



Arden Forest Infant School

Admissions Policy

Approved by: R Gunn **Date:** 27.01.22

Last reviewed on: January 2022

Next review due by: January 2023

Admission Arrangements for entry in September 2022 (coordinated scheme) and In-Year admissions for the 2022/23 academic year

Introduction

The Governing Body of Arden Forest Infant School have adopted the following arrangements for entry to the school in September 2022.

As a local authority-maintained school in Warwickshire, these admission arrangements form part of Warwickshire County Council's (the 'local authority') co-ordinated admissions scheme, as confirmed in further detail on the website.

It is strongly advised that you read all available local authority documentation relating to the admissions process before making a school application for your child.

www.warwickshire.gov.uk/schoollcriteria

Coordinated Admissions

All local authorities are required to have in place a scheme for coordinating admission arrangements for maintained schools and other mainstream state-

Read **Warwickshire County Council's Privacy Policy** for further information about how personal data is used to allocate school places:

www.warwickshire.gov.uk/directoryrecord/693/education-and-learning

Funded schools (e.g.: academies) within their area. Coordinated schemes are intended to simplify the admission process for parent/carers whilst reducing the likelihood of any child being left without a school place.

Coordination establishes a mechanism that ensures that, as far as is reasonably practicable, every parent/carer of a child who has applied for a school place is sent a single offer of a school place by the local authority in which their home address falls (their 'home authority').

Under the system of coordinated admissions, parent/carers apply directly to their home authority and make a single application for school places. Authorities then exchange application data, and this is used to determine which children can be offered a place at which school. Parent/carers then receive a single offer of a school place from their home authority.

Only parent/carers of children who are resident in the county of Warwickshire can make an application through the Warwickshire School Admissions Service. The Admissions Service will manage the process of allocating school places in line with the Coordinated Admissions Scheme.

Applying for a place

Parents/carers apply for school places using a Common Application Form (CAF). The National Closing Date to apply for a place at this school, for entry in September 2022, is **15th January 2022**.

Parents are encouraged to apply for a school place using Warwickshire's online application system. This allows parents to complete an electronic version of the CAF. The advantages of the online system are as follows:

- The process is relatively quick and easy.
- Applicants receive an acknowledgment email confirming that their application has been submitted.
- Parents applying online receive their offer of a school place from 08.30am on National Offer Day.

National Offer Day, for on-time applications made in line with the 2022 entry coordinated admissions scheme, is **16th April 2022**.

Warwickshire Admissions Service will contact parents who are resident within the county, who have made an on-time application, to inform them which school their child has been offered. Offers will not come directly from the school.

Over-subscription Criteria

The school's Published Admission Number for this entry year is 60 pupils

In the event that there are more applications than places available then the below over-subscription criteria will be used.

Please note that children with an Education, Health and Care Plan that names the school must be admitted and this may reduce the overall number of places available.

(Reception entry)

Criterion 1a: Looked after children and all previously looked after children.

Criterion 1b: Children who have been adopted through a CVAA UK agency. **Criterion 2:** Children who receive the Early Years Pupil Premium for their early years provider.

Criterion 3: Children who are currently, or have been at any point since 1st September 2015, subject to a Child in Need Plan or a Child Protection Plan. **Criterion 4:** Children living in the priority area for the school, who will have a sibling attending the same school in Years 1 - 6 at the time of admission in September 2022.

Criterion 5: Other children living in the priority area for the school.

Criterion 6: Children living outside the priority area for the school, who will have a sibling attending the same school in Years 1 – 6 at the time of admission in September 2022.

Criterion 7: Other children living outside the priority area for the school.

Priority ('catchment') area

Details of the school's priority area can be found on the Warwickshire County Council website.

www.warwickshire.gov.uk/mapinfantprimaryschools

Where applicants are allocated the same criterion, priority is given in order of distance between the child's home and the school applied for (shortest distance = highest priority).

Distance will be calculated by using a straight-line measurement from the address point location coordinate of the applicant's home address (as set by Ordnance Survey) to the centre point ('centroid') of the school in question. *(The centroid is a predetermined point set by Warwickshire County Council and all distances are subject to changes which may occur with updates of mapping data).*

Evidence of the Child's Home Address

As part of the application process, documentation concerning the child's home address will be requested. If the application is made through the local authority's online portal, then such documentation will be requested at the point the application is started. Such documents can be uploaded to the parent/carer's online account.

Acceptable documents to confirm a child's home address include:

- 2021/2022 Council Tax Bill
- 2021/2022 Council Tax Benefit letter/notice
- Utility bill (gas, water or electric), dated within the last 6 months
- Full copy of tenancy agreement or recent mortgage statement for the property, dated within the last 12 months
- Copy of most recent Child Tax Credits or Child Benefit letter.

Home-to-School Transport

An offer of a school place does not necessarily mean that home-to-school transport assistance will be automatically provided to the child. Applications for home-to-school transport assistance – usually in the form of a free bus pass – are assessed in line with the relevant Transport Policy. The criteria set out in that policy is different to the criteria and policy which is followed in relation to the school admissions process, and the time of making an application for transport assistance can also have an impact on the outcome, as this will not necessarily correlate with the school admissions process.

If transport assistance has been approved, but an alternative school can be offered from a waiting list, then this assistance may be stopped if the place from the waiting list is not taken up.

Where transport assistance is requested in the case of a child who has been given an 'unplaced' school offer, such cases will be considered on an individual basis. It is

important that parent/carers consider their child's transport options to and from school when making an application for school places.

Where families are not eligible for home-to-school transport assistance then it is the legal responsibility of the parent/carer / carer to ensure that the child gets to and from school each day, not the local authority and not the school that the child will be attending.

Information on applying for transport assistance, and the criteria used when assessing applications, can be found on the Warwickshire County Council website.

www.warwickshire.gov.uk/schooltravel

Appeals

Parent/carers will be informed by their home authority of their statutory right of appeal when they receive the outcome of their application. Parent/carers can appeal for any school where their child has not been offered a place.

Appeals for this school can be lodged online through the Warwickshire County Council website.

www.warwickshire.gov.uk/schoolappeals

Waiting Lists

Waiting lists for this school will be held by the Local Authority and are compiled in strict priority order against the published oversubscription criteria. Offers will be made from the waiting lists as any vacancies arise.

A child's position can move both up and down the waiting list as other students are added to the list. Late applicants are not penalised when added to waiting lists, and the amount of time a child has been on a school's waiting list is irrelevant.

Waiting lists will be held throughout the academic year. However, parent/carers will be responsible for contacting the Admissions Service should they wish their child to remain on the waiting list at the end of each term.

In-Year Admissions

As a local authority-maintained school, parent/carers should apply directly to Warwickshire County Council for places in all year groups where the co-ordinated scheme does not apply, following the relevant In-Year admissions process.

Fair Access Protocol

The School adopts Warwickshire County Council's Fair Access Protocol. Further information can be found on the website.

www.warwickshire.gov.uk/moving-schools-within-school-year

**The following definitions / arrangements are taken from the
Warwickshire County Council 2022/23 Admission Arrangements and also apply to Arden
Forest Infant School.**

- **Looked after children and previously looked after children** Children in the care of, or provided with accommodation by, their local authority (also known as 'looked after children') and children who were in care but ceased to be so because they were adopted or became subject to a child arrangement order or special guardianship order (also known as 'previously looked after children').

Relevant documentation, such as a full or interim care order, may be requested as part of the admissions process.

- **Sibling, i.e. brother or sister, attending the school at the time of admission**
Sibling is defined as: a full brother or sister; a half brother or sister; an adopted brother or sister; a child living in the same address who is being Looked After by a local authority; a step-brother or sister; or the child of a parent/carers' partner, where the child for whom the school place is being sought is living in the same family unit and at the same address as that sibling.
- **Definition of Home Address**
Where the child normally resides during the school week and where they sleep for at least 50% of the school week.

If arrangements are such that a child resides at two addresses for equal amounts of time, then parent/carers must decide which address to use for admissions purposes.

Failure to agree on the address to use on the child's application for a school by the national closing date will result in Warwickshire County Council using a random number generator to determine which application to process.

Addresses involved in child-minding arrangements, whether with professional childminders, friends, or relatives, are excluded. Where a school place is offered based on an address which is subsequently found to be different from the address where the child ordinarily resides, that place may be withdrawn.

There is an expectation that the child will be resident at the address used to allocate a place on a long-term basis, and until at least the start of the autumn term (September 2022) in relation to the coordinated admissions process.

Short-term house moves purely to secure a school place may be considered fraudulent or intentionally misleading and, in such circumstances, the place may be withdrawn.

Where a child's address changes after a place at the school has been allocated, the Local Authority may request an explanation for the house move and documentary evidence to show that the child is resident at the new property.

The Admissions Service operates a thorough and robust address checking process, which may include both announced and unannounced home visits.

- **Applications which need to be prioritised within a criterion, where the distance from home to school is identical**

Where required, individual priority for such applicants within a criterion will be determined by a random number generator allocation. The draw will be carried out by two officers of the Admissions Service in the presence of a local authority solicitor. The result of the draw will be recorded and countersigned at the time by all parties involved. Applicants will be notified of the outcome in writing.

- **Multiple applications made by the same parent/carer / household** If more than one application is made prior to the national closing date by the same parent/carer/carer/household, then only the newest application will be processed (i.e.: the last application made before the deadline). Any applications made previously will not be processed.

If the newest application is submitted after the closing date then it will be treated as a late application (unless there has been a change of address, in line with the requirements detailed above) and will not be processed until after national offer day.

Following National Offer Day, the Admissions Service will accept new applications for the school and, if required, further amendments to existing applications.

- **Multiple applications made by Separated Parent/Carers** Neither the school nor the Admissions Service will become involved in disputes between parent/carers, carers, or other responsible parties, regarding applications for school places. Where parent/carers cannot agree on either the home address or the school preferences to name on an application (or both), the Admissions Service will contact both parent/carers to inform them of the situation and to request that they confirm between themselves, and to the local authority, which application and school preferences to take forward. This may require the involvement of the courts, if necessary.

If this fails to resolve the matter, then the Admissions Service reserves the right to consider only the application made by the parent/carer with whom the child resides for the majority of nights during the school week. Where the child spends 50% of their time with each parent/carer, and a decision cannot be reached by the relevant closing date for the submission of applications, the local authority will intervene and act on their behalf. The local authority uses a computer 'random generator' to select either parent/carer A or parent/carer B's application. This process is carried out by two Admissions officers in the presence of a local authority solicitor. Parent/carer A and B are advised which application will be processed.

- **Twins, Triplets or other multiple-births**

Where the final place in a year group is offered to one of twins, triplets or another multiple-birth child, place(s) will normally be offered to the other multiple-birth child(ren) where the local authority and school are in agreement - even if this means going above the school's Published Admission Number (also see Infant Class Size).

Infant Class Size (for schools operating with a Reception entry cohort / Key Stage 1 classes)

Infant classes (those where the majority of children will reach the age of 5, 6 or 7 during the school year) must not contain more than 30 pupils with a single qualified teacher. Additional children may be admitted under very limited exceptional circumstances. These children will remain an 'excepted pupil' for the time they are in an infant class or until the class numbers fall back to the current infant class size limit. The excepted children are:

- a) *children with Statements of Special Educational Needs admitted outside the normal admission round;*
- b) *looked after children and previously looked after children admitted outside the normal admission round;*
- c) *children admitted, after initial allocation of places, because of a procedural error made by the admission authority or local authority in the original application process;*
- d) *children admitted after an independent appeals panel upholds an appeal;*
- e) *children who move into the area outside the normal admission round for whom there is no other available school within reasonable distance;*
- f) *children of UK service personnel admitted outside the normal admission round;*
- g) *twins and children from multiple births when one of the siblings is the 30th child admitted;*
- h) *children with SEN who are normally taught in an SEN unit⁴⁸ attached to the school, or registered at a special school, who attend some infant classes within the mainstream school*

Deferred entry into Reception and Starting school on a part-time basis

As required by the School Admissions Code, Warwickshire County Council operates a process for the admission of all children to start school in Reception in the September following their 4th (fourth) birthday. However, legally, a child does not have to start attending school until they reach what is known as 'Compulsory School Age' (CSA).

Children can also start school but attend on a part-time basis until they reach CSA. Compulsory School Age is defined as the start of the term after the child's 5th (fifth) birthday. Once a child has reached CSA, they must be attending school on a full-time basis, or be receiving full-time schooling through Elective Home Education.

Parent/carers can also decide that their child will attend school on a part-time basis until they reach Compulsory School Age. However, if parent/carers decide to send their child to school on a part-time basis and then send that child to an alternative childcare provider – for example, a nursery – for any other portion of the school week, then the child's early year's free entitlement will end, as that funding will be automatically allocated to the school that the child is attending (even though they will be attending on a part-time basis). It will be the responsibility of the parent/carers to cover any costs incurred through their child attending an alternative childcare provider.

In either case, an application for a school place must be made in line with the 2022 entry coordinated admissions process, and all relevant deadlines adhered to, so that a school place can be offered for the child to start either in September 2022 or later on during the 2022/2023 academic year.

Once the offer has been accepted, the parent/carer should speak to the head teacher of the school about their decision to defer their child's admission to school until later in the school year, or for them to initially attend on a part time basis.

Summer-born children

Additionally, in the case of a child defined as 'summer-born' (ie: those with dates of birth from 1st April to 31st August), Compulsory School Age would fall in September 2023, when they would be due to start Year 1. This is a whole year later than when peers in their normal age year group would have started school in Reception, in September 2022.

The parent/carers of a summer-born child can choose not to send that child to school until September 2023 - the beginning of the term after the child's 5th (fifth) birthday -, and may request that the child is admitted into Reception at that point rather than Year 1.

Whilst parent/carers have a legal right to decide not to send their child to school until they reach Compulsory School Age, they cannot insist their child is admitted to a particular year group. Therefore, the local authority (who coordinate the admissions process for entry into Reception for this school) operates a specific process in relation to summer-born children.

How to make a request for a summer-born child to start in Reception at Compulsory School Age rather than Year 1

Requests for a summer-born child to be educated out of year group must be made in line with the national closing date for making a school application.

Requests received after this date may not be given consideration until after National Offer Day for the normal year of entry.

Parent/carers should also submit a 2022 entry Reception application for their child by the relevant deadline, as this will ensure that the child does not miss out on a school place in the normal age group if the request to delay entry into Reception is not agreed.

Further information, as well as the form for parent/carers to complete in order to request that their summer-born child be considered for entry into Reception in September 2023, rather than Year 1 (due to the parent/carers taking the decision that the child will not start school until they reach Compulsory School Age) can be found on the website.

www.warwickshire.gov.uk/applying-school-place-reception/deferringstartingschool/1