



# Bright Futures

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## ELMRIDGE PRIMARY SCHOOL

### ADMISSIONS POLICY

Policy Version			
Date	Document Version	Document Revision History	Document Author/Reviser
April 2016	1.2	Update of all trust policies	Mark Edmundson
June 2017	1.3	Update for new academic year	Mark Edmundson
June 2018	1.4	Update for the new academic year	Mark Edmundson
February 2019	1.5	Update for new academic year	Mark Edmundson
June 2020	1.6	Update for new academic year including change to Key Stage Two numbers	Mark Edmundson
Sept 2021	1.7	Removal of reference to the Dunham Trust. Change of dates for new academic year.	Mark Edmundson

# Elmridge Primary School

## Admissions Policy

We believe this policy relates to the following legislation:

- Data Protection Act 1998
- Human Rights Act 1998
- Schools Standards and Framework Act 1998
- Freedom of Information Act 2000
- Education and Skills Act 2008
- School Information (England) Regulations 2008
- Equality Act 2010
- Equality Act 2010 (Statutory Duties) (Wales) Regulations 2011 & The Equality Act 2010 (Specification of Relevant Welsh Authorities) Order 2011
- School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012
- School Admissions (Appeal Arrangements) (England) Regulations 2012
- School Admissions (Infant Class Sizes) (England) Regulations 2012
- Education (Wales) Act 2014

The following documentation is also related to this policy:

- School Admissions Code (DfE)
- School Admissions Appeals Code (DfE)
- School Admissions Code (Wales)
- School Admissions Appeals Code (Wales)

We wish to comply with the School Admissions Code of Practice. Annually we will publish the admission number for this school but there are times when this number will change in line with local authority and government statutory guidance.

We will consider all applications for admission as we are an inclusive school and will admit pupils without reference to general ability or aptitude. We believe we operate a fair and equal admissions policy.

We will admit any child with a statement of special educational needs that names this school.

We as a school community have a commitment to promote equality. Therefore, an equality impact assessment has been undertaken and we believe this policy is in line with the Equality Act 2010.

We believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that is connected with this policy

## **Aims**

- To comply with the School Admissions Code of Practice.
- To establish and maintain a fair and open admissions policy.
- To work with other schools and the local authority in order to share good practice in order to improve this policy.

## **Responsibility for the policy and procedures**

### **Role of the Local Board**

The Local Board, as the admissions authority, has:

- a duty to consider all applications to this school fairly and openly;
- delegated powers and responsibilities to the Head of School to ensure all school personnel and visitors to the school are aware of and comply with this policy;
- in place an Admissions Committee;
- responsibility for ensuring that the school complies with all equalities legislation;
- nominated a designated Equalities governor to ensure that appropriate action will be taken to deal with all prejudice related incidents or incidents which are a breach of this policy;
- responsibility for ensuring funding is in place to support this policy;
- make effective use of relevant research and information to improve this policy;
- responsibility for ensuring this policy and all policies are maintained and updated regularly;
- responsibility for ensuring all policies are made available to parents;
- the responsibility of involving the School Council in the development, approval, implementation and review of this policy;
- nominated a link governor to visit the school regularly, to liaise with the Head of School and to report back to the Local Board;
- responsibility for the effective implementation, monitoring and evaluation of this policy

### **Role of the Head of School**

The Head of School in conjunction with the Admissions Committee will:

- ensure that all applications are looked at fairly and openly;
- ensure all school personnel, pupils and parents are aware of and comply with this policy;
- work closely with the link governor and coordinator;
- provide leadership and vision in respect of equality;
- provide guidance, support and training to all staff;
- monitor the effectiveness of this policy;
- annually report to the Local Board on the success and development of this policy

## **Role of the Admissions Committee**

The Admissions Committee will:

- work closely with the Head of School;
- ensure that this policy and other linked policies are up to date;
- ensure that everyone connected with the school is aware of this policy;
- make effective use of relevant research and information to improve this policy;
- annually report to the Local Board on the success and development of this policy;
- in the event of over-subscription administer the following criteria

## **School Admissions for the school year 2022-23**

Elmridge Primary School gained Academy status in September 2012. The Governing Body is the Admissions Authority. The co-ordination of admissions arrangements is undertaken by Trafford School Admissions. The closing date for applications for September 2022 is **15 January 2022**.

A child becomes of compulsory school age when he or she reaches the age of five and, where parents wish a child to attend school, the child must start school in the term following his or her fifth birthday. At Elmridge Primary School all children may commence primary education earlier than the legal admission date through a single intake in September, of children who will become 5 between 1 September and 31 August in the admission year. Applications can be submitted from the beginning of the 2021 autumn term.

Decisions regarding the allocation of places for September 2022 will be posted to parents on **16 April 2022**. Applications received after the closing deadline, 15 January 2022, will only be considered after all other applications received on time have been processed.

## **Oversubscription Criteria**

The admission number for Elmridge Primary School is 30 in Reception and Key Stage One classes and 32 in Key Stage Two classes. Occasionally there are not enough places at the school to satisfy every parent who wants to send their child here. This is what is meant when a school is "oversubscribed". When schools are "oversubscribed" the admissions authority has to adopt criteria for deciding which children are to be offered the available places.

## **Where the number of applications exceeds the number of places available the following over-subscription criteria will apply:**

1. A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order[1]. 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).

2. Children who live in the catchment area of the requested school who will have a sibling attending the requested primary, infant or partner junior school **at the time of the applicant's proposed admission** (This includes half/step/adopted/foster brothers or sisters, and any other children, who are living at the same address as part of the same family unit).

3. Children who live in the catchment area of the requested school.

4. Children, who live outside the catchment area of the requested school, with a sibling attending the requested primary, infant or partner junior school **at the time of the applicant's proposed admission** (This includes half/step/adopted/foster brothers or sisters, and any other children, who are living at the same address as part of the same family unit).

5. Children who live nearest to the requested school, calculated in a direct straight line from the child's permanent place of residence to the school measured using property co-ordinates provided through a combination of the Trafford Local Land and Property Gazetteer (BS7666) and Royal Mail Postal Address Information. In the case of a child living in a block of flats, the distance will be measured in the same way [2]. If there are more applicants than can be accommodated at a school in criteria 1 to 4, places will be offered to those children in each criterion whose place of residence is nearest to the school as defined in criterion 5.

## **Definitions**

The following terms are defined as follows:

### **Sibling**

Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.

### **Distance**

Distance will be calculated in a direct straight line from the child's permanent place of residence to the school, using property co-ordinates provided through a combination of the Trafford Local Land and Property Gazetteer (BS7666) and Royal Mail Postal Address Information. In the case of a child living in a block of flats the distance will be measured from the communal entrance of the building.

Where two or more applications cannot be otherwise separated, the final place will be determined through a random draw. The draw will be conducted and scrutinised by persons independent from the school.

Each random allocation event only holds for the allocation of the currently available school place.

### **Parents/ Family Members**

A parent is any person who has parental responsibility for or is the legal guardian of the child.

*[1] An adoption order is an order under section 46 of the Adoption and Children Act 2002. A 'residence order' is as an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).*

*[2] If you are allocated a place at a school other than your catchment area school, it should be clearly understood that children living within the catchment area of that school will continue to have priority in the allocation of places, and there can be no guarantee that places will be available in the future for any younger children in your family*

## **In Year Transfers**

If you move into our catchment area, or you are a Trafford resident who wishes to transfer your child from another school to Elmridge, outside the normal transfer timetable, this is referred to as an "In Year" transfer.

Please complete our Application for Admission Form and return to school.

Applications for a place or places at Elmridge will be given full consideration by the School in the light of the availability of places. Our published admission number for Reception and key Stage One is 30 and for Key Stage Two classes it is 32. Where the number of pupils in your child's year group at Elmridge has reached the admission number maximum, the School will not agree to your request.

Trafford's School Admissions Team will be able to advise on the availability of places at other schools that can accommodate your child within the published admission numbers.

Parents have a statutory right to appeal to an Independent Appeal Panel (the Panel) against the decisions of admission authorities. Admission authorities are responsible for setting and applying a school's admission arrangements. Please contact Trafford School Admissions Team for further information.

## **Monitoring and review**

The implementation of this policy will be monitored by the Heads of School, who will make an annual report to the Local Governing Body of that school.

**End of policy statement**