



**The Levels Academy Trust**

**Raising Aspirations, Realising Potential TOGETHER**

## **Admissions Policy**

**Date adopted: 3<sup>rd</sup> December 2019**

**Signature: *A. Jackson***

**Review date: 10/09/20**

The Levels Academy comprises four schools, namely:

Hambridge Primary School (including Little Levels Pre-School)

Huish Episcopi Primary School

Middlezoy Primary School

Othery Village School (including Hatchlings Pre-School)

This policy has been reviewed to cover each of the above schools.

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## 1. Aims

This policy aims to:

- Explain how to apply for a place at our schools. Set out the school's arrangements for allocating places to the pupils who apply
- Explain how to appeal against a decision not to offer your child a place

## 2. Legislation and statutory requirements

This policy is based on the following advice from the Department for Education (DfE):

- [School Admissions Code](#)
- [School Admission Appeals Code](#)

The school is required to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#).

As an academy, the school is required by its funding agreement to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#).

This policy complies with our funding agreement and articles of association.

## 3. Definitions

The normal admissions round is the period during which parents can apply for state-funded school places at the school's normal point of entry, using the common application form provided by their home local authority.

Looked after children are children who, at the time of making an application to a school, are:

- In the care of a local authority, or
- Being provided with accommodation by a local authority in exercise of its social services functions

Previously looked after children are children who were looked after, but ceased to be so because they:

- Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
- Became subject to a child arrangements order, or
- Became subject to a special guardianship order

A child reaches compulsory school age on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

## 4. How to apply

For applications in the normal admissions round you should use the application form provided by your home local authority (regardless of which local authority the schools are in). You can use this form to express your preference for a minimum of 3 state-funded schools, in rank order.

You will receive an offer for a school place directly from your local authority.

Please note, pupils already attending our preschool will not transfer automatically into the main school. A separate application must be made for a place in reception.

## 5. Requests for admission outside the normal age group

Parents are entitled to request a place for their child outside of their normal age group.

Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of each case and in the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

- Parents' views
- Information about the child's academic, social and emotional development
- Where relevant, their medical history and the views of a medical professional

- Whether they have previously been educated out of their normal age group
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely
- The headteacher's views

Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round. They will be considered on the basis of the admission arrangements laid out in this policy, including the oversubscription criteria listed in section 6. Applications will not be treated as a lower priority if parents have made a request for a child to be admitted outside the normal age group.

Parents will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents do not have a right to appeal if they are offered a place at the school but it is not in their preferred age group.

## 6. Allocation of places

### 6.1 Admission number

The schools have an agreed admission number of pupils for entry in Reception, please see specific school websites for information.

### 6.2 Oversubscription criteria

All children whose statement of special educational needs (SEN) or education, health and care (EHC) plan names the school will be admitted before any other places are allocated.

If the school is not oversubscribed, all applicants will be offered a place.

In the event that the school receives more applications than the number of places it has available, places will be given to those children who meet the criteria set out below, in that order, until all places are filled. If all pupils who have an EHCP or statement will be allocated places, if there are places remaining, all pupils who are LAC or PLAC will be allocated place, if there are places remaining etc.

1. Children whose Education Health Care Plan or statement of special educational needs specify that they should be educated at the school concerned
2. Children who are looked after by local authorities, or who have ceased to be looked after as a result of being adopted or being placed with a family or given a special guardian, and are admitted to the school outside a normal admission round;
3. Children of armed forces personnel both currently and previously serving
4. Children whose twins or other siblings from multiple births are admitted to the school
5. Children of staff at the school, in either of the following circumstances:
  - a) 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, or
  - b) The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage
6. Children with siblings at the school. Siblings include step siblings, foster siblings and adopted siblings. Priority will not be given to children with siblings who are former pupils of the school
7. Priority will next be given to children who attend Levels Academy Trust feeder pre schools.

### 6.3 Tie break

In the case of 2 or more applications that cannot be separated by the oversubscription criteria outlined above, the school will use the distance between the school and a child's home as a tie breaker to decide between applicants. Priority will be given to children who live closest to the school. Distance will be measured in a straight line from the child's home address to the appropriate school's front gates. A child's home address will be considered to be where he/she is resident for the majority of nights in a normal school week.

Where the distance between 2 children's homes and the school is the same, random allocation will be used to decide between them. This process will be independently verified.

#### 6.4 Children below compulsory school age (optional)

Where children below compulsory school age are offered a place at the school, they will be entitled to attend the school full-time in the September following their fourth birthday.

Parents may defer their child's entry to the school until later in the school year but not beyond the point at which the child reaches compulsory school age, and not beyond the beginning of the final term of the school year the offer was made for.

Where the parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

### 7. In-year admissions

You can apply for a place for your child at any time outside the normal admissions round. As is the case in the normal admissions round, all children whose statement of SEN or EHC plan names the school will be admitted.

Likewise, if there are spaces available in the year group you are applying for, your child will be offered a place if it would not be detrimental to the education and welfare of the existing pupils and staff in the class concerned.

If there are no spaces available at the time of your application, your child's name will be added to a waiting list for the relevant year group. When a space becomes available it will be filled by one of the pupils on the waiting list in accordance with the oversubscription criteria listed in section 6.2 of this policy. Priority will not be given to children on the basis that they have been on the waiting list the longest. The waiting list will end on the 31 August each year; children need to reapply and be placed on the waiting list from 1 September each academic year.

### 8. Appeals

If your child's application for a place at the school is unsuccessful, you will be informed why admission was refused and given information about the process for hearing appeals. If you wish to appeal, you must set out the grounds for your appeal in writing and send it to the following address:

[https://secure1.somerset.gov.uk/forms/PORTALShowForm\\_inyear.asp?fm\\_formalias=inyear](https://secure1.somerset.gov.uk/forms/PORTALShowForm_inyear.asp?fm_formalias=inyear)

### 9. Monitoring arrangements

This policy will be reviewed and approved by the board of trustees every year.

Whenever changes to admission arrangements are proposed (except where the change is an increase to the agreed admission number), the governing board will publicly consult on these changes.