

Admissions Policy

Robins Lane Primary School
Local Authority Policy



Aim
High,
Fly
High

Admissions Policy – Local Authority Admission Arrangements

PRIMARY ADMISSION ARRANGEMENTS FOR COMMUNITY AND VOLUNTARY CONTROLLED SCHOOLS.

Policy

Children become of statutory school age at the beginning of the first term after they reach the age of five. In St Helens, however, the policy is to offer reception year places to children starting the September after their fourth birthday.

Applications for primary school places during the normal admissions round are processed in accordance with St Helens co-ordinated admissions scheme for maintained primary schools.

Deferred Entry

Parents may request that their child's entry be deferred until later in the same school year, where the child is not of statutory school age. However, they would not be able to defer entry beyond the academic year for which the original application was accepted, if they did, they would need to re-apply for the following year. The application would normally then be for a place in year 1 i.e. the correct chronological age group for the child. Parents are able to submit a request, supported by evidence, for admission in the reception year. The request will be considered in line with the requirements of the School Admissions Code.

Before making the decision to defer entry parents are advised to speak to the headteacher of the school.

Applications for Reception Year places where a Nursery Unit is attached to a Primary School

Where schools have a nursery unit attached, a separate application must be made for admission to the reception class. Attendance in the nursery does not guarantee admission to the school for primary education. Applications must be made in the normal way and the oversubscription criteria will be applied as stated below.

Published Admission Numbers

Voluntary Controlled Primary Schools	Admission Number 2016-17
*Eccleston Lane Ends Primary	35
Queens Park CE/URC Primary	60
Rainford CE Primary	45
Sutton Oak CE Primary	45
The District CE Primary	60
Wargrave CE Primary	60

Community Primary Schools	Admission Number 2016-17
Allanson Street Primary	60
Ashurst Primary	30
Bleak Hill Primary	60
Broad Oak Primary	90
Carr Mill Primary	45
Chapel End Primary	60

Eaves Primary	30
Eccleston Mere Primary	60
Garswood Primary	30
Grange Valley Primary	30
Legh Vale Primary	70
Longton Lane Primary	30
Lyme Community Primary	30
Merton Bank Primary	30
Newton-le-Willows Primary	90
Oakdene Primary	30
Rainford Brook Lodge Primary	30
Rivington Primary	30
Robins Lane Community Primary	30
Sherdley Primary School	60
Sutton Manor Community Primary	30
Thatto Heath Community Primary	90
Willow Tree Primary	45

Oversubscription Criteria (for all of the above schools except Eccleston Lane Ends Primary)

Where the number of applications for admission is greater than the published admission number, applications will be considered against the oversubscription criteria set out below. After the admission of pupils with Statements of Special Educational Needs or EHC Plans, where the school is named on the Statement/Plan, the criteria will be applied in the following order:

- (1) *looked after children and previously looked after children;
- (2) children who have a brother or sister at the school at the time of likely admission. This includes full, half or stepbrothers and sisters, adopted and foster brothers and sisters or a child of the parent/carer's partner, and in every case, who is living at the same address and is part of the same family unit.
- (3) children who live closest to the school measured in a straight line (see tie-break).

Oversubscription Criteria for Eccleston Lane Ends Primary

Where the number of applications for admission is greater than the published admission number, applications will be considered against the oversubscription criteria set out below. After the admission of pupils with Statements of Special Educational Needs, where the school is named on the Statement, the criteria will be applied in the following order:

- (1) *looked after children and previously looked after children;
- (2) children who have a brother or sister at the school at the time of likely admission. This includes full, half or stepbrothers and sisters, adopted and foster brothers and sisters or a child of the parent/carer's partner, and in every case, who is living at the same address and is part of the same family unit.
- (3) children who live within the catchment area (see map overleaf);
- (4) children who live closest to the school measured in a straight line (see tie-break).

*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 under section 22(1) of the Children Act 1989. A previously Looked After Child is one who immediately moved on from that status after becoming subject to an adoption, residence or special guardianship order.

Tie Break

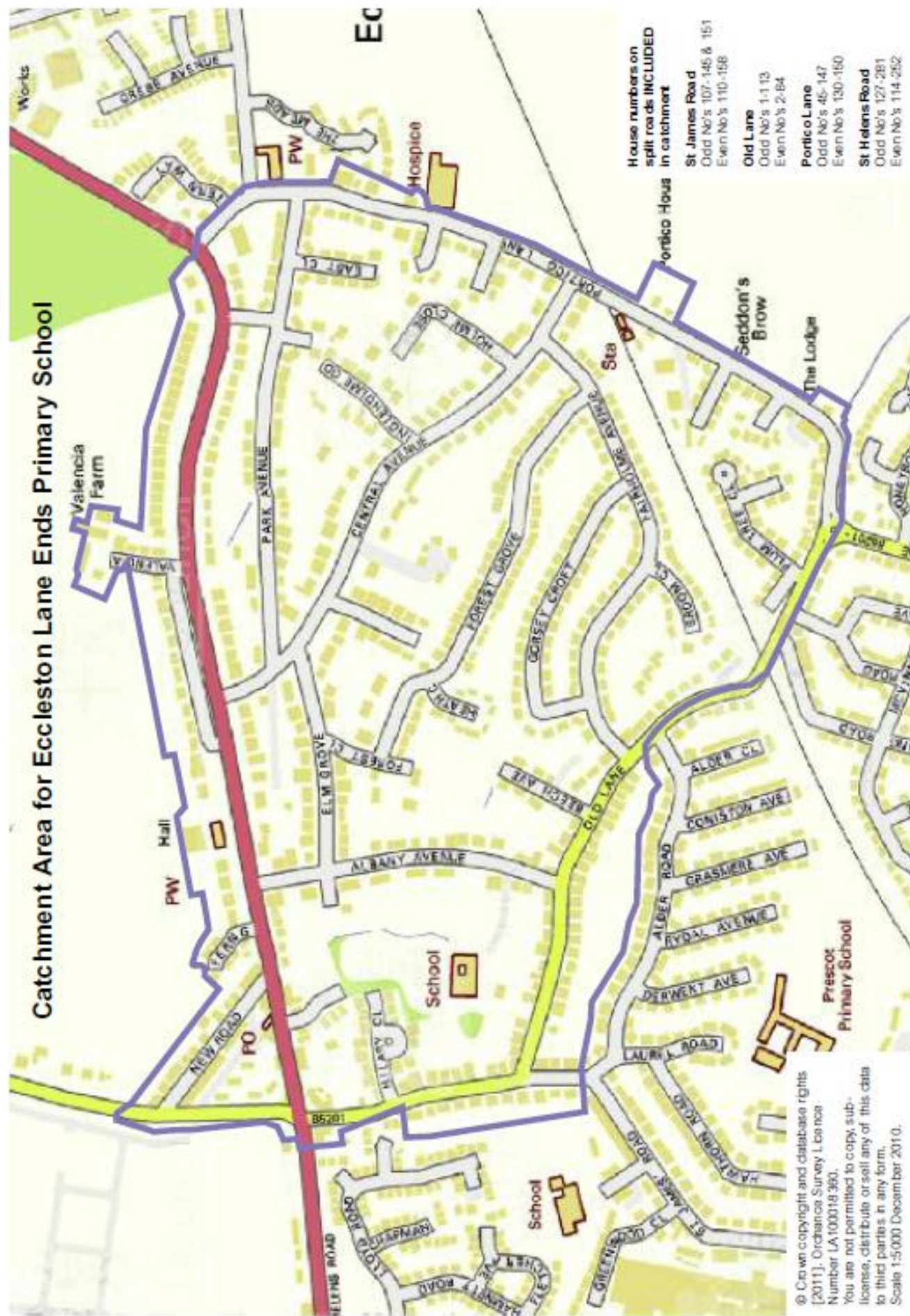
In the event of any over-subscription in the number of applications made under any of the categories above the Local Authority will offer places first to children whose family home is nearest the school. The measurement shall be done by the Local Authority in a straight line using a Geographical Information System (GIS) based on Local Land and Property Gazetteer (LLPG) data and the National Grid co-ordinates for the family home and the school.

Where the tie-break does not distinguish between applicants, e.g. children living in the same block of flats, random allocation will be used. This will be done by drawing lots and supervised by someone independent of the school.

Special Conditions for Twins (etc.)

Where the final place in a year group is offered to one of twins or triplets etc., the Local Authority will not apply the tie-break as it will admit the other twin etc. too, even if that means going above the admission number for the school concerned.

Catchment Area for Ecclestone Lane Ends Primary School



House numbers on
split roads INCLUDED
in catchment

St James Road
Odd No's 107-145 & 151
Even No's 110-158

Old Lane
Odd No's 1-113
Even No's 2-184

Portico Lane
Odd No's 45-147
Even No's 130-150

St Helens Road
Odd No's 127-281
Even No's 114-262

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Definition of Home Address

This is the address where the child and parent, or person with parental responsibility, normally live. The address which receives child benefit will normally be used if the child's time is split between two homes, but the Authority reserves the right to request other proofs as fit the individual circumstances. It may be necessary for the Authority to carry out checks to confirm that addresses given are genuine. Parents may, therefore, be asked to produce documentary evidence of their child's home address e.g. Council tax or utility bills

If parents are planning a permanent house move after applying but before places are allocated they will be required to provide documentary evidence of this e.g. a copy of an exchange of contract or a tenancy agreement.

False Information

Where the Local Authority discovers that a child has been awarded a place as a result of any false information e.g. home address, date of birth it may withdraw the offer of a place.

Late Applications

Applications submitted after the closing date will only be considered alongside those who applied on time when they are received before the allocation procedures begin. However, as this date cannot be predicted, parents have no guarantee that any application received after the closing date will be included.

Waiting List

During the normal admissions round, if a place is refused because the school is oversubscribed the applicant will automatically be placed on the waiting list. The waiting list will be kept in priority order according to the oversubscription criteria and not on the date on which applications were received. If a place becomes available within the admission number, the child whose name is at the top of the list will be offered a place.

Children who are the subject of a direction by the local authority to admit or who are allocated to a school in accordance with the Fair Access Protocol will take precedence over those on the waiting list.

The waiting list will close on 21st December 2016, parents who wish their child to remain on the reception year waiting list after this date will be advised in their decision letter that they must re-apply on an in year application form.

Appeal Procedure

Where parents are unsuccessful in applying for a school place, the decision letter will give reasons why the application was refused (in light of the published admission arrangements) notification of the right of appeal, including details of how, and to whom, to make an appeal and where to obtain further information.

Parents should be aware that legislation limits infant class sizes to 30 pupils and restricts the grounds upon which an appeal can be upheld. They would have to show that the decision was one which in the circumstances no reasonable admission authority would have made, or that their child would have been offered a place if the admission arrangements had been properly implemented.

Fair Access Protocol

All local authorities must have a Fair Access Protocol to ensure that schools in their area admit a fair share of children with challenging behaviour and that access to education is secured quickly for children who have no school place. As a result primary schools in St Helens

may be required to admit above their published admission number, even if the year group concerned is full.

All schools must participate in their local authority's protocol. For that reason, admission appeal panels will not view the fact that a school is obliged to admit over its admission number as an indication that it can do so for all in year transfers without causing prejudice to the efficient provision of education or efficient use of resources.

In-Year Transfers

Applications for children transferring school, other than at the normal point of entry, are processed in accordance with the agreed In Year Transfer Scheme.