

## **Harewood Junior School**

### **Admission Arrangements for September 2018**

This document sets out the Admission Policy and Admission Numbers for the academic year 2018/19 in respect of Harewood Junior School, which is part of the South Gloucester Learning Trust.

#### **Admission Number**

The school has a set Published Admission Number of 90. This is the number it is obliged to admit into each year group. This number is based upon a capacity assessment, which takes into account the area of teaching and non-teaching space available, ensuring that health and safety is not compromised, nor the quality of teaching and learning in the school adversely affected.

#### **Children with Special Educational Needs**

Children who have a Statement of Special Educational Needs are placed in schools through the arrangements set out in the SEN Code of Practice and not through any admission criteria. Governing bodies are required by Section 324 of the Education Act 1996 to admit a child with a Statement that names that particular school. Parents of children with Statements of SEN should contact their child's casework officer for any further information. Children who have a Statement of Special Educational Needs naming a school will be allocated a place even if that school is full.

#### **Looked After Children Definition**

A 'looked after child' ( 1 ) or a child who was previously looked after but immediately after being looked after became subject to an adoption( 2 ), child arrangements order (residency order) ( 3 ),or special guardianship order ( 4 ) .

(1) A 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school. In Gloucestershire, such children are referred to as Children in Care.

(2) This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see section 46 adoption orders).

(3) Under the provisions of section 12 of the Children and Families Act 2014, which amend section 8 of the Children Act 1989, residence orders have now been replaced by child arrangements orders.

(4) See Section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

#### **Sibling Definition**

The admission criteria for Harewood Junior offers a higher priority for children with siblings who will still be attending the school when the applicant child is admitted. For this purpose, sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner, and in every case, the child must be living in the same family unit at the same address, at the time of application.

## **Twins and Children from Multiple Births**

Applications for twins and children from multiple births will be considered as individual applications. However, we acknowledge the difficulties for families if children cannot attend the same school, for example if one child can be offered a place but not the other and therefore will aim to accommodate both/all children at one school where there is capacity to do so.

## **Medical Condition Definition**

The Governors may, at their discretion, give priority to children for whom only one particular school is appropriate due to an exceptional medical condition. Applications under this criterion will only be considered if they are supported by a written statement from the child's doctor. This must demonstrate that there is a very specific connection between the medical need and the facilities or resources at this school."

## **Children of UK Service Personnel or other Crown Servants**

We will act in accordance with the Local Authority's Fair Access Protocol - "Children of UK Service Personnel" which has been devised to ensure that all admission authorities in Gloucestershire comply with the requirements of the School Admission Code to ensure that their procedures or criteria do not disadvantage children who arrive in the area outside the normal admissions round and that the particular challenges for children of UK service personnel and other Crown Servants are minimized.

## **Normal Admission Round**

The term 'normal admissions round' refers to all applications for admission to the main year of entry of the school i.e. Year 3 for our School. Applications made during the normal admissions round will be made in advance of the academic year in which the child is due to start at the new school.

## **In-Year Admissions**

For in-year applications only, the parent should apply directly to the school in the first instance.

## **Oversubscription Criteria**

Where our School is oversubscribed (i.e. there are more applications than places available) initial applications will be made in accordance with our admission criteria. The admission criteria are defined on Page 4.

## **Late Applications (Normal Admissions Round only)**

Where an application for a school place has been received 'late' i.e. after the relevant closing date for that round of allocations, the application will only be considered once children from all on-time applications have been allocated a school place, unless there are exceptional circumstances as agreed by the Senior Admissions and Transport Manager.

## **Fair Access Protocols**

Gloucestershire County Council has protocols in place to ensure that access to education is secured quickly for children who do not have a school place and that schools have an equitable spread of vulnerable children or those who are hard to place. All schools in Gloucestershire, including the Community and Voluntary Controlled Schools, have signed up to the fair access protocols and should a vulnerable child within these Protocols require a place at the school, they will take precedent over any child on the waiting list. All Fair Access Protocols are highlighted within the Gloucestershire Coordinated Schemes for Reception/Junior/Secondary and In Year Admissions. Full details of all of these protocols

can be found at [www.gloucestershire.gov.uk/schooladmissions](http://www.gloucestershire.gov.uk/schooladmissions) following the link - Confirmed criteria and protocol.

### **Waiting Lists**

Where the school is oversubscribed during the normal admission round for entry to the school (i.e. where all children requesting a place at a particular school have not been allocated one), a waiting list will be held until the end of the December term.

Where an in-year application for a school place is unsuccessful, the child's name will be kept on a waiting list for one term only (based on a six term year) and will remain on the list up to the day before the start of the next term only.

Parents who wish their child to be considered for a place in any subsequent terms should contact the School at the beginning of each new term to request that their child remains on the waiting list.

All waiting lists will be prioritised according to the school's oversubscription criteria, regardless of the date the application was made, and should any places become available at the school they will be offered to the child at the top of the waiting list.

### **Appeals**

Where an application for a place in the School is unsuccessful you will have the legal right to appeal. If your application for a school place is unsuccessful, you will be advised of the appeal process with the outcome of the application.

The School Admissions Appeals Code requires normal admission round appeals to be heard within the following timescales:

- Primary Schools: within 40 school days of the appeal being lodged, or before the end of the summer term
- In-year appeals should be heard within 30 school days of the appeal being lodged.

Requests for appeals, for either admission at the main entry point (September for Y3) or for in-year admission should be made to the Clerk to the Governors at the school address after Stage 2 of the admissions process detailed in the co-ordinated scheme for Gloucestershire. The appeal will be heard by an independent appeal panel for the Local Authority.

The results of all appeals must be forwarded to the Council by parents and the schools, as this may affect the availability of places for other applicants.

### **Transport**

No transport is provided by the school. Some children will be entitled to transport to their school provided by the Local Authority and parents should refer to the "School Transport for children aged 4-16" booklet.

## Harewood Junior School Criteria for admission in the event of oversubscription

Harewood Junior School is a trust foundation school and as such is responsible for its admissions policy, however the Local Authority implement it on our behalf.

Infant Schools in Gloucestershire offer a three year curriculum and children will need to transfer to a Junior School (or alternatively move into a Primary School) to continue their education. For admission to Year 3 in Harewood Junior School, parents must submit their Common Application Form stating their preferred schools to the Admissions and Transfer Team no later than 15<sup>th</sup> January 2018.

If parents wish to seek admission to any other year group, they must apply directly to the School.

Where applications for admission exceed the number of places available in the normal round of admissions, the following criteria will be applied, in the order set out below, to decide which children to admit:

1. Children in Public Care (Looked After Children), or children who were previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order.
2. Pupils attending Harewood Infant School.
3. Children who will have siblings attending the school at the time the applicant child is admitted.
4. Children who will have siblings attending Harewood Infant School at the time the applicant child is admitted.
5. Children for whom only one particular school is appropriate due to an exceptional medical condition. *Applications under this criterion will only be considered if they are supported by a written statement from the child's doctor, which has to be submitted with the application. This must demonstrate that there is a very specific connection between the medical need and the facilities or resources of the school concerned.*
6. Children with the strongest geographical claim, measured in a straight line from the ordnance survey address point of the child's home address (including flats) to the ordnance survey address point of the school, using the Local Authority's computerised measuring system, with those living closer to the school receiving the higher priority.

Where any particular category at points 1-5 above is oversubscribed, criterion 6 (strongest geographical claim based on straight line distance) will be used to determine which child is offered a place.

In the event of a tie between two or more children when applying criterion 6 (strongest geographical claim based on straight line distance) where there are not enough places available to offer all children a place at the school, a process of random allocation will be followed by the governors of Harewood Junior School. Where twins or children from multiple births are part of a random allocation process they will be considered as one applicant if the number of available places allows.