



## **Admissions Policy – 2024 - 2025**

**Updated:** January 2023

**Date Agreed:** January 2023

**Written By:** Ricky Emms

**Review Date:** December 2023

**Signed Head teacher:**

**Signed Chair of Governors:**

## Admission Arrangements for 2024/2025

### **Introduction**

The Governing Body of The Priors School, being the admissions authority for the school, propose the following arrangements for entry to the school in September 2024.

Comments on the proposed arrangements should be sent to Ricky Emms (Head Teacher) and must be received by Friday 10<sup>th</sup> February 2023.

The school's admission arrangements are part of the Warwickshire County Council co-ordinated scheme.

The school's Published Admission Number is 12.

Details of the school's priority area can be requested from the school directly or found on the Warwickshire County Council website.

### **Admissions Criteria**

In the event that there are more applications than places available, the following over-subscription criteria will be used:

**Criterion 1a:** Looked after children and all previously looked after children;

**Criterion 1b:** Children who have been adopted through a CVAA UK agency;

**Criterion 2:** Children who receive the Early Years Pupil Premium for their early years provider;

**Criterion 3:** Children who are currently, or have been at any point since 1st September 2015, subject to a Child in Need Plan or a Child Protection Plan;

**Criterion 4:** Children living in the priority area for the school, who will have a sibling attending the same school in Years 1 - 6 at the time of admission in September 2024;

**Criterion 5:** Other children living in the priority area for the school;

**Criterion 6:** Children living outside the priority area for the school, who will have a sibling attending the same school in Years 1 – 6 at the time of admission in September 2024;

**Criterion 7:** Children of staff members;

**Criterion 8:** Children who have attended our Nursery from at least September 2023; and

**Criterion 9:** Other children living outside the priority area for the school.

Please note that:

a) Children with a Statement of Special Educational Needs or an Education and Health Care (EHC) Plan that names a school will be admitted first. In this event the number of places that remain for allocation will be reduced.

b) Time of admission relates to the time the applicant would start at the school – not the time of application or offer.

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 straight line measurement from the address point location coordinate of the applicant's home address (as set by Ordnance Survey) to the centre point ('centroid') of the preferred school. (Centroids are predetermined points and all measurements are subject to change due to updates of mapping data).

## **Appeals**

Parents/carers will be informed by their home authority of their statutory right of appeal when they receive the outcome of their applications. Parents can appeal for any school where a place has been refused.

To appeal against a decision not to admit a child a parent must in the first instance apply to the school for an appeals procedure form and return it within 7 days to the Head Teacher. An appeal panel, formed independently of the school, will normally respond to the parent with details of the procedure within 3 weeks of the application or be advised otherwise. The school subscribes to the admissions service provided by Warwickshire Authority which it employed successfully for admissions from September 2012.

## **Waiting Lists**

Waiting lists will be held by the Local Authority until the end of the autumn term – December 2024. Parents must then follow the in-year admissions process if they wish for their child to remain on the waiting list for the school after December 2024.

Waiting lists are compiled in strict priority order against the published oversubscription criteria. Offers will be made from the waiting lists as vacancies arise. A child's position can move both up and down the waiting list as other students are added to the list. Late applicants are not penalised when added to waiting lists, and the amount of time a child has been on a school's waiting list is irrelevant.

## **In-Year Admissions**

Parents should initially approach the school who will be more than happy to help them apply directly to Warwickshire County Council.

## **In-Year Fair Access Protocol**

The School adopts Warwickshire County Council's Fair Access Protocol.

**The following definitions / arrangements are taken from the Warwickshire County Council consultation on Admissions and also apply to this school.**

### **Looked After Children**

Children in the care of, or provided with accommodation by a local authority (under Section 22(1) of the Children Act 1989) 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).

### **Sibling, i.e. brother or sister, attending the school at the time of admission**

Sibling is defined as; a brother or sister, a half brother or sister, an adopted brother or sister or a child living in the same address who is being Looked After by the Local Authority, a step-brother or sister, or the child of a parents' partner, where the child for whom the school place is being sought is living in the same family unit and at the same address as that sibling.

### **Definition of address**

Where the child normally sleeps for the majority of the week (ie: Monday – Friday), when they attend school. Addresses involved in child-minding arrangements, whether with professional child-minders, friends or relatives, are excluded.

Where a school place is allocated on the basis of an address which is subsequently found to be different from the child's home address, that place may be withdrawn. Cases will be assessed on an individual basis and in discussion with any schools named on the application which are their own admission authority.

There is also an expectation that the child and applicant will be resident at the address used to allocate a place on a long-term basis, and until at least the start of the autumn term (September 2024) in relation to the coordinated admissions process.

Short-term house moves purely to secure a school place may be considered fraudulent or intentionally misleading and, in such circumstances, the place may be withdrawn.

#### **Fraudulent or Intentionally misleading applications**

Parents should be aware that where a school place is offered based on a fraudulent or intentionally misleading application that the place can be withdrawn even after the child has started at the school.

#### **Postal Address File (PAF)**

The address point location coordinate of the applicant's home address as set by Ordnance Survey.

#### **Distance**

Distance will be calculated by a straight line measurement from the address point location coordinate of the applicant's home address (as set by Ordnance Survey) to the centre point ('centroid') of the school in question. The centroid is a pre-determined point set by Warwickshire County Council and all distances are subject to changes which may occur with updates of mapping data.

#### **Applications made from the same multiple dwelling sharing a single Postal Address File (PAF) / Other applications where the distance from home to school is identical**

Where required, individual priority for such applicants within a particular criterion will be determined by a random number generator allocation. The draw will be carried out by two officers of the Admissions Service in the presence of a local authority Solicitor. The result of the draw will be recorded and countersigned at the time by all parties involved. Applicants will be notified of the outcome in writing.

#### **Separated Parents**

Only persons or parties who have Parental Responsibility for a child should make an application for a school place. The Admissions Service will not become involved in disputes between parents, or parties, regarding applications for school places.

Where individuals or parties with parental responsibility cannot agree on either the home address or the school preferences to name on an application (or both), the Admissions Service will only consider the application using the address which is held by the child's GP surgery (proof of this will be required) and will consider the school preferences named by the parent who lives at that address. Any other applications will be disregarded.

#### **Twins, Triplets or other multiple-births**

Where the final place in a year group is offered to one of twins, triplets or another multiple-birth

child, the admission authority (or the Local Authority, acting on behalf of the school) will normally offer a place to the other multiple-birth child(ren) even if this means going above the school's Published Admission Number (also see Infant Class Size).

### **Infant Class Size**

Infant classes (those where the majority of children will reach the age of 5, 6 or 7 during the school year) must not contain more than 30 pupils with a single school teacher. Additional children may be admitted under very limited exceptional circumstances. These children will remain an 'excepted pupil' for the time they are in an infant class or until the class numbers fall back to the current infant class size limit. The excepted children are:

- a) children with Statements of Special Educational Needs admitted outside the normal admission round;
- b) looked after children and previously looked after children admitted outside the normal admission round;
- c) children admitted, after initial allocation of places, because of a procedural error made by the admission authority or local authority in the original application process;
- d) children admitted after an independent appeals panel upholds an appeal;
- e) children who move into the area outside the normal admission round for whom there is no other available school within reasonable distance;
- f) children of UK service personnel admitted outside the normal admission round;
- g) twins and children from multiple births when one of the siblings is the 30th child admitted;
- h) children with SEN who are normally taught in an SEN unit<sup>48</sup> attached to the school, or registered at a special school, who attend some infant classes within the mainstream school

### **Admissions above PAN**

The school, as its own admission authority, can request that offers over the Published Admission Number are made for the relevant year group. This will be discussed and agreed with the Local Authority.

### **Under Age and Over Age applications**

As required by the School Admissions Code, Warwickshire County Council operates a process for the admission of all children to start school in the September following their fourth birthday.

However, some parents may feel their child is not ready to start school at this point, perhaps due to a medical issue or special education need which has caused some level of developmental delay.

Parents can request for their child to be educated out of their chronological year group and start Reception a year later. This is referred to as '**deferred entry**'.

Parents who wish to request that their child be educated outside of their chronological year group, and therefore start school a year later (or a year earlier, in some cases) than normal, should read the

***'Guidance and Policy relating to the education of children outside of their chronological year group'*** and complete the relevant request form, which can both be found on the website:  
**[www.warwickshire.gov.uk/admissions](http://www.warwickshire.gov.uk/admissions)**

Requests for a child to be educated out of year group must be made in line with the relevant deadline for making such a request. Where a child should chronologically be starting school in September 2024, but the family wishes to defer entry for a year, the deadline to make such a request (for entry in September 2025) is 01 December 2023 (or the next working day if the 01 falls on a weekend). Requests received after this deadline may not be given consideration until after National Offer Day in April 2024.

Request forms will not be processed unless approval has been given from the schools concerned, as noted on the specific request form. An agreement for a child to be educated out of year group is **not** a guarantee of a school offer.

Requests to defer entry into Reception will not be agreed if the only reason is that a place has not been offered at one of the preferred schools through the coordinated admissions process for the correct chronological year group.

#### **Children of staff members**

We will give priority to children of staff in either or both of the following circumstances:

- a) where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or
- b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage

#### **Children who currently attend our Nursery**

Children who attend our Nursery from the September before school entry will be considered to have a higher ranking than other children from outside the priority area.

#### **Children of UK service personnel (UK Armed Forces)**

For families of UK Service Personnel (ie: Military families) with a confirmed posting to, or within, the county, or crown servants returning from overseas to live in the county, admission authorities:

- **Must** allocate a place in advance of the family arriving in the area, provided the application is accompanied by an official letter that declares a relocation date and a Unit postal address or quartering area address when considering the application against their oversubscription criteria. This must include accepting a Unit postal address or quartering area address for a service child.
- **Must** ensure that arrangements in their area support the Government's commitment to removing disadvantage for service children. Arrangements must be appropriate for the area and be described in the local authority's composite prospectus.
- **Must not** refuse a service child a place because the family does not currently live in the area, or cannot provide documentary evidence of residence at a particular property
- **Must not** reserve blocks of places for these children.

The application will follow the coordinated admissions process in all other respects, as outlined in this document. No other specific provision will be given to children of military families or Crown Servants, and no priority will be given within the over-subscription criteria to such children, unless this is stipulated specifically within the admission arrangements for this entry year for a school which is their own admission authority.

### **Changes of address**

School places will be allocated using the home address which is named on the Common Application Form at the point of the National closing date (15 January 2024).

- **House move prior to 15 January 2024:** Where the home address changes before the closing date for applications, parents must notify the Admissions Service of the change of address and, if required, will be permitted to amend their school preferences. Parents will need to contact the Admissions Service to update the application.
- **House move after 15 January 2024, but before 01 February 2024:** Where the home address changes after the closing date for applications, but before the extended deadline for families who are moving (either within or into the county), parents can contact the School Admissions Service and will be permitted to amend the application, if required.
- **House move after 01 February 2024:** Where an application is made by the National closing date of 15 January, but a house move happens after this date and no evidence could be submitted by the extended deadline of 01 February, the application will be considered using the previous address which was named on the application.

Where a house move has occurred after the 01 February deadline, and no application has previously been made to Warwickshire, an application must be made and suitable proof of the new address must be submitted.

In this case, the application will be classed as late and will not be considered in the first round of offers, in time for National Offer Day in April 2024. The application will be given consideration in the first reallocation round, commencing on in May 2024, as long as the application and suitable proof of the new address is received by the relevant deadline (ie: 01 May 2024).

Late applications received from 02 May 2024 will be considered in line with the second and third reallocation dates, or after 10 June 2024, depending on the date the application is received by the School Admissions Service.

Proof of the new address will be required prior to this information being recorded against the child's application. Suitable proof of address in these circumstances is a full copy of the signed tenancy agreement (which must terminate after the start of September 2024), or a letter from the solicitor confirming that there has been an exchange of contracts

### **Late applications**

Every effort will be made to encourage parents to submit their application by the closing date of 15 January 2024 (5.00pm). However, if an application is received after this deadline then it will be classed as late and will not be processed until **after** National Offer Day – 16 April 2024. Instead, the application will be considered as part of the relevant reallocation round, depending on when the

application is received (unless there has been a change of address prior to 01 February 2024, in line with the requirements detailed above).

## The Prior School Priority Admissions Area

