

Stanford Junior and Infant School



ADMISSION POLICY

***“Living Together,
Learning Together”***

Adopted by Governors – Jul17
Review due – Sep18

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Statement of intent

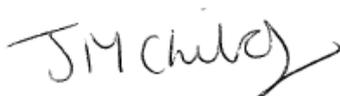
At Stanford Junior and infant School, we welcome all pupils, irrespective of faiths, cultures, races, disabilities or family backgrounds.

We admit our pupils in-line with the Equality Act (2010), School Admissions Code (2012), the School Admission Appeals Code (2012), Human Rights Act (1998) and the School Standards and Framework Act (1998).

The number of places available is determined by the capacity of the school, and is called the Agreed Admissions Number. Our published admissions number (PAN) is 42.

Signed By

Chair of Governors:



Date: 19/07/17

Headteacher:



Date: 19/07/17

1. The admissions process

Local authorities (LAs) must collate and publish all the admission arrangements in their area in a single prospectus.

Parents apply to their LA for places at their preferred schools. They may express a preference for up to 3 schools. The common application form (CAF) allows parents to provide their name, address (including proof of address), and date of birth of their child. If a school is undersubscribed, any parent that has stated a preference for that school must be offered a place. If a school is oversubscribed, the school must rank applications against its published oversubscription criteria and send that list back to the LA.

All preferences are collated and parents then receive an offer from the LA at the highest preference school available.

Stanford Junior and Infant School, as well as all other schools and academies, is required to comply with the Greenwich Judgement (1989), which states that maintained schools may not give priority to children for the sole reason that they live within the LA's administrative boundaries. We do not treat pupils living outside the LA area in which the school is located less favourably just because they live outside the area.

2. Adopting clear and fair admissions

Unacceptable admission criteria

Our admission arrangements will not:

- Place any conditions on the consideration of any application other than those in the oversubscription criteria.
- Take into account any previous schools attended, unless it is a named feeder school.
- Introduce any new selection by ability.
- Prioritise pupils whose parents rank the school higher than others.
- Give priority to children whose parents provide financial or practical support to the school.
- Give priority to children based on the occupational, marital, financial or educational status of their parents.
- Discriminate against those applying for a place outside their normal age group, where the admission authority has agreed to this practice.
- Name fee-paying schools as feeder schools.
- Include interviews for children or parents.

3. Admission arrangements

Drafting admission arrangements

Stanford Junior and Infant School will include:

- A clear, fair and objective set of admission arrangements and oversubscription criteria.
- A PAN for each relevant age group.
- Oversubscription criteria for each point of entry.
- Procedures to admit pupils with an Education, Health and Care (EHC) Plan which names the school.

- An explanation on the right of appeal to an independent appeals panel.
- A requirement for parents of children in an attached nursery unit or a unit run by the school to apply for a place in reception.

4. Considerations

4.1. Children below compulsory school age

Admission authorities must provide for the admission of all children in the September following their fourth birthday. Until the child reaches compulsory school age, parents may request the child attends part-time. These arrangements should be discussed with the headteacher.

4.2. Children outside their normal age group

Admission authorities must make decisions on the basis of the circumstances of each case and in the best interests of the child concerned.

4.3. Children of UK service personnel

For families of service personnel with a confirmed posting to their area, or Crown servants returning from overseas to live in that area, admission authorities must allocate a place in advance.

4.4. Children from overseas

Admission authorities must treat applications for children coming from overseas in accordance with European Union (EU) law or Home Office rules for non-European Economic Area (EEA) nationals.

4.5. Excluded children

Admission authorities must not refuse to admit children in the normal admissions round on the basis of their poor behaviour elsewhere. Where a child has been permanently excluded from two or more schools, there is no need for an admission authority to comply with parental preference for a period of two years from the last exclusion.

4.6. Fair Access

Children who have moved into our area or who need to move school as a result of severe bullying or social issues are covered by our Fair Access Protocol. Children under this protocol may be offered a place even if there are no places available in the relevant year group, and will take priority over other children on the waiting list.

5. Adopting oversubscription criteria.

5.1. If a Statement of Special Educational Needs (SEN) or Education, Health and Care Plan name our school, they must be admitted.

Criteria must be clear, reasonable, objective, procedurally fair and comply with all relevant legislation. It must not disadvantage a child from a particular social or racial group, or a child with a disability or SEN.

Stanford Junior and Infant's oversubscription criteria include:

- Having brothers or sisters who are already at the school
- Distance from school.

An effective, clear and fair tie-breaker to decide between two applications that cannot otherwise be separated is in place. Whenever two children have the same priority based on any of the higher criteria the child who lives closest to the school will be given the higher priority.

5.2. Appeals

If we cannot meet your school preference you can appeal against the decision to an independent appeals panel.

6. Admission appeals

Parents have the right to appeal an admission authority's decision. An independent appeals panel must hear the appeal and our school must act according to their decision.

Details for appeal are available from the school or the LA's website, including the date by which an appeal must be submitted.

6.1. The Schools Adjudicator

Any person or body who considers our arrangements unlawful, or not in compliance with the Code or relevant law relating to admissions, can make an objection to the Schools Adjudicator. The Schools Adjudicator must consider whether the referred arrangements comply with the Code and with the law relating to admissions.

Objections to admission arrangements for entry in September 2016 must be referred to the Adjudicator by 30 June 2015. For all subsequent years, objections must be referred to the Adjudicator by 15 May in the determination year.

7. Pupil registration regulations

Stanford Junior and Infant School promotes good attendance, aims to reduce absence and acts early to address patterns of absence.

The 'Pupil Registration Regulations 2006' makes it compulsory for schools and academies to keep and maintain an admissions register and an attendance register for every pupil.

Our admissions register contains an index in a clearly identified order and the following fields:

- The pupil's full name.
- The pupil's gender.
- The name and address of every person known to be a parent of the pupil.
- The emergency contact number for at least one parent.
- The day, month and year of the pupil's birth.
- The day, month and year of the pupil's admission or re-admission to the school.
- The name and address of any previous school that the pupil has attended.

The attendance register will specify, both in the morning and afternoon sessions, whether each pupil recorded on the register is:

- Present.
- Absent.
- Attending an approved educational activity.
- Unable to attend due to exceptional circumstances i.e. bereavement or sickness.

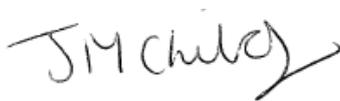
We ensure any information recorded in the registers is legible and recorded in ink or on a computer. Subsequent corrections made to either register are clearly distinguishable from the original entries.

7.1. Children at risk of missing education

Stanford Junior and Infant School must inform the LA of any pupil who will be deleted from the admission register, and must have LA agreement before a decision is made.

Signed By

Chair of Governors:



Date: 19/07/2017

Headteacher:



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