

ADMISSIONS POLICY

Approved Admission Arrangements for the Priors Free School

This document sets out the admission arrangements for The Priors Free School in accordance with Annex B to the Funding Agreement between The Priors Free School and the Secretary of State.

I: ADMISSION ARRANGEMENTS APPROVED BY SECRETARY OF STATE

Admission numbers

1. The Free School Trust has an agreed published admission number (PAN) of 10 places for entry into the Reception year for 2017/2018 and, subject to any changes approved or required by the Secretary of State, for subsequent years. Admission for entry into The Priors Free School in September 2016 will be made through the Warwickshire authority coordinated procedure. See point 6 below.
2. The Priors Free School may set a higher admission number other than its Published Admission Number for any specific year. Before setting an admission number higher than its agreed admission number, The Priors Free School will consult in accordance with the arrangements set out in the School Admissions Code. Pupils will not be admitted above the Published Admission Number unless exceptional circumstances apply and such circumstances shall be reported to the Secretary of State. See below:

Consideration of applications

- a. The Priors Free School will consider all applications for places. While there are adequate places the policy is to offer admission irrespective of gender, religion, ethnicity or country of origin, disability, including special needs or academic ability.

Where fewer than the published admission number for any relevant age group are received, The Priors Free School will offer places to all those who have applied.

- b. Children with a statement or EHC plan naming the school will be admitted. This will reduce the number of places available.

Procedures where the Priors Free School is oversubscribed

Where the number of applications for admission is greater than the published admissions number, applications will be considered against the criteria set out below:

- (a) The admission of pupils in public care or those who have been previously in care.

ADMISSIONS POLICY

Those who have previously been in care are children who were looked after but cease to be so because they have since been adopted or have become subject to a residence order or special guardianship.

- (b) Priority will then be given to pupils residing in the priority area of Priors Marston and Priors Hardwick. This will follow Warwickshire's regulations with regards to the home address being the place where the child is a permanent resident with his or her parent(s) or legal guardian(s). Where parents have shared responsibility it would be the parent's address which the child lives for the majority of the week; this will be checked upon by the Governors.
- (c) A sibling is a sister or brother attending the school at the time of admission. Sibling is defined in these arrangements as a brother or sister, a half brother or sister, adopted brother or sister or the child of the parents' partner where the child for whatever school place is sought is living in the same unit and at the same address as the sibling. A sibling connection will not be accepted if the original place was obtained using fraudulent or false information.

Any remaining places will then be allocated by distance allocation to children residing outside the priority area. Priority will be given to those living closest to the Free School. Distance will be measured in a straight line from the centre point of the child's permanent home address to the centre point of the school as defined by Local Land and Property Gazetteer (LLPG). A computerized measuring system will be used.

If two or more children with the same priority for admission live in an indistinguishable distance from the school, but cannot both be admitted the available place will be decided by the casting of lots, a TIE BREAKER, overseen by an agreed, and independent nominated person or body.

3.

- (a) Applications for Reception Year entry in September 2017 will be requested from October 2016 and should be made online. The closing date for reception and junior applications to be submitted by January, Monday, 16th 2017. National offer day is: Monday, 17th April 2017 with parents given until a date to be announced by Warwickshire County Council to accept or decline.
- (b) In line with the Admissions Code, parents of existing Nursery children will not be guaranteed a place in Reception and should apply through the coordinated admissions scheme.
- (c) The Governors have expressed a desire that there should be no more than 25 children in each of the three classes covering Years 1

ADMISSIONS POLICY

to 6, but in exceptional circumstances e.g. if a new resident in the priority area has applied or siblings (see earlier definition) have applied for a place the Governors should invoke a higher limit in any given class in accordance with the original deeds of the school. Parents would have a right of appeal to the Governors' Independent Panel.

Operation of waiting lists

7. Subject to any provisions regarding waiting lists in the LA's co-ordinated admission scheme, The Priors Free School will operate a waiting list. Where in any year The Priors Free School receives more applications for places than there are places available, a waiting list will operate until 31st December. This will be maintained by The Priors Free School 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. This would need to be confirmed termly.

8. Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria set out in paragraph above. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

Arrangements for admitting pupils to other year groups, including those to replace any pupils who have left The Priors Free School.

Subject to any provisions in the LA's co-ordinated admission arrangements relating to applications submitted for years other than the normal year of entry. The Priors Free School will consider all such applications and if the year group applied for has a place available, admit the child. If more applications are received than there are places available, the oversubscription criteria in paragraph shall apply. Parents whose application is turned down are entitled to appeal.

Children are entitled to a place in the September following their fourth birthday and there cannot be any deference after the compulsory school age. Parents of summer born children may request that their child start Reception in the September following their fifth birthday rather than Year 1.

Appeals

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.