

## Rosegrove Infant School

### School Admission Arrangements for 2017/2018

#### ADMISSION POLICY

In accordance with County policy, children whose parents wish it, may be admitted to school in the September of the school year in which they become five years of age.

Where parents decide that their child should be admitted at a later stage in the school year, this will not prejudice their right to a place for their child at a particular school.

Legally, children are not required to enter school until the term following their fifth birthday.

#### **Admission Number - 60**

#### **Outline of Procedures**

An equal preference scheme has been introduced to comply with the Schools Admission Code, whereby three parental preferences are given equal status and will be considered equally against the admissions criteria. If school is oversubscribed, the following criteria will be applied in priority order:

1. Children in public care at the time of the application and who are still in public care at the time of admission into school.
2. Children for whom the local authority accepts that there are exceptional medical, social or welfare reasons which are relevant to the school concerned.
3. Children with older brothers and sisters attending the school when the younger child will start.
4. Remaining places are allocated according to where a child lives. Those living nearest to the preferred school via a straight line (radial) will have priority.

#### Notes

- (i) The medical, social and welfare criterion will consider issues relevant to the child and/or the family. This category may include children without a statement who have special needs. Children who have a statement for special needs will have their applications considered separately.
- (ii) Brothers and sisters includes step children, half brothers and sisters, fostered and adopted children living with the same family at the same address (consideration may be given to applying this criterion to full brothers and sisters who reside at different addresses),
- (iii) The distance criterion which will be used as the tie breaker if there is oversubscription within any of the admission criteria is a straight line (radial) measure. If the Local Authority is unable to distinguish between

- applicants using the published criteria (e.g. twins or same block of flats) places will be offered via a random draw.
- (iv) The distance measure is a straight line (radial) measure centre of building to centre of building.
  - (v) A child's permanent address is the one where he/she normally lives and sleeps and goes to school from. Proof of residence may be requested at any time throughout the admissions process (including after a child has accessed a school place).
  - (vi) The Local Authority will keep waiting lists for all Lancashire primary schools until 31<sup>st</sup> August 2017. These are kept in priority order using the school's published admission criteria. From 1<sup>st</sup> September 2017 for one school term only waiting lists will be retained by individual admission authorities (the Local Authority for Community and Voluntary Controlled schools and individual Voluntary Aided and Trust schools will each retain their own list).
  - (vii) Children will not normally be able to start school other than at the beginning of the term unless they have moved into the area or there are exceptional circumstances.
  - (viii) Applications for school places which are received late will not necessarily be dealt with at the same time as those received by the set deadline. The reasons for a late application may be requested and where these are not exceptional the relevant admission criteria will be initially applied to all others received on time. The late application will be dealt with after this process.
  - (ix) Where a child lives with one parent for part of the week and another for the rest of the week only one address will be accepted for a school admission application. This will normally be the one where the child wakes up for the majority of school days (Monday to Friday).

If the school is oversubscribed i.e. over 60, the Admission policy will be applied by the local office.

Initial offers of places will be made during the Spring Term, depending on directives from the Authority.

Those parents whose child is refused a place will be informed of their right to appeal – form available from the Office.

### **Induction Procedures**

Those parents whose children are offered places will receive a letter inviting them to an Induction Evening when they will be given further information regarding school. Arrangements will be made for them and their children to visit school during the term prior to admission in order to meet the Reception staff and familiarise themselves with the classroom.

Parents also receive a "Getting Ready for School" pack and the date of their child's admission. The admission dates are staggered so that only a few new children attend each day. This gives the teacher time to welcome each child individually.

The Headteacher and Staff remain, at all times, sensitive to the needs of individual children.

Signed	Signed On behalf of the Governing Body
Head Teachers name: Mrs L Renshaw	Chair of Governors name; Mrs E Lingard
Date:	Proposed Review Date. Autumn 2018