



TEMPLEFIELDS MULTI-ACADEMY TRUST (TMAT)

Fawbert and Barnard's Primary School

Admissions Policy 2021

POLICY FIRST ADOPTED AND RATIFIED BY THE TRUST	December 2018
POLICY TO BE REVIEWED ANNUALLY OR AS REQUIRED	

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Date: December 2018

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1. Aims

This policy aims to:

- Explain **how to apply** for a place at one of our schools
- Set out the school's **arrangements for allocating places to the pupils** who apply
- Explain **how to appeal** against a decision not to offer your child a place

2. Legislation and statutory requirements

This policy is based on the following advice from the Department for Education (DfE):

- [School Admissions Code](#)
- [School Admission Appeals Code](#)

As an academy, each school within Templefields Multyi-Academy Trust is required by its funding agreement to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#).

This policy complies with our funding agreement and articles of association.

3. Definitions

The **normal admissions round** is the period during which parents can apply for state-funded school places at the school's normal point of entry, using the common application form provided by their home local authority.

Looked after children are children who, at the time of making an application to a school, are:

- In the care of a local authority, or

- Being provided with accommodation by a local authority in exercise of its social services functions

Previously looked after children are children who were looked after, but ceased to be so because they:

- Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
- Became subject to a child arrangements order, or
- Became subject to a special guardianship order

A child reaches **compulsory school age** on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

4. How to apply

For applications in the normal admissions round, please go to the online admissions form at...

<https://www.essex.gov.uk/Education-Schools/Schools/Admissions/Pages/Admissions.aspx>

You can use this form to express your preference for a minimum of 3 state-funded schools, in rank order.

You will receive an offer for a school place directly from Essex County Council.

Please note, pupils already attending the Tany's Dell Nursery nursery will not transfer automatically into the main school. A separate application must be made for a place in reception.

Speech and Language / Hearing Impairment

Please see individual school admissions policies for pupils wishing to gain access to the Speech and Language Centre at Harlowbury Primary School or the Enhanced Provision for pupils with a Hearing Impairment at Tany's Dell Primary School.

5. Requests for admission outside the normal age group

Parents are entitled to request a place for their child outside of their normal age group.

Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of each case and in the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

- Parents' views
- Information about the child's academic, social and emotional development
- Where relevant, their medical history and the views of a medical professional
- Whether they have previously been educated out of their normal age group
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely
- The headteacher's views

Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round. They will be considered on the basis of the admission arrangements laid out in this policy, including the oversubscription criteria listed in section 6. Applications will not be treated as a lower priority if parents have made a request for a child to be admitted outside the normal age group.

Parents will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents do not have a right to appeal if they are offered a place at the school but it is not in their preferred age group.

6. Allocation of places

6.1 Admission number

Each school has an agreed admission number of pupils for entry in the Reception Year

- Fawbert & Barnard's Primary School 30 pupils
- Harlowbury Primary School 30 pupils
- Tany's Dell Primary School 60 pupils

6.2 Oversubscription criteria

If the school is not oversubscribed, all applicants will be offered a place.

All children whose statement of special educational needs (SEN) or education, health and care (EHC) plan names the school will be admitted before any other places are allocated.

In the event that the school receives more applications than the number of places it has available, places will be given to those children who meet any of the criteria set out below, in order until all places are filled.

1. Highest priority will be given to looked-after children and all previously looked after children who apply for a place at the school.
2. Children of staff at the school – where the member of staff has been employed at the school for two or more years at the time of application or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
3. Priority will next be given to children with siblings at the school. Siblings include step siblings, foster siblings, adopted siblings and other children living permanently at the same address. Priority will not be given to children with siblings who are former pupils of the school.
4. Priority will next be given to pupils living in the school's catchment area
5. Priority will next be given to pupils living within the shortest distance from the school
6. Remaining applications

7. In-year admissions

You can apply for a place for your child at any time outside the normal admissions round. As is the case in the normal admissions round, all children whose statement of SEN or EHC plan names the school will be admitted.

Likewise, if there are spaces available in the year group you are applying for, your child will always be offered a place.

If there are no spaces available at the time of your application, your child's name will be added to a waiting list for the relevant year group. When a space becomes available it will be filled by one of the pupils on the waiting list in accordance with the oversubscription criteria listed in section 6.2 of this policy. Priority will not be given to children on the basis that they have been on the waiting list the longest.

Please complete the Online Mid-Year application form...

<https://www.essex.gov.uk/Education-Schools/Schools/Admissions/Pages/Applying-mid-year-for-a-school-place.aspx>

8. Appeals

If your child's application for a place at the school is unsuccessful, you will be informed why admission was refused and given information about the process for hearing appeals. If you wish to appeal, you should complete the online appeal form...

<https://www.essex.gov.uk/Education-Schools/Schools/Admissions/Pages/Appeals.aspx>

9. Monitoring arrangements

This policy will be reviewed and approved by the Templefields Multi-Academy's Board of Trustees every year. Whenever changes to admission arrangements are proposed (except where the change is an increase to the agreed admission number), the local governing board will publicly consult on these changes.