



# **Todwick Primary School**

## **Admissions Policy**

**Sept 2022**

**Approved and adopted by the Governing Body**

**Review Date: September 2024**

**Member of staff responsible: Head Teacher**

**School Governor: J. Ibbotson**

## CONSULTATION ON ADMISSION ARRANGEMENTS FOR THE ADMISSION YEAR AND ON THE 'RELEVANT AREA' FOR CONSULTATION

### i) Admission Numbers and Admissions Criteria

This item gives governors the opportunity to consider the admission arrangements (criteria and admission number), which will apply for admission in 2014/15. The Local Admission Forum has previously considered the requirements for consultation and has agreed that the LA should facilitate this, as far as possible, by use of the Authority's Internet site.

The timetable for the year is:-

Autumn Term	Governing bodies consider the arrangements which will apply.
By 7th December	All relevant details to be forwarded to the LA.
7th January – 1st March	Period of consultation via the LA's website.
By end of March	LA and the Local Admission Forum consider any changes and forward any comments to appropriate Admission Authority(ies). Cabinet Member approval of arrangements.
By 15 <sup>th</sup> April	All admission authorities to determine their arrangements and notify those consulted.

### Community and Controlled Schools

For these schools, the LA is the admission authority. The admissions criteria for 2013/14 are shown at Appendix 1.

#### **The proposed changes to the admission criteria are set out below**

Each school's proposed admission number is shown at Appendix 2.

**Action:** The Governing Body is requested to complete and return the pro-forma to Dean Fenton/Chris Stones, SAOENAS, Wing A, 1<sup>st</sup> Floor, Riverside House, as soon as possible and no later than 7<sup>th</sup> December

### Voluntary Aided Schools/Academies/Trust Schools

The governing body is the admission authority. Full consultation is required.

If there are any proposed changes at Church of England schools, Governing Bodies should consult their Diocesan Board before consulting anyone else.

**Action:** Governing Bodies to consider both the admissions criteria and the admission number appropriate for the school. Full details of the admissions criteria and admissions number to be forwarded to the LA by 7<sup>th</sup> December to enable the full consultation with all the appropriate consultees to be carried out via the Internet.

This should be done by e-mail to [Dean.Fenton@rotherham.gov.uk](mailto:Dean.Fenton@rotherham.gov.uk)  
[Christopher.Stones@rotherham.gov.uk](mailto:Christopher.Stones@rotherham.gov.uk)

**Pro-forma to be completed and returned as for community and controlled schools.**

### **Further General Points**

All admission numbers should be set by reference to the indicated admission number (IAN) deriving from the net capacity calculation.

An admission number higher than the IAN can be set, subject to the necessary consultation, feedback and determination.

An admission number lower than the IAN can be set, subject to the above, but would also require the publication of a notice with provision for objection to the Adjudicator.

All infant, J&I, Primary schools need to continue to be mindful of the need to maintain classes from FS2 to Y2 at 30 or less.

If you require any further information or would wish to discuss any matters relating to admission numbers/criteria/net capacity, please contact Dean Fenton/Chris Stones on 01709 254821/253831.

#### ii) **Co-ordinated Admission Arrangements**

The Authority co-ordinated admission arrangements during the normal admission round and in-year admissions for all year groups. The new School Admissions Code which came into effect in February, 2012 stated that there is no requirement to co-ordinate in-year admissions. Rotherham, along with many neighbouring Local Authorities proposes to continue to co-ordinate in-year admissions, as far as is possible. The Local Admissions Forum has expressed its collective view that this continues to be good practice and that they fully support co-ordinated admission arrangements. For 2014/15 there will be a few minor date changes to the Co-ordinated Schemes and it is noted that the new Schools Admissions Code specifies that the Primary Schools Offer Day from 2014/15 onwards is 16 April.

**Action: To note the information.**

#### iii) **Waiting List**

The Authority currently maintains waiting lists for pupils applying during the normal admission round. The Admissions Code of Practice required that waiting lists are in place and continue for at least the first term of the academic year. There are no proposed changes for the next academic year

**Action: No action required**

#### iv) **Local Authority 'Admission to School' Booklets.**

The local Authority had previously supplied a hard copy of the 'Admission to School' booklet to every parent applying for 'Admission to Primary School' and for 'Admission to Secondary School'. The information contained in the booklets is freely available on the Local Authority Website along with details on how to make an on-line-application. The Authority is currently able to satisfy above 90% first preferences for primary and secondary school. Much of the information in the booklet is surplus to most parents' applications (most booklets are discarded once the application has been submitted). Where parents are unsuccessful with their application separate guidance is available on the appeal procedures. Many other neighbouring authorities now produce only a summary of the information which is sent to all parents with detailed information available on request or via the website. In 2010 the Rotherham Authority made a decision, prompted by the current financial position to adopt a similar policy and booklets were only to be provided upon request. All parents received a short summary explaining how to apply for a school place, a copy of the Common Application Form and information on how to access the on-line system.

**Action:** Governing Bodies to note that the Local Authority wishes to maintain the decision to only send a summary of the information contained in the admissions booklet to parents with full copies available on request and/or via the [rotherham.gov.uk](http://rotherham.gov.uk) website.

#### **v) Consideration of the 'relevant area'**

Every two years, the Authority must review its determination of the 'relevant area' for the purposes of admissions consultation. This requires consultation with all schools in Rotherham, together with all primary schools lying within 1 mile of any border and all secondary schools lying within 3 miles. Since the inception of this requirement (in 1999) the determined area has been the whole of the Rotherham borough. There have been no objections to this and no change to the 'relevant area' is proposed for consultation on admissions in the next academic year

**Action:** Governing Bodies to note and to forward any comments, if any, on the proforma.

## **Appendix 1**

**The admission criteria for community and controlled schools for 2013/14 is shown below.**

It should be noted that for a number of years the D.f.E. has given priority to looked after children. The new School Admissions Code which came into effect on February, 2012 has also prioritised previously looked after children. This is shown in the criteria below.

### **Primary Reception**

#### **Places will be allocated in the following order of priority:**

Those who on the closing date are:

- i) Relevant looked after children and previously looked after children. (see note 3 below).
- ii) Children who have a specific medical reason confirmed by a medical practitioner which the Authority is satisfied makes attendance **at that particular school essential**.
- iii) Children with a compelling social reason which the Authority is satisfied makes attendance **at that particular school essential**. The kinds of overriding social reasons which could be accepted are where there is evidence that the pupil's education would be seriously impaired if he or she did not attend the preferred school. Parents should ensure that they attach full supporting information to the Common Application Form.
- iv) Children who on the closing date live in the catchment area of the school as defined by the Authority who will also have an older brother or sister on the roll of the preferred school or its associated junior school at the time of their admission. Parents should ensure that they attach full supporting information to the Common Application Form.
- v) Children who on the closing date live in the catchment area of the school as defined by the Authority.
- vi) Children who on the closing date live outside the catchment area of the school as defined by the Authority whose older brother or sister will be on the roll of the preferred school or its associated junior school at the time of their admission.
- vii) Children who on the closing date live nearest to the school measured in a straight line on a horizontal plane (as the crow flies).

### **Year 3**

#### **Places in Year 3 at a Junior School will be allocated in the following order of priority:-**

Those who on the closing date are:

- i) Relevant looked after children and previously looked after children (see note 3 below).
- ii) Children in attendance at Y2 in the associated Infant School.

- iii) Children who have a specific medical reason confirmed by a medical practitioner which the Authority is satisfied makes attendance **at that particular school essential**. Parents should ensure that they attach full supporting information to the Common Application Form.
- iv) Children with a compelling social reason which the Authority is satisfied makes attendance **at that particular school essential**. The kinds of overriding social reasons which could be accepted are where there is evidence that the pupil's education would be seriously impaired if he or she did not attend the preferred school. Parents should ensure that they attach full supporting information to the Common Application Form.
- v) Children who on the closing date live in the catchment area of the school as defined by the Authority who will also have an older brother or sister on the roll of the preferred school at the time of their admission.
- vi) Children who on the closing date live in the catchment area of the school as defined by the Authority.
- vii) Children who on the closing date live outside the catchment area of the school as defined by the Authority whose older brother or sister will be on the roll of the preferred school at the time of their admission.
- viii) Children who on the closing date live nearest to the school measured in a straight line on a horizontal plane (as the crow flies).

## **Secondary Year 7**

### **Places will be allocated in the following order of priority:-**

Those who on the closing date are:

- i) Relevant looked after children and previously looked after children (see note 3 below).
- ii) Children who on the closing date have a specific medical reason confirmed by a medical practitioner which the Authority is satisfied makes attendance **at that particular** school essential. Parents should ensure that they attach full supporting information to the Common Application Form.
- iii) Children who on the closing date have a compelling social reason which the Authority is satisfied make attendance **at that particular** school essential. The kind of overriding social reasons which could be accepted are where there is evidence that the pupil's education would be seriously impaired if he or she did not attend the preferred school. Parents should ensure that they attach full supporting information to the Common Application Form.
- iv) Children who on the closing date live in the catchment area of the school as defined by the Authority whose older brother or sister will be on the roll of the preferred school in Years 8-11 at the start of the academic year 2014.

- v) Children who on the closing date live in the catchment area of the school as defined by the Authority.
- vi) Children who on the closing date live outside the catchment area of the school as defined by the Authority whose older brother or sister will be on the roll of the preferred school in Years 8-11 at the start of the academic year 2014.
- vii) Children who on the closing date are on the roll of one of the associated Primary/Junior/Junior and Infant schools as identified by the Authority.
- viii) Children who on the closing date live nearest to the school measured by a straight line on a horizontal plane, (commonly known as measurement, “as the crow flies”).

## Notes

1. Where the admission number for any school is likely to be reached mid category, places will be prioritised within that category by reference to the distance between the home address and the school. Highest priority will be given to those living closest to the school measured in a straight line on a horizontal plane (commonly known as measurement, “as the crow flies”).
2. Where any final place at a school is available and two or more pupils are judged to be living equidistant from the school (e.g. in flats), the final place will be allocated by the drawing of lots by officers of the authority.
3. A ‘relevant looked after child’ is a child that is looked after by a local authority in accordance with Section 22 of the Children Act 1989 at the time an application for admission to a school is made, and who the local authority has confirmed will still be looked after at the time when he/she is admitted to the school.

Previously looked after children are 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). For further information please refer to the Admissions Code of Practice which can be downloaded from [www.dfe.gov.uk](http://www.dfe.gov.uk)

4. Places will be allocated in accordance with the LA’s co-ordinated admissions schemes for Primary and Secondary schools. In assessing preferences, the LA will operate an ‘equal preference’ system, which means that no priority will be given according to the ranking of the preference, except where a potential offer can be made in respect of more than one school. In that situation, the final offer of a place will be made at the highest ranked of the potential offer schools.
5. Children issued with a statement of Special Educational Needs will gain a place at the school named in the statement as part of that process.

**A) Community and Controlled Schools**

1) There are no proposed changes to the LA's current admissions criteria applicable to community and controlled schools shown at Appendix 1, other than that specified by the D.f.E. in relation to previously looked after children. No comments are therefore sought on the admissions criteria.

2) The proposed Admission Number for 2014/15 is shown in Appendix 2.

Does the Governing Body -

Agree with the number

Disagree (tick as appropriate)

If disagree, the suggested admission number for the school is \_\_\_\_\_

Reasons:

**B) Voluntary Aided Schools/Academies**

1) There are no proposed changes to the current admission criteria, other than that specified by the D.f.E. in relation to previously looked after children.

or

Amendments will be made to the admissions criteria for the school admission year 2014/15

(tick as appropriate)

2) The proposed admission number for the school for The next academic year is

**Voluntary Aided Schools/Academies must forward a copy of their admissions policy to Dean Fenton/Chris Stones by the 7<sup>th</sup> December 2012.**



### **C) All Schools**

1) There are no proposed changes to the co-ordinated schemes applying to both Primary and Secondary schools other than a few minor date changes. It is noted that the Primary School Offer Day is 16 April, as per the new School Admissions Code. No comments are therefore sought on the co-ordinated schemes.

2) There are no proposed changes to the 'Waiting List' for Schools. We wish to continue to keep the waiting list open for the statutory one term for primary and secondary schools. No comments are therefore sought on the co-ordinated scheme.

3) There are no proposed changes to the Relevant Area which has previously been determined as the whole of the Rotherham Borough. No comments are therefore sought on the Relevant Area.

N.B. Please complete this pro-forma and return it to Dean Fenton/Chris Stones by no later than 7<sup>th</sup> **December**

**All voluntary aided schools and Academies must** forward a copy of their full proposed admissions criteria via e-mail to [Dean.Fenton@rotherham.gov.uk](mailto:Dean.Fenton@rotherham.gov.uk) [Christopher.Stones@rotherham.gov.uk](mailto:Christopher.Stones@rotherham.gov.uk) by the above date, in order that appropriate consultation can be undertaken via the website.

**(It is a statutory requirement that all voluntary aided schools and Academy admission policies are published (on the LA website) and available for public consultation by 7<sup>th</sup> January**

Signature \_\_\_\_\_ Date \_\_\_\_\_

School \_\_\_\_\_