selection

5.1 In the event that there are more places available than applicants, all applicants will be offered a place at the school.

5.2 Places will be allocated to children with educational health and care plans where the academy is named. Then, if there are more applicants than places for the school the remaining places will be offered in the following priority:

1. Looked after children. Looked after children are children who are in the care of a local authority or provided with accommodation by that local authority in accordance

Admissions Policy

of the Children's Act 1989 and children who were looked after but ceased to be because they were adopted (or became subject to a residence order) immediately after they had been looked after.

Appropriate evidence should be submitted to confirm previously looked after children. This would be confirmed by the local authority that last looked after the child confirming that the child was looked after immediately prior to the issuing of one of the following orders:

- a) Adoption order
 - b) Child Arrangements orders
 - c) Special guardianship order
2. Children with a sibling in attendance at the Academy and who will be expected to still be on the roll the year of entry. A sibling is here defined as a brother or sister, step brother or sister or the child of a parent/carer's partner where the child for whom the place is sought is living in the same family unit at the same address as that sibling. It also refers to any child who lives with a parent/carer within the family unit at the same address.
 3. Children that attend our nursery or a nursery run within NET Academies Harlow to apply for a place.
 4. Has a parent(s) employed by the school for at least 2 years or recruited to fill a demonstrable skill shortage;
 5. Children who live closest to the Academy. Distances are measured from the ordinance survey data point of the home front door to the school front gate. Essex County Council will undertake this measurement using their computerised system.

5.3 In the event of more than one pupil meeting the same criteria above, priority will be determined by straight line distance from home to school, those living closest being given the highest priority.

5.4 Waiting lists

5.4.1 Should the school be over-subscribed the school will keep a waiting list. Children on the list will be ranked in line with over-subscription criteria. Priority will not be given to a child on the basis of the date of their application or the date upon which their name was added to the list.

5.4.2 The school will maintain this waiting list until 31st December of the year of admission.

5.5 Other Information

Admissions Policy

5.5.1 Children from multiple births (twins, triplets, etc)

5.5.1.1 Should parents wish the children of multiple births to attend the same school, then all will be admitted.

5.5.2 Split residence

5.5.2.1 Where a child lives with parents that have shared responsibility for the child, the residence' shall be considered the home in which the child resides for the majority of the school week (Sunday night to Thursday night inclusive). Where the child is split equally throughout the week the 'residence' shall be defined as the home at which the child is registered with their GP, or alternatively where child benefit is paid.

5.0 - Considerations

5.1 - Children Below Compulsory School Age

5.1.1 - Admission authorities must provide for the admission of all children in the September following their fourth birthday. Until the child reaches compulsory school age, parents may request the child attends part-time. These arrangements should be discussed with the Head of School.

5.2 - Children Outside their Normal Age Group

5.2.1 - Admission authorities must make decisions on the basis of the circumstances of each case and in the best interests of the child concerned.

6.0 - In year admissions

Applications for in year admissions should be made to Essex County Council. The local authority will contact the school to request current pupil numbers on role, then make an offer where possible. The local authority will then inform the school of the outcome. The over-subscription criteria will apply. In the event that the local authority is unable to offer a place the child can be added to the waiting list which will operate in the manner described above.

Where a place is not offered, the parent/carer will be notified of their right to follow the appeals process.

6.1 - Prior to starting school, the academy will conduct a home visit to meet the child in their home environment.

7.0 - Admission Appeals

7.1 - Parents have the right to appeal an admission authority's decision. An independent appeals panel must hear the appeal and our school/academy must act according to their decision.

Admissions Policy

7.2 - Details for appeal are available from the school, the diocesan authority or the LA's website, including the date by which an appeal must be submitted.

7.3 - Longwood Primary Academy is required to offer all pupils refused admission the right to an appeal in front of an independent appeals panel. We are responsible for setting up the appeal and must do so in accordance with the School Admission Appeals Code. The panel must be independent of the school.

8.0 - Monitoring and Review

8.1 - This policy will be reviewed by the governing body on an annual basis.

8.2 - Any changes must be consulted on and where no changes are made, consultation is required at least every **seven** years.

8.3 - This policy was last consulted on: December 2017