



**Grange Primary Academy**

The best in everyone™

Part of United Learning

## Admissions Policy

## **PROCEDURE FOR ADMITTING PUPILS TO THE ACADEMY**

### **1. Admission Number(s)**

Grange Primary Academy has the following agreed admission numbers for the academy for the year 2018/2019.

- a) 30 for pupils in the Reception Year
- b) We also have a policy not to admit more than 30 children in each class from Year 1 to Year 6

### **2. Process of Application**

Arrangements for applications for places at the academy will be made in accordance with the Local Authority's co-ordinated admission arrangements and will be made on the Common Application Form provided and administered by the Local Authority. Details of the Local Authority's scheme are available on its website.

### **3. Admissions Criteria**

Where the number of applications for admission is greater than the published admission number, applications will be considered against the criteria set out below. After the admission of pupils with statements of Special Educational Needs or Education, Health and Care Plans where the academy is named on the statement subject to its right of appeal to the Secretary of State, the criteria will be applied in the order in which they are set out below:

#### **Oversubscription criteria**

a) Looked After Children and children who have been previously looked after. Looked After Children are children who are (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 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 child arrangements order or special guardianship order).

b) Children of staff where the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage, as highlighted by the school *or* where the member of staff has been employed at the academy for two or more years at school. This is to ensure the highest quality of teaching staff.

c) Children who are siblings of students who attend the academy, and will still be attending when the child starts. The term 'siblings' refers to full, step, half, adopted or fostered brothers or sisters living permanently at the same address. The academy reserves the right to ask for proof of relationship such as a short birth certificate.

d) Children whose home address is nearer the address point of the academy's primary site than any other maintained or academy primary school provision as determined by the Local Authority's mapping system. The child's home address means the permanent residence of the child. The address must be the child's only or main residence that is either:

- Owned by the child's parent, parents or carer/guardian.
- Leased to or rented by the child's parent, parents or guardian under a lease or written rental agreement of not less than six months duration. The property leased should be that in which the family lives.

We may require written proof of ownership or a rental agreement and proof of actual permanent residence at the property. We cannot allocate places on the basis of intended future changes of address unless house moves have been confirmed through the exchange of contracts with a completion date, or the signing of a formal lease agreement.

If false or misleading information is used to gain entry to the Academy, the offer of a place may be withdrawn. In the event of a tie-break being necessary within the criteria b) to e), this will be conducted through a process of random allocation by the governors admissions panel.

#### **4. Operation of waiting lists**

Where, on the year of entry, the academy receives more applications for places than there are places available, a waiting list will operate until the final day of the first term (December). 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.

#### **5. Arrangements for admitting pupils to other year groups i.e. other than Year R, including to replace any pupils who have left the academy.**

The academy will consider all such applications and, if the year group applied for has a place available, admit the child unless it has reasonable reason(s) not to admit in accordance with Schools Admissions Code. Parents whose application is turned down shall be entitled to appeal to an independent appeal panel.