

DIOCESE OF  
**ST ALBANS**  
MULTI-ACADEMY TRUST

# Admissions Policy

## 2019-2020

### Totternhoe CE Academy

<b>Policy type</b>	Local Academy Policy
<b>Adopted by the Trust Board</b>	26 <sup>th</sup> February 2018
<b>For review</b>	Annual
<b>Person responsible</b>	DSAMAT Admissions Adviser

This policy is a mandatory policy for all DSAMAT Academies and must be implemented with no amendments.

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## 1. Introduction and General Principles

- 1.1 Totternhoe Church of England Academy is a member of the Diocese of St Albans Multi-Academy Trust. The Academy serves the village of Totternhoe and surrounding area. It provides an education, for children aged 2 – 10, within the setting of a Christian community for all children regardless of faith, gender or race.
- 1.2 The Diocese of St Albans Multi-Academy Trust is responsible for the admission of pupils to Totternhoe Church of England Academy and admits 29 pupils to the Reception class each September. This published admission number (PAN) has been agreed by the Trust and applies to the year 2019.
- 1.3 The school does not have any specific units or facilities for pupils with particular special needs and there are no specific facilities for pupils with physical disabilities. The school is however on a level site, and all the accommodation is on one floor; there are also ramps at the entrance to the playground. All classrooms may be entered without steps. As far as possible, the school will ensure that pupils with disabilities have access to the same opportunities as other pupils.
- 1.4 The Local Authority (LA) operates an agreed co-ordinated admissions scheme in line with government legislation. The LA will manage the process on behalf of the school according to the scheme published each year. The Trust, as the Admission Authority, will allocate the available places in line with this policy. The Trust co-operates with the LA's Fair Access Protocol for children who are hard to place and will offer a place for such children before others on the waiting list even if the class is full.

## 2. Applications

- 2.1 The closing date for admission application forms to be received by the home LA is as advertised by that authority. Information on completing the 'on line' application and notification dates of admission decisions are published in the Local Authority Admissions booklet, which is also available from their website.
- 2.2 All applications **must** be made on the **home** Local Authority Common Application Form (CAF).
- 2.3 The Academy is required to abide by the maximum limits for infant classes (5, 6 and 7 year olds), ie 30 pupils per class.
- 2.4 The school provides for the admission of all successful applicants who have reached their 4<sup>th</sup> birthday by the beginning of September 2019. However, please note the following:
  - (a) These arrangements **do not** apply to our Pre-school intake.
  - (b) Parents of children currently in our Pre-school **must** re-apply for a place in the Reception class.
  - (c) Attendance at our Pre-school **does not** guarantee a place in Reception.
  - (d) Parents offered a place may defer the date of their child's admission until later in the year, or until the child reaches compulsory school age. **Summer born children may only have admission deferred until the start of the summer term.**
  - (e) Parents can request part-time attendance until the child reaches compulsory school age.

- (f) Where a parent of a **'summer-born' child (1 April – 31 August)** wishes their child to start school in the autumn term following their fifth birthday, the Trust will consider the request.
- 2.5 If parents do not take up the offered place before the end of the academic year of entry, then they would have to re-apply for a place in Year 1.
- 2.6 However if parents wish such a child to be educated "out-of year group" i.e. in the Reception Year rather than Year 1 they may request this and should discuss it with the school as soon as possible. Such applications will be considered by the Trust on a case by case basis. Each case will be judged on its individual merits but to admit out of year group would require exceptional and extenuating circumstances and professional evidence explaining why the child's needs cannot be met in the chronological year group.
- 2.7 All such parents should apply for their child's normal age group at the usual time and may submit a request for admission out of the normal age group at the same time.
- 2.8 The Trust will respond to this request prior to the offer of a place being made. If the request is agreed to the application can be withdrawn for that year before the place is offered.
- 2.9 If the request is refused, parents may decide whether or not to accept the offer of a place for the normal age group, or refuse it and make an in-year application for admission into Year 1 for the September following the child's fifth birthday.
- 2.10 Where a parent's request has been agreed, they **must** make a new application as part of the main admissions round the following year.
- 2.11 Parents do not have the right of appeal against a decision not to place the child in a year group outside their normal age group.
- 2.12 The Trust is required to admit a pupil with a Statement of Special Educational Needs or Education, Health and Care plan which names the Academy.**
- 2.13 When there are more applications than there are places available, the Trust will admit pupils according to the following criteria in order of priority.**
- (i) Children who are in public care (looked after children) or those who were previously looked after but have ceased to be so because they were adopted or became subject to a child arrangement order or special guardianship order.
  - (ii) Children living within the catchment area who have siblings in the school at the time of admission.
  - (iii) Children living within the catchment area – the ecclesiastical parish of Totternhoe.
  - (iv) Other children with siblings at the school at the time of admission.
  - (v) Children who live nearest to the school determined by straight line distance from the school site to the child's home address.
- 2.14 In the case of older children who apply to join the school, admission will be on the basis of places being available in the relevant class. If more applications for places are received than places available then the above criteria will apply.

### 3. Tie-breaker

- 3.1 If over-subscription arises in any of the categories, then the deciding factor in that category will be proximity of home to school measured by the shortest designated route as in category (v).

### 4. Twins and multiple births

- 4.1 Where a twin or multiple birth sibling has been offered the last available place then the other twin or sibling(s) will be offered a place as exceptions to the infant class size rule.

### 5. Appeals

- 5.1 Parents who have been refused a place for their child have a right to appeal to an independent panel. Parents wishing to appeal should complete the electronic form available on the LA website. If they prefer a paper application they can request one by email to: [Education.Admissions@centralbedfordshire.gov.uk](mailto:Education.Admissions@centralbedfordshire.gov.uk) The form should be sent to reach the Clerk to the Appeal Panel within 20 school days of the date of the letter confirming the Trust's decision not to offer a place.
- 5.2 Please note that a repeat application within the same academic year will not be considered by the Trust unless there has been a significant change in circumstances.

### 6. Definitions

#### 6.1 'Looked after' children

A 'looked after' child is a child who is in the care of the local authority, or being provided with accommodation by the local authority in the exercise of their social services functions (see section 22 (1) of the Children Act 1989)

#### 6.2 Previously 'looked after children

A previously 'looked after' child is one who immediately after being 'looked after' became subject to an adoption, child arrangement order or special guardianship order. An 'adoption order' is an order under section 46 of the Adoption and Children Act 2002. A 'child arrangement order' is an order settling the arrangements to be made as to the person with whom the child is to live under section 14 of the Children and Families Act 2014 which replaces residence order in the Children Act 1989. Section 14A of the Children Act 1989 defines 'special guardianship order' as an order appointing one or more individuals to be a child's special guardianship (or special guardians)

#### 6.3 Sibling

A sibling refers to 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, and in every case, the child should be living at the same address. The sibling must be in the school at the time of application and be likely to remain in the school at the proposed date of admission.

#### 6.4 Home Address

A pupil's home address will be regarded as the address of the parents or guardians with parental responsibility with whom the child normally lives. Where a child spends time with parents at

more than one address, the address used to allocate a school place will be the one at which the pupil is ordinarily resident and where the child spends the majority of the school week (Mondays to Fridays) including nights. If there is any query on the home address this will be checked against official documentation e.g. council tax bill, a recent utility bill (gas, electricity or water), a rental agreement, child benefit annual statement or family tax credit information.

#### 6.5 **Catchment area**

Children who at the time of application have their home address within the ecclesiastical parish of Totternhoe. To check this the website [www.achurchnearyou.com](http://www.achurchnearyou.com) may be consulted.

## 7. **Waiting List**

7.1 In the event of more applications than available places the School Admissions Team will maintain a waiting list. These and late applications will go onto this list in a position determined by the criteria. If a place becomes available in the school it will be offered to the child at the top of the waiting list.

7.2 The Trust will maintain the waiting list for a whole academic year. Parents are requested to inform the School if they wish their child's name to remain on the waiting list beyond that time.

## 8. **In-year Admissions**

8.1 Requests for admissions into other year groups or in year should be made directly to the School Admissions Team. The application form is available from the school or Local Authority and can also be downloaded from the Local Authority website (Central Bedfordshire residents only). Parents not living in Central Bedfordshire should contact Central Bedfordshire Local Authority or the school for an application form.

## 9. **Monitoring and Review**

9.1 The Trust has delegated to the Academy Council / Regional Academy Executive Board the responsibility for reviewing the implementation and effectiveness of this policy in discussion with the DSAMAT Admissions Adviser. The Trust will approve all major changes to this policy. The policy will be promoted and published throughout the Trust.

9.2 The policy will be reviewed annually.