



## **Admission Arrangements for Community and Voluntary Controlled Primary Schools in Torbay 2019/20**

***Some Community and Voluntary Controlled schools may change to Academy status before 2019/20. It is assumed that for 2019/20 the admission arrangements will remain as published here with Academies seeking to make changes from 2020/21 onwards as appropriate.***

### **Timing of Entry to Reception Classes**

Children are normally admitted to school during the academic year in which they reach 5 years of age. All children are entitled to a full-time place in the September following their fourth birthday.

If parents wish, their child may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

These arrangements do not apply to those being admitted for nursery provision including nursery provision delivered within a school. Parents of children who are admitted for nursery provision need to make a separate application for a place at the school if they want their child to transfer to the reception class.

Attendance at the nursery or co-located children's centre does not guarantee admission to the school.

### **Deferred Admission to Reception**

Parents can request that the date their child is admitted to the school is deferred until later in the reception year. This allows parents to apply for a school place and to take up that place during the reception year without jeopardising the offer of a place.

Children born between	Normal Date of Admission	Deferred Admission
1 Sep -31 Dec	Autumn Term	Spring Term
1 Jan – 31 Aug	Autumn Term	Spring or Summer Term

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. A school place can be deferred but not beyond the point at which a child reaches compulsory school age and not beyond the beginning of the final term of the school year for which the application was made.

If a parent of a child born between 1 April and 31 August wishes to defer their child's school start until the beginning of year 1, they can do this but a school place will not be held open for them. They will need to apply for a place during the summer term through the In Year admissions process.

### **Admission of children outside their normal age group**

Parents may seek a place for their child outside of their normal age group, for example if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child (i.e. born between 1 April and 31 August) may choose not to send that child to school until the September following their 5<sup>th</sup> birthday. Parents of these children may apply for them to be admitted to reception rather than to year 1. This is referred to as delayed admission.

If a parent is applying for a place for a child outside their normal age group, they should apply for a place in the normal age group AND submit a request in writing to apply outside the normal age group at the same time. This request should be sent to Student Services at Torbay Council, c/o Town Hall, Castle Circus, Torquay TQ1 3DR. The council will then pass the request to the school(s) concerned. A response to the request for delayed admission will be given before the Primary Allocation Day. Parents will be asked to provide supporting information for their application, together with professional evidence if relevant. This information will then be passed to the preferred school(s) and the views of the Head and governors will be critical to the final decision.

The admission authority will take a number of factors into account, including

- the parent's views
- information about the child's academic, social and emotional development
- medical history and the views of medical professionals where appropriate
- whether the child has previously been educated out of their normal age group

The final decision lies with the admission authority who must agree that it would be in the best interests of the child. Clear reasons will be given for the decision.

Where it has been agreed that the child can be admitted to a different age group, the parent will need to apply in the main admission round and their application will be ranked alongside other applications against the school's admission criteria. The admission authority will not give lower priority on the basis that the child is not of the correct age.

### **Allocation of Places**

When there are enough places in a school, every applicant who wants one will be offered a place. When there are more applications than places available, the admission authority will prioritise all applications using the over-subscription criteria.

Children who have an Education, Health and Care Plan that names a school will be admitted to the school. This is a plan made by the local authority under Section 37 of the Children and Families Act 2014 specifying the special education provision required for that child.

### **Over-subscription Criteria**

1. Looked after children or children who were previously looked after but immediately after being looked after became subject to an adoption, child arrangements or special guardianship order.
2. Children who will have a sibling attending the school at the time of application.

### 3. Other children.

Where there are more applications than places available in a particular category, those living closest to the school will have priority for any places available, (i.e. the shorter the distance the higher the priority). Measurements are taken by a straightline distance using the Council's electronic mapping system (GIS). Measurements will be made from the co-ordinates of the home address as pinpointed on the Council's system, to the co-ordinates of the school as pinpointed on the Council's system. The pinpoint will be within the boundary of the property and its precise location will be determined by Torbay Council. This is for admissions purposes only and is not used to determine eligibility for school transport. In the event that applicants cannot be separated using the distance tie-breaker (i.e. they live identical distances from the school), the allocation of a place will be by random selection using a random number generator and in the presence of a senior manager.

Where applications are received from families with multiple birth siblings (twins, triplets, etc.) every effort will be made to allocate places at the same school, including offering place(s) above the Published Admission Number (PAN).

#### **Definitions**

*Looked after child:* 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) or the Children Act 1989) at the time the application for a school place is made.

*Adopted child:* under the terms of section 46 of the Adoption and Children Act 2002.

*Child Arrangements order:* 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 as amended by s. 14 of the Children and Families Act 2014.

*Special guardianship order:* under the terms of section 14A of the Children Act 1989, an order appointing one or more individuals to be a child's special guardian (or special guardians).

Evidence required for previously looked after children will be:

- An adoption order under section 46 or the adoption and Children Act 2002 or
- A child arrangements order or
- A residence 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 or
- A special guardianship order appointing one or more individuals to be a child's special guardian(s) under section 14A of the Children Act 1989.

*Sibling:* children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters.

*At the time of application:* On the date an application is received by the admission authority or the closing date for a main round application, whichever is later.

*Home address:* address of the person with parental responsibility for the child and with whom the child lives for 80% of the school week (Sunday night to Thursday night), at the time of application, supported through a court order. Where a child resides through shared custody, or where there is no legal evidence of an alternative arrangement, the address will be with the parent who receives or would be eligible for child benefit, or the address where the child is registered with a GP. The final decision on residence rests with the admission authority. For children in public care the address will be the carer's address. Parents of oversubscribed schools will be asked to provide evidence of address if this cannot be verified through council tax records. This may include correspondence

received from HM Revenue and Customs, Child Benefit Division or Tax Credits Division. A utility bill may be accepted but NOT a bank statement or mobile phone statement.

Changes of address after the closing date in the main admissions round will be taken into account up to and including 15 March only if proof of the new address is provided. One of the following will need to be provided:

- A solicitor's letter confirming that contracts on a property being purchased have been exchanged
- A copy of the tenancy agreement if a property is to be rented, showing that residence is to commence on or before 15 March and that the property will still be rented in September
- A copy of the applicant's council tax bill showing the same name as the applicant name on the Common Application Form

Parents may also be asked to provide proof of address from correspondence received from HM Revenue and Customs, Child Benefit Division or Tax Credits Division. This correspondence must be dated before 15 March.

For in year applications, the same proof of address will be required and the new address will not be used for over-subscription ranking purposes until it has been received.

*Children of UK service personnel and other Crown Servants* will be treated as meeting the residency criteria for that designated area even if no house is currently owned in the area once official proof of the posting to the area has been received as stated in the Admissions Code.

### **Late Applications**

Applications received after the closing date for main round (entry to Reception) will be processed after the primary allocation day in April. The same oversubscription criteria will be applied and late applicants will be ranked in the same list as first round applicants who were unsuccessful. Any places available will be allocated strictly according to the oversubscription criteria and not according to time on the waiting list. Applications received in time for the second round will be treated equally with other applications received by the deadlines for this round. After the second round, each work day during term time will be treated as a separate application period. Any child who cannot be offered a place at a preferred school will be added to the waiting list for the school, and if a place becomes available all children on the waiting list on the date the place becomes available will be ranked against the oversubscription criteria to determine the allocation of places.

### **In Year Applications**

In year applications are those made for children to enter school after the start of the school year or for year groups other than reception. Torbay Council will run a co-ordinated scheme for in-year admissions to school as long as sufficient schools subscribe to it. The details will be published separately on the Council's web site. The same oversubscription criteria as for the main round will be applied to all in year applications for Community and Voluntary Controlled schools. Each day during term time will be treated as a separate application period. Where a school is oversubscribed and a place becomes available all applications on the live waiting list on that day will be ranked according to the school's oversubscription criteria.

### **Waiting Lists**

Waiting lists for oversubscribed schools will be maintained for all year groups. Each added child will require the list to be ranked again in line with oversubscription criteria. Looked after children and previously looked after children, and those allocated a place at the school in accordance with a Fair

Access Protocol, will take precedence over those on the waiting list. The waiting list will be kept until 31 December for main round applicants. After this, and for all in year moves, applicants will need to complete an in year application and to confirm before the start of each half-term in writing or by email their desire for their child's name to be kept on the waiting list for the following half term. A new application form will need to be completed each September unless one was completed on or after 1 June of the same calendar year.

### **Published Admission Numbers: Reception 2019/20**

It is anticipated that the admission number for schools will be as shown in the table. However, the supply of places is kept under review and may change. The admission number will not be reduced.

Brixham CE Primary School	30
Furzeham Primary School	45
Homelands Primary School	30
Sherwell Valley Primary School	90
Watcombe Primary School	30

### **Appeals**

Parents who have been refused a place at a school can appeal to an independent appeal panel. Information about the appeals procedure can be obtained from Student Services, telephone 01803 208908.

### **Fair Access Protocol**

The LA and other Admission Authorities in Torbay have a Fair Access Protocol in place which governs the admission of children who have no school place and those with challenging behaviour. A copy of the Protocol can be seen on Torbay Council's web site [www.torbay.gov.uk](http://www.torbay.gov.uk)