



## **HIGHLEY COMMUNITY PRIMARY SCHOOL**

### **Admission Policy** **Review Date: July 2018**

#### **The Purpose of this policy is:**

- To set out guidelines and procedures for admitting pupils to Highley Primary School in accordance with the Local Authority Policy

#### **Introduction:**

Children in England are entitled to start school in the September following their fourth birthday and must start their education by the beginning of the term after their fifth birthday.

Highley Primary School recommend that all children start school in the September following their fourth birthday. This is not mandatory and parents have the following options:

- to defer their child's entry to school up to the term following their child's fifth birthday
- request that their child attends school part-time until they reach statutory school age (but the school may define what part-time hours they can offer)

#### **Local Authority Admission Criteria for Community and Voluntary Controlled Schools**

All schools have an admission limit for each year group based on the admission number. Our present admissions number is 41.

Children who have a statement of Special Educational needs in which Highley Primary School is named as an appropriate school will be offered places first. After which, where applications exceed the admissions limit, places will be allocated according to the following criteria, in order of priority.

## **1. Vulnerable Children**

- ◆ Looked after children as defined in current legislation.
- ◆ Children from families registered with the National Asylum Support Service.
- ◆ Children with a severe medical condition (where the condition is of a long term and seriously disabling nature and where written evidence has been provided with the application from a senior medical officer or the child's general practitioner or specialist showing it would be detrimental to the child's health not to admit him/her to the school).

## **2. In-area Siblings** (Step, half and foster siblings are also included in this category) A child is considered under this criterion if:

- ◆ an older sibling is on the roll of our school, at the deadline date; and the sibling is not in their final year at the school and
- ◆ the child lives within the designated area or shared area of the school, at the same address as the older sibling.

## **3. Other in-area Children**

A child is considered in this category if they live within the designated (or discrete geographical area) or a shared area served by the school.

## **4. Out of area Siblings** (step, half and foster siblings are also included in this category) A child is considered under this criterion if:

- ◆ an older sibling if on the roll of our school,
- ◆ the child lives at the same address as the older sibling.

## **5. Other Children**

Children to whom none of the above criteria apply. If there are more applications than places available within any of the criteria above then the straight-line distance from the child's home address to the school will be measured using Ordnance Survey eastings and northings. In the event that two or more distances are identical, the allocation of places will be decided by casting lots.

(further information)

- ◆ A sibling (i.e. brother or sister), is defined as a child who shares one natural parent, a step brother or sister, or has been legally adopted or fostered into the family.
- ◆ The address that determines a child's designated or shared area is the place where she/he is ordinarily resident at the deadline for admissions.
- ◆ There is no guarantee that a younger sibling will obtain a future place in the same school as his/her brother or sister.

## **Appeals**

If an application is unsuccessful, parents will have the right to pursue their case through an Independent Appeals Panel which will be arranged by Shropshire Council. This procedure has been agreed with the Shropshire Local Authority, and is in accordance with the DfE Code of Practice on School Admissions Appeals.

## **In-Year Applications:**

Anyone wishing to apply for a place at Highley Primary School, should contact the school directly, using the ‘ mid-term application form’ that is available from Shropshire Council Website or email [www.shropshire.gov.uk/schooladmissions](http://www.shropshire.gov.uk/schooladmissions).

Decisions on places will be made in accordance with the criteria set out above.

**Signed:**

**(Chair of Governors)**

**Date:**

**Next review date: July 2019**

