



Admissions Policy 2017-2018

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1. Aims

This policy aims to:

- Explain **how to apply** for a place at the school
- Set out the school's **arrangements for allocating places to the pupils** who apply
- Explain **how to appeal** against a decision not to offer your child a place

2. Legislation and statutory requirements

This policy is based on the following advice from the Department for Education (DfE):

- [School Admissions Code](#)
- [School Admission Appeals Code](#)

The school is required to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#).

3. Definitions

The **normal admissions round** is the period during which parents can apply for state-funded school places at the school's normal point of entry, using the common application form provided by their home local authority.



Looked after children are children who, at the time of making an application to a school, are:

In the care of a local authority, or

Being provided with accommodation by a local authority in exercise of its social services functions

Previously looked after children are children who were looked after, but ceased to be so because they:

Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or

Became subject to a child arrangements order, or

Became subject to a special guardianship order

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.

4. How to apply

- **Admissions to The Leys Primary School (mainstream provision)**

For applications in the normal admissions round you should use the application form provided by Hertfordshire County Council. You can use this form to express your preference for a minimum of 3 state-funded schools, in rank order. Please use the link:

<https://www.hertfordshire.gov.uk/services/Schools-and-education/Schools-and-education.aspx>

You will receive an offer for a school place directly from your local authority.

Please note: pupils already attending our nursery will not transfer automatically into the main school. A separate application must be made for a place in reception.

- **Admissions to The Leys Nursery school**

Parents and carers of pupils with children born between the 1st of September 2014 and the 31st of August 2015 need to apply to the school using our Nursery Application form. This can be downloaded from our website, sent by email, or collected from our school office. Children will be offered places to join the nursery class at the start of the school year in which they have their fourth birthday. All children will be offered 15 hours free provision and some parents will qualify for a further free 15 hours childcare.

The nursery admissions criteria in the event of over-subscription (more children wanting places than we are able to accommodate) will be the following.



- Children with an EHC (Education, Health and Care) Plan that names the school.
- Children looked after and children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or a special guardianship order).
- Children for whom it can be demonstrated that they have a particular medical or social need to attend the nursery class at the Leys.
- Children who have a sibling at the school at the time of application.
- Children who live closest to the school.

Admissions to the Leys Primary Support Base.

The Leys host a Primary Support Base on behalf of the local authority. Following a review of provision County wide, we have been informed that this provision will move to another provider in 2018.

During this period of transition the following will apply:

Admissions into the Base

- Local authority placement: Pupils will be admitted if they have The Leys PSB as a named placement in their Education Health and Care Plans.

NB. All pupils with Education Health and Care Plans will be reviewed in the Spring term 2018 for an alternative provision to start September 2018.

- DSPL placement: A panel led by our local DSPL will meet to offer any remaining placements as respite placements (1 term only). No allocations will be made from Easter 2017. Day 6 provision for pupils who have been permanently excluded from other schools in our local DSPL will be given priority consideration.

NB. Pupils who have been permanently excluded from local primary schools, and are offered an assessment place at the Leys through DSPL placement will be admitted as a Guest pupil.

- Pupils will not be admitted if we currently have our full allocation of 8 pupils. If we have this full allocation, placements can therefore only be made when a place becomes available/respite placement ends.

All pupils who attend the Primary Support Base will have alternative placements in place for September 2018.

5. Requests for admission outside the normal age group

Parents are entitled to request a place for their child outside of their normal age group.

Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of each case and in the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

- Parents' views
- Information about the child's academic, social and emotional development



- Where relevant, their medical history and the views of a medical professional
- Whether they have previously been educated out of their normal age group
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely
- The headteacher's views

Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round. They will be considered on the basis of the admission arrangements laid out in this policy, including the oversubscription criteria listed in section 6. Applications will not be treated as a lower priority if parents have made a request for a child to be admitted outside the normal age group.

Parents will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents do not have a right to appeal if they are offered a place at the school but it is not in their preferred age group.

6. Allocation of places

6.1 Admission number

The school has an agreed admission number of 75 pupils for entry in Reception.

6.2 Oversubscription criteria

All children whose statement of special educational needs (SEN) or education, health and care (EHC) plan names the school will be admitted before any other places are allocated.

If the school is not oversubscribed, all applicants will be offered a place.

In the event that the school receives more applications than the number of places it has available, places will be given to those children who meet any of the criteria set out below, in order until all places are filled.

Over-subscription criteria

- Children with an EHC (Education, Health and Care) Plan that names the school.
- Children looked after and children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or a special guardianship order).
- Children for whom it can be demonstrated that they have a particular medical or social need to attend the Leys Primary School.
- Children who have a sibling at the school at the time of application.
- Children who live closest to the school.

6.3 Tie break

In the case of 2 or more applications that cannot be separated by the oversubscription criteria outlined above, the school will use the distance between the school and a child's home as a tie breaker to decide between applicants. Priority will be given to children who live closest to the school. Distance will be measured in a straight line from the child's



home address to the school's front gates on Ripon road. A child's home address will be considered to be where he/she is resident for the majority of nights in a normal school week.

Where the distance between 2 children's homes and the school is the same, random allocation will be used to decide between them. This process will be independently verified.

7. In-year admissions

You can apply for a place for your child at any time outside the normal admissions round. As is the case in the normal admissions round, all children whose statement of SEN or EHC plan names the school as a suitable placement as part of the review process.

Likewise, if there are spaces available in the year group you are applying for, your child will always be offered a place.

If there are no spaces available at the time of your application, your child's name will be added to a waiting list for the relevant year group. When a space becomes available it will be filled by one of the pupils on the waiting list in accordance with the oversubscription criteria listed in section 6.3 of this policy. Priority will not be given to children on the basis that they have been on the waiting list the longest.

Applications for in-year admissions please use the following link:

<https://www.hertfordshire.gov.uk/services/Schools-and-education/Schools-and-education.aspx>

8. Appeals

If your child's application for a place at the school is unsuccessful, you will be informed why admission was refused and given information about the process for hearing appeals by Hertfordshire County Council. If you wish to appeal, you must use the HCC appeals system where you will find details of the appeals timetable.

Please use the following link:

<https://www.hertfordshire.gov.uk/services/schools-and-education/school-admissions/primary-junior-and-middle-schools/primary-school-appeals.aspx>

The school has the right to counter any appeal under the as set out on the School Admissions Appeal Code under the following guidelines:

- Consideration of Prejudice

The panel must consider the impact on the school of admitting additional children. In reaching a decision as to whether or not there would be prejudice the panel may consider the following factors:

- a) what effect an additional admission would have on the school in the current and following academic years as the year group moves through the school;
- b) whether any changes have been made to the school's physical accommodation



or organisation since an admission number was originally set for the relevant year group;

c) the impact of the locally agreed Fair Access Protocol¹³;

d) the impact on the organisation and size of classes, the availability of teaching staff, and the effect on children already at the school.

The school would, in this case, submit an appeals statement, including details about the school as relevant to the appeal.

9. Monitoring arrangements

This policy will be reviewed and approved by the governing body every year.

Whenever changes to admission arrangements are proposed (except where the change is an increase to the agreed admission number), the governing body will publicly consult on these changes.

Approved by:

Mel Stone Chair of Governors
Leigh Humphries Headteacher

Date: [Date]

Last reviewed on:

[Date]

Next review due by:

[November 2018]