



Fossebrook Primary School

A place of discovery and friendship

Fossebrook Primary School Admission Policy for entry September 2017/18 School Year

1. Introduction

- 1.1. Fossebrook School is a 4-11 primary school in Braunstone providing places for both boys and girls. The school opened in 2016 with three year groups only: reception, year 1 and year 2. The school will be fully open by 2021, with children in all year groups.
- 1.2. The purpose of this policy and procedure is to ensure that places at Fossebrook Primary School are allocated and offered in an open and fair manner.
- 1.3. Date of admission for all first time admissions is from September immediately following a child's fourth birthday (i.e. all those children who have turned 4 before 31st August)

2. How to apply

- 2.1. Parents should submit applications to Leicestershire County Council Admissions Department by 15th January 2017; by completing the online application form found on the Local Authority website at <https://onlineadmissions.leics.gov.uk/admissions/faces/Welcome>.
- 2.2. Leicestershire County Council will make formal offers to parents on 17th April 2017.

3. Admission Numbers

- 3.1. The primary school has an admission number of 30 pupils for entry to reception.
- 3.2. The primary school will accordingly admit this number of pupils if there are sufficient applications. Where fewer applicants than the published admission number(s) for the relevant year group are received, the Academy Trust will offer places at the primary school to all those who have applied.
- 3.3. All pupils with an Education Health and Care Plan naming the school will be admitted.

4. Oversubscription Criteria

- 4.1. In the event of over-subscription, Fossebrook Primary School may need to ask for proof of the following when applying the criteria for prioritising admissions;
 - Address,
 - Child's date of birth,

- Copy of adoption order, child arrangements order or special guardianship order and a letter from the Local Authority that last looked after the child confirming that (s)he was looked after immediately prior to that order being made.

4.2. When the primary school is oversubscribed, after the admission of pupils with an Education, Health and Care plan naming the primary school, priority for admission will be given to those children who meet the criteria set out below, in priority order:

1 st	<p>“Looked after” children and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order. (in such circumstances a letter from the last Local Authority which the child was in care of will be required)</p> <p><i>A “looked after” child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).</i></p>
2 nd	<p>Pupils who will have an older brother or sister attending Fossebrook at the same time, who live at the same address.</p> <p><i>The term “brother or sister” includes natural brother or sister, half brother or sisters, and legally adopted child being regarded as the brother or sister.</i></p>
3 rd	<p>Children of staff, where the member of staff has been recruited to fill a vacant post for which there is a demonstrable skill shortage, and will be employed at Fossebrook Primary School at the time at which the application for admissions is made.</p>
4 th	<p>Pupils who live in the catchment area. See Map at the end of this policy.</p> <p><i>The child’s place of residence is taken to be the parental home. Living in the catchment area does not guarantee you a place at the your catchment school. When, after reasonable enquiry, it is unclear about a family address, the matter will be referred to the Leicestershire School Admissions Service. The School Admissions Service will need to seek evidence of residence from parents where the matter is unclear.</i></p>
5 th	<p>Other Children.</p>

5. Tie-break

5.1. If in categories 2-5 above a tie-break is necessary to determine which child is admitted, the allocation of a place will be determined first by proximity to the school with those living nearest to the school being given priority. If any applicants live exactly the same distance from the school they will be prioritised by the drawing of lots, supervised by an independent officer. Where children of multiple birth (twin’s

triplets etc) are tied for the final place, we will admit such siblings even if this means exceeding PAN' Measurement of distance is in a straight line from the point that the home property's front entrance meets a public highway to the school's main designated front gate, using a computerised mapping system. Where there is equal distance then lots will be drawn supervised by an independent officer.

6. Late applications

All applications received by the child's home local authority after the deadline (15th January 2017) will be considered to be late applications. Late applications will be considered after those received on time.

7. Deferred Entry for First Time Admissions

7.1. Parents offered a place in reception for their child have a right to defer the date their child is admitted, or to take the place up part-time, until the child reaches compulsory school age.

7.2. Places cannot be deferred beyond the beginning of the term after the child's 5th birthday, nor beyond the academic year for which the offer was made.

7.3. Compulsory school age is from the term immediately following a child's 5th birthday, which means:

- A child who is 5 before 1st September must start school, full-time, no later than from the start of the Autumn term;
- A child turning 5 after 31st August but before 1st January must start school, full-time, no later than from the start of the Spring term;
- A child turning 5 after 31st December but before 1st April must start school, full-time, no later than from the start of the Summer term

7.4. The place at the school will be held open for the child and not made available to another child, subject to 7.5.

7.5. Parents should note that if they apply for a place they will need to take it up by the beginning of summer term even if their child is not 5 by that date or submit a fresh application for the following year .

8. Admission Of Children Outside Their Normal Age Group

8.1. Parents may request that their child is admitted outside their normal age group. When such a request is made, the academy trust will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the headteacher and any supporting evidence provided by the parent. Parents should make it clear with their application that they are requesting admission out of the child's chronological age group.

8.2. To maintain fairness and consistency of approach each case will be assessed as follows:

8.2.1. Headteacher and Class Teacher will assess the child in their home environment.

8.2.2. Parent/carer will be invited to bring their child into school for a 30 minute observational assessment that will take place in both classroom and informal setting.

8.2.3. A report will be written by the Headteacher and/or Class Teacher with a conclusion that explains whether the best interest of the child would be met by them being admitted to the requested year group rather than their normal year group.

8.2.4. The report and the case are then assessed by a panel of Discovery School Academies Trust Executive Management team who will made the final decision. If the request is not agreed, the child will be considered for a place in their normal year group.

8.2.5. The Primary school will inform parents of the decision before offers are made.

9. Waiting Lists

9.1. Parents whose children have been refused a place at Fossebrook Primary School will automatically be added to the Fossebrook Primary School OSL (waiting) list. The waiting list will operate until the end of the first term after the beginning of the school year. This will be maintained by the primary school.

9.2. Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list.

10. Appeals

10.1. All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code.

10.2. Parents have the right to appeal against any decision by Fossebrook Primary School to refuse admission. Details of how to appeal, including timescales, can be found on the Leicestershire County Council Admissions website: www.leics.gov.uk/education.

10.3. Any appeal will be heard by an independent appeals panel whose decisions can override Fossebrook Primary School's Admissions Policy. The panel will decide whether to uphold or dismiss the appeal. Where the panel upholds the appeal Fossebrook Primary School is required to admit the child.

11. Catchment area

Fossebrook Primary Schools shares it's catchment area with Kingsway Primary School, Ravenhurst Primary School and Millfield LEAD Academy. Further details about the catchment area can be seen on the map attached and also clarified on the Leicestershire County Council website at -

http://www.leicestershire.gov.uk/education-and-children/schools-colleges-and-academies/find-a-school?f0=field_phases%3A5531

The catchment area for the school is set out in the map below.

