



ADMISSIONS POLICY 2016

This policy relates to Avonwood Primary School

Lead Governor: Sarah Manners
Leadership Team Link: Debbie Godfrey-Phaure and Sue Cole
Committee: Resources

Policy first adopted and ratified: 5 th December 2013			
Date Reviewed:	Reviewed By:	Determined by Committee	Governor Ratification Date: (if required)
20 th November 2013	DGP / SCE	5 th December 2013	5 th December 2013
12 th November 2014	DGP / SCE	Resources Governors 4/12/14	Directors 17/12/14

Admissions Policy for Avonwood Primary School 2016

The published admissions number is 60.

The Primary School has 28 Nursery places.

Avonwood Primary is a mixed sex school which is part of a multi-academy Trust. The projected total number on roll will be 420. At the end of Year 6 Avonbourne becomes a single sex provision for girls. Female Avonwood students can automatically progress to Avonbourne and all male Avonwood students will have priority places at Harewood if desired.

Please note there is a separate policy for admission to the Nursery. Applying for a school is a legally separate process to applying for nursery provision so admission to the nursery does not mean automatic admission to Avonwood reception.

It is the Trustees who are responsible for the admissions process but this function is delegated to the local governing body of the Trust and is monitored by the Directors of the Company.

The criteria to be used for admission into Reception Year 2015 is set out below and applies to:

- a) All entry year applications received by the closing date and to applications received after the closing date, if any places become available. Late applications will not be considered at the first allocation of places until all applications received on time have been dealt with.
- b) All admissions outside the normal September main entry intakes.
- c) Avonwood students who wish to apply for places at other secondary schools at the end of Year 6 will receive support and guidance.

Places will be allocated at Avonwood Primary School in the following order of category:

1. All children looked after by a local authority, either in foster care or an authority children's home; this includes children who were in care but have since been adopted, become subject to a residence order or special guardianship. A Looked After Child is defined as a child in the care of the Local Authority or being provided with accommodation by the Local Authority in the exercise of their social services functions as defined in section 22 of the Children Act 1989.
2. Where a placement is recommended, for medical reasons as essential, and is supported by evidence from the LA's professional advisors or where there are exceptional reasons supported by evidence from a Social Worker, Educational Psychologist, or Educational Welfare Officer employed by the Authority and where Avonwood is specifically named in the supporting documentation.
3. A child has a sibling attending Avonbourne College, Harewood College or Avonbourne 6th Form on the proposed starting date;
 - i. A sibling is:
 - A half or full sibling
 - An adoptive sibling
 - A child whose parents are married or cohabiting and parents and children live together in the same household.
4. Where the child lives in the traditional area served by Avonwood, Avonbourne and Harewood Colleges; ie. South of the Wessex Way, and in the districts of Dean Park (west of Lansdowne Road), Meyrick Park, Westbourne, Kings Park, Pokesdown, Southbourne and Boscombe.
5. Distance from the Primary School. Children living nearest the Primary School will be given the highest priority.

Admission Criteria - Notes

Documentation

It is the responsibility of the Parents/Carers to ensure that the completed application form is submitted to The Local Authority, in paper form or an on-line application can be made by 15th January 2016. Failure to submit the correct, original evidence by the date stated may affect the allocation of admissions category and subsequent eligibility for admission to the Primary School. It is unlikely that additional evidence will be able to be submitted electronically.

A child's main residence will be the dwelling of the parent or carer in receipt of Child Benefit and proof of who is in receipt of Child Benefit may be required by Avonwood prior to the offer of a Primary School place. The school may also require other evidence of proof of address. Examples of acceptable proofs of address will be listed in the Local Authority Information Booklets.

Timing of Admission

In cases that involve Primary School transfers that do not require a house move, it may be appropriate to arrange for the child to start at the beginning of a term to minimise disruption to their education.

Special Educational Needs

Places may be reserved within the published admission number for children with a statement of special educational needs before the official closing date for applications, where part four of the statement names the Primary School.

Applications for Students who are Disabled

The Primary School welcomes and makes every effort to accommodate students, irrespective of ability or disability, and works closely with Parents/Carers and students to achieve good access to the buildings, the curriculum and the life of the Primary School. If, however, at Avonwood, the buildings present significant barriers to full inclusion for certain students, the Primary School will endeavour to overcome these barriers. Parents/Carers with a disabled child are encouraged to contact the Primary School prior to making an application.

If a disability is likely to result in significantly reduced access to the curriculum, the Governors will undertake further consultations, in the interests of the child.

Oversubscription

Oversubscription criteria are distance from Avonwood then twins, triplets and multiple births as outlined below:

Distance from School

Living closest to the Primary School as measured by the straight-line distance calculated by:

- Living closest to the college as measured by the address mapping point on the ordnance survey map of both buildings.

Twins and Triplets or Multiple births

When considering twins or triplets or other multiple births for one remaining place, the family will be offered the place and may decide (a) if they will accept it for one sibling whomever they decide or (b) they decline the place and it is offered to the next person in the allocation after the twins/triplets/multiple births. If the family accept the place for one twin/triplet/multiple birth, then the sibling(s) will automatically be considered as first priority on the waiting list until a space becomes available.

Waiting Lists

The School operates a formal waiting list for those refused a place. The waiting list is ranked according to the over-subscription criteria and any places that do become available, if not required for a child with a statement of special educational need, are allocated in accordance with these criteria. The waiting list does not give priority either to those that have been on the list the longest or to those that have applied after the closing date.

Waiting lists for the main entry year (Reception Year) will automatically cease on 31 December 2015. Previous applicants wishing to continue on a waiting list must automatically re-apply to the Primary School between 1st and 31st December 2016. Waiting lists for all other year groups will cease at the end of the academic year 2016 / 2017. Applicants will be required to automatically re-apply (in August 2016) for admission if they wish to continue to be considered for a place.

The waiting list will be reviewed and revised:

- Each time a child is added to, or removed, from, the waiting list
- At the end of each college term, when parents with a child on the waiting list will be contacted and asked if they wish to remain on the list.

Parents may keep their child's name on the waiting list of as many colleges as they wish and for as long as they wish.

Withdrawal of Offers of Places by the Governors

Once the Governors of Avonwood have made an offer of a school place, they may withdraw that offer in very limited circumstances. These may consist of:

- when the Governors offered the place on the basis of, what later becomes known as, a fraudulent or intentionally misleading application from a Parent/Carer (for example, a false claim to residence in the area), which effectively denied a place to a child with a stronger claim.
- where a place was offered by the Local Authority, not the Admission Authority, in error.
- If a parent/carer has not responded to the offer of a place within a reasonable time, the Governors will remind the parent/carer of the need to respond and point out that the place may be withdrawn if they do not. (DfE Admission Code 2012)

Admission Appeals

Avonwood will not consider repeat appeals by the same applicant in the same academic year unless the applicant is able to prove that there have been material changes in their circumstances since the previous admission appeal. The final decision as to whether the material changes warrant a fresh appeal will be determined by the Admissions Authority.

Monitoring and Review

This policy has been made in accordance with the Sex Discrimination Act, The Race Relations Act, The Human Rights Act, the Disability Discrimination Acts 1995 and 2005, The Equality Act 2006 and Education Act 1996, 2002 and 2005. This policy will be administered fairly and impartially. The decision to admit, or otherwise, is the sole responsibility of The Governing Body.