



# Admissions Policy 2018-19

## **Ilsham Church of England Academy**

Agreed and determined by Full Board of Directors: 20 October 2016  
Date for review: September 2017

**TOGETHER WE EMPOWER EXCELLENCE**

# Ilsham Church of England Academy

## Admissions Policy 2018-19

Ilsham Church of England Academy is an academy within The Learning Academy Partnership (South West) which offers a distinctively Christian education to all those who desire it, and being inclusive of those of all faiths and of none. The Partnership has a Church of England Foundation. Ilsham Church of England Academy asks all parents applying for a place here to respect the Trust's Church of England ethos and its importance to the Academy community.

The Board of Directors is the Admissions Authority for Ilsham Church of England Academy. This policy details the admission arrangements for our Academy and should be read in conjunction with the Primary and In Year Co-ordinated Schemes and other agreed policies of Torbay Local Authority. All policies and procedures seek to comply with the requirements of the School Admissions Code.

There will be 25 reception places available in September 2018.

### The need to apply

All parents must make an application for their child to be admitted to our Academy, using a Common Application form from the Local Authority in which the child lives. For children living in Torbay this is Torbay Local Authority.

### Visiting our Academy

We strongly encourage visits from parents and children considering applying for a place here. This is an opportunity for parents to make an informed decision about the academy. If you would like to visit our Academy, you should contact the Academy to make an appointment.

### How to apply for a place at the normal admission round - Reception

The normal round of admissions is when children can join our Academy in their Reception year; the September after the child's 4th birthday. So that all parents who wish to apply for a place in the Reception class of any Academy/School can do so, the local authority coordinates the admissions and allocates the places. However, the Board of Directors is the admission authority. This means parents will receive **one** offer of a school place at the same time as other parents. For our Academy, Torbay is the Local Authority that co-ordinates all applications for a place.

### Deferred Admission to Reception

Parents can request that the date their child is admitted to the school is deferred until later in the school year or until the term in which the child reaches compulsory school age. This allows parents to apply for a school place and to take up that place during the reception year without jeopardising the offer of a place.

Children born between	Normal Date of Admission	Deferred Admission
1 Sep 2013 -31 Dec 2013	Autumn Term	Spring Term
1 Jan 2014– 31 Aug 2014	Autumn Term	Spring or Summer Term

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. A school place can be deferred but not beyond the point at which a child

reaches compulsory school age and not beyond the beginning of the final term of the school year for which the application was made.

### Admission of children outside their normal age group

Parents may seek a place for their child outside of their normal age group, for example if the child is gifted and talented or has experienced problems such as ill health.

In addition, the parents of a summer born child (i.e. born between 1 April and 31 August) may choose not to send that child to school until the September following their 5<sup>th</sup> birthday. Parents of these children may apply for them to be admitted to reception rather than to year 1.

If a parent is applying for a place for a child outside their normal age group, they should apply for a place in the normal age group AND submit a request in writing to apply outside the normal age group at the same time. A response to the request for delayed admission will be given before the Primary Allocation Day. Parents will be asked to provide supporting information for their application, together with professional evidence if relevant. The final decision lies with the admission authority who must agree that it would be in the best interests of the child. Once a child has been admitted to a year group outside their chronological year group, they will normally continue with this group throughout their schooling. A place cannot be guaranteed a year in advance. It is possible that another school might not agree with our decision whether it is appropriate to educate the child out of his or her chronological Year Group. This includes the secondary school or any other school your child moves to.

The important dates for 2018 admissions are:

### Admissions to Primary Schools in September 2018

#### Timetable

1 November 2017	Website opens for online applications and TIPS paper forms available
15 January 2018	Closing date for submission of Common Application Form
5 February 2018	LA notifies other admitting authorities of applications
1 March 2018	Foundation and VA schools and academies return ranked lists of pupils
15 March 2018	Cut-off for taking new addresses into account for first round
23 March 2018	Processing day when LA starts offer process
9 April 2018	Schools informed of allocation of pupils
16 April 2018	Allocation Day: Online applicants notified of allocation by e-mail. Other applicants sent letter by second class post.
1 May 2018	Deadline for parents to accept offer
1 May 2018	Closing date for second round applications

11 May 2018	Decisions on late applications
18 May 2018	Closing date for receipt of appeals to be heard during main summer term session
25 May 2018	Deadline for parents to accept offer for second round applications
25 May 2018	Closing date for third round applications
8 June 2018	Decisions on third round applications
June/July 2018	Appeals
3 September 2018	Date when applications are treated as In Year Admissions

### Allocation of Places

Places are not allocated to a child automatically, even where:

- there is an older sibling attending here;
- a child attends a particular pre-school or nursery;
- a parent has expressed an interest at any time in the Academy;
- the child has always lived close to the Academy.
- A child is a member of any religious community

No places will be held in reserve for a child who applies late; the Board of Directors cannot hold empty places.

We will share information with Torbay Local Authority and will publicise the need to apply but the responsibility for making an application will be with the parent.

Children who have an Education and Health Care Plan or a Statement of Special Educational Needs<sup>1</sup> where the Academy is named on the Statement will have automatic entitlement to a place at the Academy.

If there are enough places for everyone who has applied, we will offer every child a place.

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<sup>1</sup> A Statement of Special Educational Need is a statement made by the local authority under Section 324 of the Education Act 1996 specifying the special educational provision required for that child. An Education, Health and Care plan is a plan made by the local authority under Section 37 of the Children and Families Act 2014 specifying the special education provision required for that child.

If we have more applications than there are places, the Board of Directors will prioritise applications using the following criteria:

1. A 'looked after child'<sup>2</sup> or a child who was previously looked after. Previously looked after children are children who were looked after, but ceased to be so because they were adopted<sup>3</sup> (or became subject to a child arrangements<sup>4</sup> order or special guardianship order<sup>5</sup>)
2. Children with a sibling attending the Academy at the time of application. Sibling is defined in these arrangements as children who live as brother or sister permanently at the same address, including natural brothers and sisters, adopted siblings, half brothers or sisters, stepbrothers or sisters and foster brothers and sisters.
3. Children of members of staff where:
  - a. the member of staff has been employed by Learning Academy Partnership (South West) for two or more years at the time at which the application for admission to the school is made, and/or
  - b. the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage

Children of staff is defined in these arrangements as birth, adopted, stepchildren and foster children who live at least part of the week with the member of staff.

4. All other children.

The academy will not have a designated area.

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<sup>2</sup> 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) at the time of making an application to a school

<sup>3</sup> This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children's Act 2002 (see section 46 adoption orders).

<sup>4</sup> Child arrangements orders are defined in s.8 of the Children Act 1989, as amended by s.12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order

<sup>5</sup> See Section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

### **Tie Break**

Where there are more applications than places available in a particular category, those living closest to the school will have priority for any places available, (i.e. the shorter the distance the higher the priority). Measurements are taken by a straightline distance using the Council's electronic mapping system (GIS). Measurements will be made from the co-ordinates of the home address as pinpointed on the Council's system, to the co-ordinates of the school as pinpointed on the Council's system. The pinpoint will be within the boundary of the property and its precise location will be determined by Torbay Council. This is for admissions purposes only and is not used to determine eligibility for school transport. In the event that applicants cannot be separated using the distance tie-breaker (i.e. they live identical distances from the school), the allocation of a place will be by random selection using a random number generator and in the presence of a senior manager.

If you move after the deadline of 15<sup>th</sup> January 2018 you must inform the Academy and Torbay Local Authority Admissions of your new address.

Where applications are received from families with multiple birth siblings (twins, triplets, etc.) every effort will be made to allocate places at the same Academy, including offering place(s) above the Published Admission Number (PAN) wherever possible.

### **Notification of Places**

In accordance with the co-ordinated admissions policy, on 16<sup>th</sup> April 2018 the Local Authority will make the formal offer of a place to parents or guardians on behalf of the Board of Directors of the Academy. Parents should contact the Academy by telephone or letter before 1<sup>st</sup> May 2018 to either accept or reject the offer of a place. This will in no way affect parents' right of appeal for a place at another school.

### **Appeals Procedure**

Parents who wish to appeal against the decision not to offer their child a place at the Academy must appeal directly to the Admissions Officer at Ilsham Church of England Academy who deals with the admissions. Appeals should be sent by the 18<sup>th</sup> May 2018.

The appeal will be heard by an independent appeals panel. Parents will receive advanced notification of the date and time of their appeal hearing, to which they can go and make their case. If they wish, parents may be accompanied by an advisor or friend. Following the appeal, the Clerk to the appeals panel will write to parents with the decision.

### **Waiting List**

A waiting list will be drawn up from unsuccessful applicants and children will be ranked in the same order as the oversubscription criteria. Any places that become available will be filled from the waiting list. The waiting list will be maintained until 31 December 2018.

### **Deferred Admission**

Admissions to the Academy's Foundation Stage will normally be at the start of the academic year in which the child's fifth birthday occurs. Parents have the right to defer admission until the child is of statutory school age (except for children whose birthdays are in the Summer Term where this is not possible). Where a child is not of statutory school age, the Academy, in consultation with the parents, may defer entrance or have a "staged" induction if it is deemed to be in the best interest of the child.

### **How to apply Outside the Normal Round: In Year Admissions**

Requests for admission to Reception made after the main round ceases on the day before the beginning of the Autumn Term and requests for places in other year groups should be made directly to the Admissions Officer at Ilsham Church of England Academy. All In Year admissions to the Academy will be made in line with the Academy's 'In Year Admissions Scheme' which is available from the Academy office. Telephone 01803 292313.