

**Lethbridge Primary School**  
**Admissions Policy**  
**2020-21**

Lethbridge Primary School is an Academy which means the Governors of the school are responsible for their own admission policy and arrangements. Swindon Local Authority administers all admissions for the school, on behalf of the Governing Body.

As a school Lethbridge is committed to serving its local community and feels that in terms of admission this is best reflected in working closely with those around it. Our admission policy is therefore in line with the Local Authority.

Pupils will normally be admitted at age four in the September of the school year in which they reach their fifth birthday. Parents have the right to defer their child's start date at school until the term after their child's fifth birthday. A child must legally be in full-time education in the term following their fifth birthday.

### **Admissions Procedure**

Applications must be made through the Local Authority's Coordinated Scheme and all instructions and deadlines in the scheme should be adhered to by applicants. Late applications are dealt with in accordance to the scheme procedures.

Full details of the scheme can be found on their website at [www.swindon.gov.uk](http://www.swindon.gov.uk) . In brief the scheme is outlined below:

- Parents / carers are able to make an online application or apply using a hard copy application form. All applications must be submitted to Swindon Local Authority and the Admissions Team. If you make an online application you do not need to also make a hard copy application. Parents can express a preference for up to 3 schools.
- The closing date for all applications is the 15<sup>th</sup> January 2020. All applications must be submitted by this date.
- Offers will be made to parents by Swindon Local Authority on the 16<sup>th</sup> April 2020.
- Any child refused a place at a school will be put on a waiting list for that school and informed of their right to appeal against this decision.
- Parents / carers must accept or refuse the offer of a school place by the 30<sup>th</sup> April 2020.

## **Published Admissions Number (PAN)**

The published admission number for Reception in September 2020 will be 70.

## **Summer born children**

A parent of a child born between 1st April and 31st August defined as “summer born” may request for the child to be admitted to a year group later than that of their natural cohort. The admission authority will take into consideration the individual circumstances of the case to determine whether the request can be granted. This may include but not be limited to include whether they were born prematurely, whether delayed social, emotional or physical development is adversely affecting their readiness for school, the possible impact of attending a year group which is not their natural cohort.

Evidence will be required to be able to assess the individual case from a Senior Medical Consultant, Educational Psychologist and/or other relevant professionals.

Where the request is granted, a place will not be allocated prior to the normal admissions round for the year of entry and the parent will be required to reapply during the admissions round in order to ensure that they are fairly considered against the admission criteria for the schools they wish to apply for.

Where a parent of a summer born child wishes to admit their child into a year group lower than that of their natural cohort, they should contact the Local Authority and schools concerned as soon as possible.

## **Oversubscription Criteria**

When applications for admission exceed the number of places available in any year group the following oversubscription criteria will be applied in the order set out below, to decide which students to admit:

*A child who has a statement of special educational needs or Education, Health and Care Plan (EHCP) is required to be admitted to the school named on the child's statement.*

1. A looked after child or previously looked after child.  
*Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order (see below))*
2. Any child who has a sibling attending the school at the time of admission

3. Any child of a staff member of Lethbridge Primary School where the member of staff has been employed at the school for 2 or more years at the time at which the application for admission to the school is made; and/or
  - the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage
4. Children that live within the catchment area for Lethbridge Primary School.
5. Children that do not live within the catchment area for Lethbridge Primary School.

### Decider

In all cases where schools are oversubscribed, distance measured as a straight line will be used to prioritise applications within the over-subscription criteria. If the direct distance does not separate applicants, places will be offered by random allocation. The random process will be repeated and any previous random order will be discarded. In the case of multiple births the Governing Body of Lethbridge Primary School may decide to admit all children.

This oversubscription criteria listed above will continue to be used to allocate any places that become available for in year admissions.

### **Definitions and Details**

#### **Sibling**

Sibling refers to a child who has a 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 the sibling who is attending Lethbridge Primary School at the time of admission.

#### **Catchment Area:**

A catchment area is a geographical area set around the school from which children are admitted. A map of this area is available for inspection by parents at the school and on the school website. It is also attached below as Appendix 1. Priority is given to those living in the catchment area closest to the school. This distance is measured as a straight line from the centre point of the School site to the centre point of the child's home address.

(If there is a joint address please see the Home Address section below to determine which address will be used.)

#### **Multiple Births**

The school will endeavour to place siblings born at the same time (e.g. twins, triplets etc). If necessary the school will admit over its PAN to accommodate such children. In the case of Infant Class Sizes (Reception, Year 1 and Year 2) class sizes must not

contain more than 30 pupils with a single school teacher. However, additional children may only be admitted in limited exceptional circumstances, and in accordance with the School Admissions Code , twins and children from multiple births are classed as 'excepted pupils' to this legislation. Therefore, if one child of a multiple birth is offered the last available space at the school (according to the PAN), then offers will be made to all the children of that particular multiple birth. Those children would remain an exception to infant class size for the entire time they are in an infant class size or until the class numbers fall back to the current infant class size limit.

### **Looked After Child**

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) at the time of making an application to a school.

This also applies to a 'Looked After Child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements or special guardianship order. If children have ever been Looked After or Adopted or subject to a residency or special guardianship order evidence would need to be provided and the LA reserve the right to ask the parent to provide this.

A 'previously looked after child' is a child who:

- (a) ceased to be looked after because they were adopted (under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see section 46 adoption orders).
- (b) became subject to a child arrangements order (defined in s.8 of the Children Act 1989, as amended by s.12 of the Children and Families Act 2014) or
- (c) became subject to a special guardianship order (see Section 14A of the Children Act 1989 - an order appointing one or more individuals to be a child's special guardian (or special guardians)).

### **Home Address**

The home address given on the application form must be the address where the child resides for most of the week with his or her parent or carer. The school will not accept more than one address as the child's home address. The terms of a residency order may clarify the home address. Where necessary to determine which address to recognise and in the absence of a residency order, the school will consider the home address to be with the parent with primary day to day care and control of the child. In reaching this decision, evidence may be requested to show the address to which any Child Benefit is paid and from which the child is registered with a medical GP. Any other evidence provided by parents will also be considered in reaching a decision on the home address for admissions purposes. This may be necessary for instance where parents do not agree on the child's home address.

### **Waiting List**

If your child has been refused a place at Lethbridge Primary School, he or she will automatically be placed on the school's waiting list. Names can only be removed from the list if a parent has requested that we do so or if a place has been offered. Placing a child's name on a waiting list does not affect the parent's right of appeal against an unsuccessful application. Please note that waiting lists are created according to the over-subscription criteria and no preference is given to the amount of time spent on the list. Your child could move down the list as a result, as well as up. Lethbridge Primary School will keep a waiting list for each year group for one academic year.

### **Late Applications**

The closing date for applications is the 15<sup>th</sup> January 2020. Applications may be submitted after this date but they will be considered as late application, which means they will not be considered until all the on time applications have been considered. The LA will endeavour to deal with late applications before the offer date, but it may not be possible to do this in every circumstance.

### **Children with statements of special educational needs or Education, Health and Care Plan**

Pupils with a statement of special educational needs or Education, Health and Care Plan at the time of allocation are required to be admitted to the school named on their statement or plan. Once a statement reaches the formal proposed stage the administration of the admission of the young person becomes the responsibility of Special Educational Needs Assessment Team (SENAT) at which point this policy ceases to apply.

### **Appeals Procedure**

Any child who is refused a place at the school has the right to appeal against this decision to an independent panel. Parents would need to complete an appeal form, available from the school or Local Authority, and this would need to be submitted to the clerk of the independent appeals panel. Please contact the school or the Local Authority for further information.

### **Fair Access Protocol**

Lethbridge Primary School recognises the Local Authority's Fair Access Protocols and will adhere to these in line with the School Admissions Code.

Appendix 1  
Lethbridge Designated area

September 2020

