



Tudor Grange Primary Academy Haselor

Policy for Admissions 2022 - 2023

Review Date: Annually

All parents and carers should apply for their child's school place through the local authority where they live (your 'Home Authority'). This is regardless of where the schools being applied for are located. All Local Authorities send admissions data to each other through a secure data transfer system. This method ensures that only one school is allocated per child.

Please list the schools you are applying for on your application in order of preference. Put your preferred school first. Many schools receive more applicants than they have places to offer. This means they are over-subscribed. Every school has a set of rules, known as oversubscription criteria. Schools that are oversubscribed will follow these rules when allocating places. Different types of schools use different oversubscription criteria. Information on where to find each Warwickshire school's oversubscription criteria is included in each school's entry.

Our Planned Admission Number is fifteen pupils per year group.

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1. Introduction

- 1.1 Tudor Grange Primary Academy Haselor wishes to retain the character and traditional strengths of a village school, with an optimum number of 105. We fulfil the Government's requirement to restrict Infant class sizes to 30 or fewer, and even when two year-groups are taught together within a mixed-age class, we prefer to limit numbers to 30 or below.
- 1.2 Pupils are normally admitted in the September at the start of the school year in which they reach their fifth birthday, without reference to ability, aptitude, race or creed.

Governors will admit pupils up to the published Admission Number, which is currently 15 pupils. Parents seeking admission for pupils in other year groups or at times other than the normal September intake should seek the advice of the Head of School. Pupils can be admitted if there are fewer children in the year group than the normal Planned Admission Number of fifteen (subject to the class size limit of 30 for infants). Where the year group is full, another place may be offered provided that:

- no other applicants have been refused places in the same year group, wherever they live
- the child is living or moving into the academy's priority area (evidence will be required)
- the admission will not breach the class size limit for infants
- the academy is willing.

- 1.3 The Head of School welcomes the opportunity to show prospective parents around the academy, by appointment, through the Office (telephone: 01789 488211).
- 1.4 Applications for Reception entry are handled by arrangement with the Admissions Service in accordance with their agreed timetable, set out on Warwickshire County Council (Schools and Curriculum) website. Applications should be made online which allows parents to list their choice of schools in priority order, and submitted to the Admissions Service by the closing date. The Warwickshire website www.warwickshire.gov.uk/admissions provides details.
- 1.5 If you live in Warwickshire and your child is due to start school/transfer to junior school in September 2021, it is now possible for you to apply online at www.warwickshire.gov.uk/admissions. For further information please contact Warwickshire School Admissions on 01926 742037.
- 1.6 The Governors consider all applications together and parents are advised of offers by the Warwickshire Admissions Services on the dates published by Warwickshire School Admissions.
- 1.7 There is a duty on the Governing Body to admit any children with a **Statement of Special Educational Needs** or **Education Health Care Plan** which names the school. It should be noted that such admissions will reduce the number of places available to other children.
- 1.8 In the event of over-subscription in any year group, the following criteria will be applied:
 - The Governors will give first priority to children in the care of, or provided with accommodation by, a local authority and children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).
 - Children living within the parish boundary of Haselor and Walcote.
 - Children living outside this area who will have a sibling attending the academy at the time of admissions.
 - Children who have medical grounds for admission. Parents applying under this rule must give a full explanation of the reasons, which must be supported by a doctor's

recommendation. The supporting evidence should set out the particular reasons why Tudor Grange Primary Academy Haselor is the most suitable school and the difficulties that would be caused if the child had to attend another school.

1.9 Clarifying Notes

Distance from school

Within each criterion priority is given in order of distance between the child's home and school (shortest distance = highest priority). Distance will be calculated by the straight line measurement from the address point location co-ordinate of the applicant's home address (as set by Ordnance Survey) to the centre point ('centroid') of the preferred school. All measurements are subject to prepositional accuracy changes. This applies equally to those living inside and outside the County boundary.

Child's Home Address

The criteria are applied to the child's home address. This is where the child normally sleeps when attending school and is not the address of relatives or child-minders.

In the event of a child living equal amounts of time in separate parents' houses, the nearest address to the school will be used for admission purposes.

Siblings: Twins, Triplets etc

Siblings are defined as brother or sister (including half-brother or half-sister), step siblings, foster siblings, adopted siblings and other children living permanently at the same address or siblings who are former pupils of the school.

A sibling connection will not be accepted if the original school place was obtained by using fraudulent or false information.

In the event that one of twins or triplets was the last child to receive an offer under the PAN (Planned Admission Number) the Governors would act in accordance with Tudor Grange Multi Academy Trust Admissions policy.

2. Waiting List

2.1 A waiting list of applicants for Reception places is held by the LA until the date on which their lists terminate. Thereafter, the academy maintains a list of parents seeking admission in all year groups. The list will terminate at the end of each academy year. Parents can reapply direct to the academy to go on the next year's list.

2.2 Any vacancies occurring will be offered according to the criteria for admission. It should also be noted that a child's position on the list may alter as other children are added or withdrawn.

3. Late Applications

3.1 Late applications to the year of entry will be considered only after the applications received by the closing dates.

3.2 Late applications to the year of entry because of an impending move:

Offers of places at primary level will take account of a future move involving the child's address only

if it can be confirmed before the closing date of application i.e. if the parent can provide independent evidence of the move such as a tenancy agreement (terminating beyond the start of the autumn term) or exchange of house contracts.

3.3 Applications made later than admission or transfer groups (mid-year admissions known as casual admissions)

Such applications should be made to the academy who will need to consult with the Governing Body.

If a vacancy exists, i.e. the number on roll is less than the admission number appropriate to that year group, a place must be offered, except where:

- Such an admission would breach the class size limit, or
- The child has been permanently excluded twice (once since September 1997) in which case the duty to comply with the application is removed for two years from the second exclusion.

Offers made to casual applicants are normally made no longer than 5 school weeks before the child takes up the place.

4. **Admissions exceeding the Planned Admission Number**

4.1 To avoid delays necessitated by the local appeals procedure Tudor Grange Primary Academy Haselor is prepared to admit, without appeal, looked after children from within their priority area of Haselor and Walcote even though the admission limit may have already been reached or exceeded. An exception to this arrangement would be in an infant class where admission would result in exceeding 30 pupils.

4.2 Pupils who are **permanently excluded from school** are referred to Area Behaviour Management Panels in order that consideration can be given as to the appropriateness of a return to mainstream school. On the recommendation of the Behaviour Management Panel, Tudor Grange Primary Academy Haselor may offer places to previously excluded pupils even though the academy may be full in the year group.

4.3 The Governors accept the arrangements under the In Year Fair Access Protocol.

5. **Appeals**

In the event of over-subscription and the refusal of a place, parents are advised of their right of appeal and can request their child's name be placed on the Waiting List.

Appeals should be made in writing to the Chair of Governors at the Academy. All appeals will be heard by an independent panel according to the School Admission Appeals Code of Practice and whose decision is final.

N.B. Any matters not covered specifically in our clarifying notes will be dealt with in accordance with Warwickshire Schools Admissions Service.