



**GALLEYWALL PRIMARY
CITY OF LONDON ACADEMY**

Admissions Policy Sept 2016

Statutory

Version	Date	Nature of change	Reason	Author(s)	Ratification at LGB date
1.0	Sept 2015			J Ewing	

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Galleywall Primary School

Admissions Policy September 2016/17

1. GENERAL

This document sets out the proposed admission arrangements for Galleywall Primary School.

The Academy will comply with all relevant provisions of the Department for Education's School Admissions Code of Practice 2014 ("the Admissions Code") the School Admission Appeals Code of Practice 2014 ("the Appeals Codes") and the law on admissions. Reference in the Codes to admission authorities shall be deemed to be references to Galleywall Primary School, the powers and functions of which may be delegated to the local governing body of the Academy.

Galleywall Primary School will participate in the co-ordinated admission arrangements administered by the local authority in the relevant geographical location and in respect of other arrangements specified in the Admissions Code.

Notwithstanding these arrangements, the Secretary of State may direct the Academy to admit a named pupil to the Academy on application from a LA. Before doing so the Secretary of State will consult the Academy.

ADMISSION ARRANGEMENTS APPROVED BY SECRETARY OF STATE

2. THE NORMAL ADMISSIONS ROUND:

The admission arrangements for the Academy are set out below. These arrangements are subject to any changes approved by the Secretary of State for Education

- a) The Academy has an agreed admission number of 60 pupils in Reception, KS1 and KS2 year groups.
- b) Academy may set a higher or lower admission number than its Published Admission Number (PAN) for any specific year. Before making any change to the agreed admission number, or a permanent change to its PAN, the Academy will in accordance with the provisions of the School Admission Code 2012, notify the Local Authority of the consent to such an arrangement of the Local Governing Body. Where it is proposed to have a lower admission number the Academy will consult as required by paragraphs 1.3 and 1.42 of the School Admissions Code.
- c) In accordance with its funding agreement the Academy will also seek the consent of the Secretary of State to any permanent change to its PAN.

Reception

- a) The Academy will normally admit 'rising fives' i.e. all children will normally be admitted to the Reception year at school in the September following their fourth birthday.
- b) In accordance with paragraph 2.16 of the Admissions Code, a parent may request that a place be deferred until later in the academic year or until the term in which the child reaches compulsory school age. A parent may request that their child takes up the place part-time until compulsory school age is reached.
- c) The Academy will consider any such requests on an individual basis, however it reserves the right to decline if it is impractical to arrange in terms of space, the demand that exists from other qualifying applicants for places and/or the arrangements for the allocation of teaching resources.

NOTE: In respect of a child born late in an academic year, for example in July or August, a place cannot be deferred for a whole academic year (i.e. to the following September) only within the year for which the application is made.

3. CONSIDERATION OF APPLICATIONS

Arrangements for applications for places at the Academy will be made in accordance with the relevant Local Authority's (LA's) co-ordinated admission arrangements and will be made on the Common Application Form provided and administered by the relevant LA.

The Academy Trust will use the LA's timetable for applications to the Academy each year (exact dates within the months may vary from year to year). This will fit in with the timetable for the co-ordination of admission arrangements agreed following consultation, within the LA.

- a) **September** - The Academy will publish in its prospectus information about the arrangements for admission, including oversubscription criteria, for the following September (e.g. in September 2016 for admission in September 2017). This will include details of open evenings and other opportunities for prospective pupils and their parents to visit the school. The Academy Trust will also provide information in relation to the Academy primary to the relevant LA for inclusion in the composite prospectus, as required;
- b) **January** – Common Application Form to be completed and returned to the pupil's home LA to administer.
- c) **February**- LA sends the Academy applications to the Academy Trust;
- d) **March**- the Academy will advise the LA of applicants who meet required admissions criteria where it has been necessary to verify this for them e.g. distance measurement ;
- e) **March** –LA applies agreed scheme for own schools, informing other LA's of offers to be made to their residents.
- f) **April** - offers made to parents.
- g) After the admission of pupils with statements of Special Educational Needs where the Academy is named on the statement, the Academy will consider all applications for places. Where fewer than 30 applications are received, the Academy will offer places to all those who have applied.

4. PROCEDURES WHERE THE ACADEMY IS OVERSUBSCRIBED

Where the Academy is named on a pupil's Educational, Health and Care Plan, that child will be admitted by the Academy. If the number of applications for admission to the Academy is greater than the published admissions number, applications will be considered against the criteria and order set out below:

1. Children in public care (looked after children) or children who were looked after but ceased to be so because they were adopted (or became subject to a residence/special guardianship order).
2. Children with siblings who are already on roll at the school and will still be on the roll at their date of entry.
3. Children with exceptional medical, social or psychological needs, where it is agreed by the local authority and the head teacher that these can be best addressed at the school.
4. Children living nearest to the school as measured by a straight line from the child's home to the main school gate.

Clarification of a 'Looked after child'

Looked After Children and Children who have been previously looked after (pursuant to the Admissions Code). 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 function at the time of making an application to a school. Previously looked after children are children who were 'looked after', but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).

Clarification of 'Sibling'

Children, who at the time of the admission, have a sibling who attends the Academy. For this purpose "sibling" means a whole, half or step-brother or -sister or an adopted child resident at the same address. In the case of twins and/or multiple births in the same year group, where there is only one place available in the academy, both will be considered together as one application.

Clarification of 'educational, medical or social needs'

Supporting evidence to substantiate that the child or their family has a medical, social or psychological need must be provided at the time of application. The evidence must be in a written format and should set out the reasons why, in their view, Galleywall is the most suitable and the difficulties that would be caused if the child had to attend another school.

This evidence must be current and either from the child's registered general practitioner or any another relevant qualified professional that the child has been referred to and/or who is providing direct care/support/treatment to the child on an ongoing basis in their professional capacity e.g. a child or educational psychologist, a child psychiatrist, an orthopaedic consultant or a social worker.

The supporting information submitted at the time of application will be reviewed and a decision will be made by the Head teacher and Special Needs Coordinator.

Clarification of distance measured

Distance measurement: A child's home will be the address at which the child normally resides and which has been notified to the Academy and other relevant agencies as being the child's normal place of residence.

- a) Priority will be given to those children who live closest to the school using a straight line measurement taken from Ordnance Survey Data from the Academy building's main entrance to the main entrance of the child's home. Where a child resides in a block of flats, the distance will be measured from the Academy building's main entrance to the main entrance of the building in which the flats are located.
- b) If the Academy is unable to distinguish between applicants using the published criteria, including those who live in blocks of flats with the same building entrance, places will be offered based on the lower door numbers.
- c) Any offer of a school place will be conditional until proof of address has been provided. Original copies of the following documentation will be required:
 - i. Child benefit documentation;
 - ii. Council tax bill
- d) Occasionally, if the Academy/LA has reason to suspect that a family does not live at the address stated on their application an investigation will be carried out. Should the Academy/LA discover that a parent has stated a fraudulent address the offer of a school place will be withdrawn.

Tie break

Where a school becomes oversubscribed once all the criteria have been applied, places will be offered to children living nearest to the school measured by a straight line as described under criterion 4. If however there is a tie break lots will be drawn to decide which child is offered a place.

5. OPERATION OF WAITING LISTS

Where in any year the Academy receives more applications for places than there are places available, a waiting list will operate. The LA will continue to co-ordinate admissions beyond the offer date. The LA will hold the Academy's waiting list until 31st August. After this date, the Academy will maintain its waiting list. This will be maintained by the Academy and it will be open to any parent to ask for his or her child's name to be placed on the waiting list following an unsuccessful application.

A child's position on the waiting list will be determined solely in accordance with the oversubscription criteria set out above. When places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

6. ARRANGEMENTS FOR APPEALS PANELS

Parents of children of statutory school age will have the right of appeal to an Independent Appeal Panel if they are dissatisfied with an admission decision of the Academy. The Appeal Panel will be independent of the Academy. The arrangements for Appeals will be in line with Schools Admissions Appeals Code published by the Department for Education. The determination of the appeal panel will be made in accordance with the Code and will be binding on all parties. The Academy will provide appeals forms on request and acknowledge receipt of completed appeals forms and supporting information. These forms will then be forwarded to the independent appeals panel.

7. APPLICATIONS FOR ADMISSION TO THE ACADEMY OUTSIDE THE NORMAL ADMISSIONS ROUND - 'IN YEAR' APPLICATIONS

Pursuant to the School Admission Code 2014 there is no requirement for local authorities to co-ordinate admissions for in-year applications and for applications for year groups other than the normal point(s) of entry. It may be that the Academy will reach agreement with the local authority or other agency to handle the co-ordination of 'in year' applications for admission and waiting lists. If this is the case full details will be published on the Academy website.

These applications should now be submitted direct to the Academy.

Subject to any provisions in the LA's published and agreed protocol on arrangements relating to applications submitted for years other than the normal year of entry, the Academy will consider all such applications and if the year group applied for has a place available, admit the child. If more applications are received than there are places available, the oversubscription criteria above, shall apply.

8. APPEALS AGAINST REFUSAL OF AN 'IN YEAR' APPLICATION.

Following an unsuccessful application, **parents will have a right of appeal to an Independent Appeal Panel** if they are dissatisfied with an admission decision of the academy.

9. PROCEDURES FOR DETERMINING ADMISSION ARRANGEMENTS CONSULTATION

The Academy shall consult every seven years on its proposed admission arrangements unless these are the subject of change in any year.

Where consultation is required the Academy will consult for a period of 8 weeks between November and the following March. All relevant parties listed in Section 1 of the Admission Code will be consulted and the consultation will be conducted directly with the relevant LA and any applicable church authorities and by way of publication on the Academy's website.

10. DETERMINATION AND PUBLICATION OF ADMISSION ARRANGEMENTS

Following consultation, the Academy Trust will consider comments made by those consulted. The Academy Trust will then determine its admission arrangements by 15th April of the relevant year and notify those consulted what has been determined.

11. PUBLICATION OF ADMISSION ARRANGEMENTS

The Academy Trust will publish its admission arrangements each year once these have been determined, by sending copies to the relevant LA and by way of publication and on its website.

12. REPRESENTATIONS ABOUT ADMISSION ARRANGEMENTS

All changes to the admission policies for the Academy need to be approved by the Secretary of State.

Where any bodies that were consulted, or that should have been consulted, make representations to the Academy Trust about its admission arrangements, the Academy Trust will consider the representations before determining the admission arrangements.

Where the Academy Trust has determined its admission arrangements and notified all those bodies whom it has consulted and any of those bodies object to the admission arrangements, they can make representations to the Schools Adjudicator. Objections must be referred to the Adjudicator by 30th June in the admissions determination year. Information on how to make an objection can be obtained from the office of the Schools Adjudicator: <http://www.schoolsadjudicator.gov.uk>

Those bodies referred above have the right to ask the Academy to increase its proposed Published Admissions Number for any year. Where such a request is made, but agreement cannot be reached locally, they may ask the Secretary of State to direct the Academy to increase its proposed Published Admissions Number. The Secretary of State will consult the Academy and will then determine the Published Admission Number.

The Secretary of State may direct changes to the academy's proposed admission arrangements and, in addition to the provisions above, the Secretary of State may direct changes to the proposed Published Admissions Number. The Secretary of State will consult the Academy and/or the Academy Trust before making any direction.

Pursuant to the Admission Code 2012 the Academy may decide to admit above their PAN in year. They may also increase their stated PAN for any determination year and future years provided that the necessary approvals at governing board levels and that of the Secretary of State are received. In these cases it is not necessary to consult but the Code provides for the local authority to be given notice to enable them to deliver their coordinated responsibilities effectively.

13. PROPOSED CHANGES TO ADMISSION ARRANGEMENTS BY THE ACADEMY AFTER ARRANGEMENTS HAVE BEEN PUBLISHED

Once the admission arrangements have been determined for a particular year and published, the Academy will propose changes only if there is a major change of circumstances. In such cases, the Academy must notify the bodies referred above of the proposed variation and must then apply to the Secretary of State setting out:

- a) the proposed changes;
- b) reasons for wishing to make such changes;
- c) any comments or objections from those entitled to object.

14. NEED TO SECURE SECRETARY OF STATE'S APPROVAL FOR CHANGES TO ADMISSION ARRANGEMENTS

Following the consultation process outlined in this policy, the Academy will consult as may be required and/or necessary and seek the consent of the Secretary of State to any changes in its admission arrangements (Section 88H of the SSFA 1998).

Records of applications and admissions shall be kept by the Academy for a minimum period of ten years and shall be open for inspection by the Secretary of State.

15. SAFEGUARDING

All additions to or deletions from the school roll will trigger the completion of a Common Transfer File (CTF) which will be downloaded to the appropriate database via the S2S system. Where an onward destination cannot be determined and the pupil is of compulsory school age, the CTF will be downloaded to the Lost Pupils 'Database.

Children of compulsory school; age who are not receiving full time education which is suitable to their age, ability, aptitude and any special educational needs they may have ,either by regular attendance at school or otherwise ,are known as Children Missing Education (CME). Any such children that come to the school's attention will be reported to the LA so that they can be supported and helped with receiving suitable education.