

# ST. LEONARD'S CHURCH OF ENGLAND PRIMARY ACADEMY



## Admissions Policy 2018/2019

Chair of Governors.....

Headteacher.....

Review Date: October 2017

St. Leonard's Church of England Primary Academy  
Collinswood Drive  
St. Leonards on Sea  
East Sussex  
TN38 0NX



## **Introduction**

St Leonard's Church of England Primary Academy is an academy in the Diocese of Chichester Academy Trust, as such the trust is the Admission Authority responsible for all decisions in connection with admitting pupils and for the publication of Admission Arrangements which explain how the admissions process will be applied. The trust delegates the responsibility for admissions to the Governing body of the school.

St Leonard's Church of England Primary Academy is an inclusive school that welcomes children from all backgrounds, faiths and abilities.

The Published Admission Number (PAN) The PAN (at Reception) for the school is 60; this is the number of pupils that the school must admit, subject to demand. These arrangements including the oversubscription criteria, set out below, are reviewed annually by the Admissions Committee of the Governing Body, who then report to the whole Governing Body and the trust. When the school receives more applications than there are places available, the Governors will admit pupils according to the following criteria, which are listed in order of priority below.

### **Over subscription criteria**

1. Looked after Children and previously looked after children (Children in public care or those who were looked after but are not any longer because they have been adopted).
2. Children who will have sibling attending the academy at the time of admission living within the community area\* that has been designated to the academy. (The term sibling means a full, step, half, adopted or foster brother or sister).
3. Children living within the community area that has been designated to the academy.
4. Children who will have a brother or sister attending the academy at the time of admission living outside the community area. (The term sibling means a full, step, half, adopted or foster brother or sister).
5. Children living outside the community area.

\*A map of the community area is available from the school.

In the event of oversubscription within any category, place allocation will be decided by prioritising applications on the basis of home to school distance measured in a straight line (as the crow flies).

### **Tiebreaker**

In the event that applicants cannot be prioritised using distance above because the distance measurements are the same, the Trust will use random allocation to decide which children will be offered the remaining places.

## **How parents\* can apply for their child to be admitted to our school**

## **Starting School in September 2018**

For a child to start school in September 2018, the parent must complete the Common Application Form (CAF) available from the home local authority (the authority in whose area the child resides), for those resident in the local area this is East Sussex, and applications can be made online at [www.eastsussex.gov.uk/admissions](http://www.eastsussex.gov.uk/admissions)\*\*. In order for the application to be considered as 'on time' the CAF must be submitted to this local authority by 23:59 hours on 15 January 2018. The CAF may be completed and submitted using the home local authority's 'on line' procedure, or as a paper form. Full details about the application process and information about the schools in the local authority area are explained in the 'Composite Prospectus' document, which each local authority must make available on 12th September annually.

Parents will receive an admission decision in writing from the local authority on or about 16 April 2018, according to the procedure set out in the local authority's Composite Prospectus.

*\*Reference to parents includes legal guardians and applies to either or both parents, or a sole parent.*

*\*\*details of paper applications are given on page 5*

## **Late applications**

Late applications, i.e. those submitted after the closing date of 15 January, without good reason will be ranked using the oversubscription criteria but follow all those submitted on time.

If an application is submitted late

**but** (i) it is submitted before 15 March

**and** (ii) there is a good reason (e.g. an application from a family who have moved into the area)

the application will be considered as if on time assuming independent supporting evidence (e.g. in the case of a house move, a solicitor's letter confirming exchange of contracts, or a signed tenancy agreement clearly showing the move took place after the closing date) is provided to show why the application was submitted late. If there is no proof, or the Trust's Admissions Panel does not consider the reason valid, the application will be treated as late. There is no separate right of appeal against a decision which deems an application as on time or late.

## **Full or part time attendance**

A parent may apply for his/her child to start school for the first time in the September following the fourth birthday and, where a place is offered, may choose for the child to start full time from day one, or to attend on a part time basis until statutory school age, which will occur during the term following the child's fifth birthday. If a parent wishes their child to attend on a part time basis they must meet first with the Headteacher to discuss their choice.

## **Deferred entry**

While a child is below statutory school age, the parent may choose to defer his/her child's entry to school until later in the school year. However, parents cannot defer beyond the point at which the

child reaches statutory school age, or beyond the start of the last term in the school year. The school operates on the basis of a three-term year.

### **Applications submitted on behalf of summer born children (born 1 April – 31 August)**

A parent of a 'summer born' child entitled to start school in September 2018, may choose to delay his/her entry to school until September 2019, where the parent considers this arrangement to be in the best educational interests of the child. The parent may also choose to apply for the reception year in September 2019 rather than year 1. This will require the parent to make an application to the home local authority during the 2019 'normal admission round' and the child will not be considered for September 2018. Please note: Although the Admission Authority will agree to a 'delayed entry' application being submitted for a reception place in September 2019, there can be no indication given as to whether a place will be available until the 2019 local authority 'normal admissions round' allocation exercise is complete. Parents are strongly advised to contact the school and their home local authority for further information if a delayed admission is being considered.

### **In-Year Applications**

Requests for admission to Reception made after the normal round of admissions – after 31<sup>st</sup> August 2018 – and requests for places in other Year Groups should be made direct to the academy.

The In-Year Application Form may be submitted at any time but will only be administered during school term time and within six school weeks of the place being required, unless the application is for a child from a Service family or the parent is a Crown Servant returning from overseas. In these circumstances, an application may be considered further in advance if an official letter is provided with the application, which confirms a relocation date and Unit postal address or quartering area address.

### **Waiting List**

The governors maintain waiting lists for each oversubscribed year. Children who are refused admission can, at their parents' request, be placed on a waiting list, which will be maintained in ranked order according to the oversubscription criteria. Each time a child's name is added, the waiting list will be re-ranked. If a place should become available it will be offered for the child ranked highest at that time. Waiting lists will be shut down at the end of the academic year.

### **Procedure for unsuccessful applicants (Appeals Procedure)**

Parents of children who have been refused admission to the school will have the legal right of appeal to an independent appeal panel. This will be explained in the decision letter and parents wishing to exercise this right should write to the Chair of Governors c/o the school within 14 days of receiving notification that their application has been unsuccessful.

### **Children with Special Educational Needs:**

We would request that parents inform the school of the nature of any known educational, physical, medical or social needs when expressing a preference for the child to attend this school. This will help the teachers and support staff to plan a smooth transition to the school, where a place can be offered.

### **Education Health and Care Plan**

A place will be provided for a child who has an Education Health and Care Plan (EHCP) (or a former Statement of Special Educational Needs) agreed at the time of application, which names St Leonard's CE Primary Academy as the education provider. This place will be allocated within the Published Admission Number (PAN) before the consideration of any other applications, or above the PAN if places have already been offered at that time.

If a child is the subject of an Education Health and Care Plan (EHCP), which names a particular school, his/her parents should consult the local authority that issued the EHCP before applying for the child to change school.

### **East Sussex contact and paper application details**

A paper form is available from the school or the Admissions and Transport Team at the address below. Completed paper applications should be returned to:

The Admissions and Transport Team  
PO Box 4  
County Hall  
St Anne's Crescent  
Lewes  
East Sussex  
BN7 1SG