

# COATES LANE PRIMARY SCHOOL

## ADMISSIONS POLICY

Signed: \_\_\_\_\_ (Chair of Governors)

Signed: \_\_\_\_\_ (Headteacher)

Date: \_\_\_\_\_

### Introduction

The governing body of Coates Lane Primary School applies the regulations on admissions fairly and equally to all those who wish to attend this school. The School Standards and Framework Act 1998 introduced a new framework for school admissions as of September 2000. This policy conforms to the regulations that are set out in that Act and also further explained in the statutory School Admissions Code of Practice and the statutory Appeals Code of Practice.

### Aims and objectives

We are an inclusive school that welcomes children from all backgrounds and abilities. All applications will be treated on merit and in a sensitive manner by the LA.

The only restriction they place on entry is that of number. If the number of children applying for entry exceeds the places available, they enforce the procedure set out below in order to determine whether a child is accepted or not.

The number of places available for admission to the Reception class in the year 2018 will be a maximum of 30.

It is our wish to allow parents the right to have a place at the school of their choice. However, this is not always possible, due to the excess demand on the school places available. The level of ability of a child plays no part in the admissions policy of this school. In the event that there are more applicants than places, after admitting all children with a statement of educational need naming the school, the governing body will allocate places using the criteria below, which are listed in order of priority.

1. Children in public care and previously looked after children. This includes any "looked after child", "previously looked after children" and any child who was previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order.

2. Children with special medical or social circumstances affecting the child where these needs can only be met at this school. Professional supporting evidence from a professional, e.g. a doctor, psychologist, social worker, is essential if admission is to be made under the criterion for special medical or social circumstances, and such evidence must set out the particular reasons why the school in question is the most suitable school and the difficulties which would be caused if the child had to attend another school.

3. Children who have a sibling attending the school on the date of application and on the date of admission.

### How parents can apply for their child to be admitted to our school

The school determines the admission arrangements in agreement with the Local Authority (LA). The LA is therefore the 'Admission Authority' for our school. The regulations for entry to each school, where the Admissions Authority is the LA, are published each year by the LA. Parents can receive a copy of these regulations directly from the LA or download it from the internet.

The LA publishes a composite admissions prospectus each year, which gives information about how parents can apply for a place in the school of their choice. Parents have a right to express a preference for the school of their choice and they should do so on the application form. Expressing a preference does not, in itself, guarantee a place at this school. Application forms should be completed online.

### Making an application

Applications for admission to the school for September 2018 should be made between September 2017 and January 2018. It is not normally possible to change the order of your preferences for schools after the closing date. Parents must complete the Local Authority application form, stating three preferences. Lancashire County Council encourage applications to be made on-line on the common application form. Letters informing parents of whether or not their child has been allocated a place will be sent out by the Local Authority during April 2018. Parents of children not admitted will be informed of the reason and offered an alternative place by the Authority.

### Non-routine or in-year admissions

It sometimes happens that a child needs to change school other than at the "normal" time; such admissions are known as non-routine or in-year admissions. Parents wishing their child to attend this school should arrange to visit the school. They will be provided with an application form once they have a definite local address. If there is a place in the appropriate class, then the governors will arrange for the admission to take place. If there is no place, then the admissions committee will consider the application and information about how to appeal against the refusal will be provided. Appeals for children moving into the area will not be considered until there is evidence of a permanent address, e.g. exchange of contracts or tenancy agreement with rent book. Please note that you cannot re-apply for a place at a school within the same school year unless there has been relevant, significant and material change in the family circumstances.

### Deferred admission

If your child is due to start school during the next academic year, it is important that you apply for a place for September. If your child's fifth birthday is between the months of September and December, then, if you wish it, admission may be deferred until January; if it is between January and April, then admission may be deferred until the start of the summer term though it is likely to be in your child's interest to start no later than January. You may also request that your child attend school part time until he/she reaches his/her fifth birthday.

## Admission for September 2018

If you have a child who is due to start Primary School in 2018 and you live in Lancashire, to apply for a place you need to go to:

<http://www.lancashire.gov.uk/children-education-families/schools/apply-for-a-school-place/apply-for-a-primary-school-place.aspx?page=2>

You must apply if your child has a 4th birthday between 1<sup>st</sup> September 2017 and 31st August 2018.

Please apply even if an older brother or sister is already attending your preferred school or academy.

Non-Lancashire residents must approach their home Local Authority. Closing dates for applications for September 2018 is 15<sup>th</sup> January 2018.