



# Parkfield School

## Admissions Policy 2017/18

### General

1. Parkfield School is a publicly funded, co-educational, independent all-through school which opened in September 2013.
2. Responsibility for the admission of pupils rests with the Governing Body.
3. All applications for places at the School will be considered in accordance with the arrangements set out below.

### PROCEDURE FOR ADMITTING PUPILS TO THE SCHOOL

#### Catchment Area

4. Parkfield School operates with a non-designated catchment area.
5. For the years 2017/18, the Governing Body has agreed published admission numbers and points of entry are as follows:
  - 56 pupils in Reception
  - 56 pupils in Year 7

Anticipated growth in admissions to Parkfield School:

	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19
Reception	56	56	56	56	56	56
Yr1	56	56	56	56	56	56
Yr2	56	56	56	56	56	56
Yr3	28	56	56	56	56	56
Yr4	28	28	56	56	56	56
Yr5		28	28	56	56	56
Yr6			28	28	56	56
yr7	56	56	56	56	56	56
Yr8	56	56	56	56	56	56
Yr9	28	56	56	56	56	56
Yr10		28	56	56	56	56
Yr11			28	56	56	56
Yr12					56	56
Yr13						56

6. The Governing Body will admit all applicants if undersubscribed.



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#### Entry into the Reception Year

7. Applicants seeking admission of their child to Reception whose child will reach the age of 4 on or before 31 August may choose for their child to start school in the following September.

Parents can request that the date their child is admitted to the school Reception Class is deferred until later in the school year or until the child reaches compulsory school age (5 years of age) in that school year, without affecting the offer of the school place. Application to defer entry should be made direct to the school after the offer of a place has been made and accepted by the parent.

Parents can request that their child takes up the place part-time until the child reaches compulsory school age (5 years of age). Application for their child to go part-time must be made direct to the school after the offer of a place has been made and accepted by the parent.

Please refer to the Delayed Admissions Policy - appendix A.

#### Oversubscription Criteria

8. Where the school is oversubscribed, places will be allocated according to the oversubscription criteria as detailed in paragraph 9. The order of the criteria listed below will be used to determine the order of priority for admissions. Applicants who qualify for more than one criteria will be placed in the highest one in which they are eligible.
9. If the school is oversubscribed, priority for admissions will be as follows:
  - I. A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangement, or special guardianship order. 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)
  - II. Children who at the time of application have a sibling on the roll at school who will still be on the roll at school at the time of the sibling's admission.
  - III. Children who live closest to the school as measured by the straight-line distance. Distance measurement will be used with those living closer to the school receiving higher priority. The distance will be measured in a straight line by the Local Authority's Geographical Information System (GIS). The system takes the measurement between the address mapping points of the school (in Hurn) and the applicant's home.



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#### Tie-break

10. If the situation arises where there are more children who are equally eligible (based on the above criteria) than there are places, a random allocation from all the valid applications, sorted by category as listed above, will be made by the Local Authority. A person independent of the school will attend and supervise this process.
11. Home address means the address where the child usually lives. Where children have parents with shared responsibility the child's main residence will be deemed to be the dwelling of the parent or carer in receipt of Child Benefit.
12. Places cannot be offered on the basis of a possible future move. Places can only be offered on the basis of future moves on the basis of:
  - a letter from the solicitor (or equivalent) confirming exchange of contracts to buy a property relevant to the application;
  - a tenancy agreement confirming the renting of a specific property relevant to the application;
  - a letter from a housing association confirming that the parent(s) will be living at a specific address relevant to the application; or in the case of Crown Servants, an official MOD, FCO or GCHQ letter the case of UK service personnel and Crown declaring a relocation date to the relevant parish or priority area of the School (or to establish distance from the School).
13. The home address will be the address that complies with the above at the closing date set by Local Education Authority.
14. For the sake of this policy siblings are defined as children with at least one natural or foster / adoptive parent in common or the children of parents who are married or cohabiting, where the parents and children live together in the same household. Pupils will only count as siblings at the school if they are still attending the school when the child applying for a place is due to commence.
15. The school will accommodate twins, triplets or other multiple siblings. In line with section 2.15 of the new Government Admissions Code: In the case of applications where the final place available is offered to a child from a twin or multiple birth the Governors will offer places to both twins, triplets etc. even if this means exceeding the planned admission number.

#### Application Forms

16. For this school you are required to complete the Local Authority Application Form in the Local Authority in which you reside. The Local Authority (LA) form may be completed on-line or you may apply via a paper copy, which is returned to your LA. Please refer to the LA's information on admissions, which can be found on their website.

#### Deadlines

17. The Local Authority Application Form must be returned on time and submitted to the Local Authority in which you live. Details of dates are in the Local Authority Admissions Booklet and on their website.



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#### Proof of Residence

18. All applicants will be required to provide proof of residence. The Governing Body reserves the right to seek verification from the local authority in which the home is situated. Proof of residence can be requested at any time throughout the admissions process. A child's main residence will be the dwelling of the parent or carer in receipt of Child Benefit and proof of who is in receipt of Child Benefit may be required by the school prior to offer of a school place. If false or misleading information is used to gain entry to the School, the offer of a place will be withdrawn and an appeal offered.

#### Appeal Procedure

19. Parents/carers whose children are refused admission to the school have the right to appeal. The appeal, in writing, must be made to the Local Authority through which they made their original application.
20. The Appeal Panel will be independent of Parkfield School. The determination of the Appeal Panel is binding on all parties and notification of this decision will be sent within 7 days by post.
21. The independent panel will hear the appeal within the DFE School admissions appeals code ( [www.gov.uk/government/publications/school-admissions-appeals-code](http://www.gov.uk/government/publications/school-admissions-appeals-code) )
22. Guidance is available for parents about how the appeals process will work and the school will provide parents with a named contact who can answer any enquiries parents may have about the process. The School may, if it chooses, enter into an agreement with the Local Authority or any other organisation for it to recruit, train and appoint Appeal Panel members and to arrange for the process to be independently administered and clerked. Full details of the procedure will be sent to parents with the decision letter.

#### Waiting List

23. In addition to the right to appeal, unsuccessful applicants will be offered an opportunity to be placed on the waiting list. The order of the waiting list will be determined in accordance with the oversubscription criteria set out in paragraph 9, not in the order in which applications are received or added to the list. The waiting list will be cleared on 31<sup>st</sup> December of each year and Parents will be expected to make a new full application in accordance with these admissions procedures. Applicants to whom places are offered will be required to inform the Admissions Officer of their decision whether to accept or reject the offer within 7 days.
24. Looked after and previously looked after children and those allocated a place within the Fair Access Protocol will take precedence over other children on the waiting list. The waiting list will be reviewed and revised:
- each time a child is added to, or removed from, the waiting list;
  - when a child's changed circumstances will affect their priority;
  - at the end of each school year, when parents with a child on the waiting list will be contacted and asked if they wish to remain on the list for the following school year.
25. Parents may keep their child's name on the waiting list of as many schools as they wish and for as long as they wish.



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#### Other Admissions (in-year or casual admissions)

26. Applications for vacancies that arise outside the normal annual admission round will be considered at any time during the year. Information and application forms may be obtained from the School.
27. Where there is more than one application for a vacant place, the offer of a place will be determined in accordance with the criteria set out in Paragraph 9.
28. The School may refuse admission to applicants who have been permanently excluded from two or more other schools. The ability to refuse admissions runs for a period of two years since the last exclusion. Exclusions which took place before the child concerned reached compulsory school age do not count for this purpose. The School will consult and coordinate its arrangements, including over the rapid reintegration of children who have been excluded from other schools and who arrive in an area after the normal admissions round, in accordance with local in-year fair access protocols for securing school places for unplaced children.

#### Procedures for Admission to Year 7 in 2018/2019.

29. From 2018 the external admissions process to Year 7 will be limited. From that date 56 places will be available in Year 7 for Parkfield School's own students progressing from Year 6. Parkfield School will not admit external applicants to its Year 7 unless undersubscribed by pupils progressing from its own Year 6. If there are more applications from external applicants than places available, places will be allocated in line with the oversubscription criteria set out in paragraph 9.

#### Procedures for Admission to Sixth Form (Year 12)

30. Parkfield School will admit external applicants to its Sixth Form and in such circumstances the same academic entry requirements as for students already on roll at Parkfield School will apply. If there are more applications from external applicants than places available, places will be allocated in line with the oversubscription criteria in paragraph 9.

#### Withdrawal of Offers

31. The Governing Body reserve the right to withdraw an offer of a school place where a parent fails to respond to an offer within 2 weeks of the offer being made, or if the place was offered on the basis of a fraudulent or misleading application.

#### Monitoring and Evaluation

32. The Governing Body and Principal will monitor the operation and effectiveness of the school's admissions arrangements.

#### Retention of Applications

33. Records of applications and admissions to the School shall be kept for a minimum period of 10 years and shall be open for inspection by the Secretary of State and school Governing Body.



## **POLICY FOR DELAYED ADMISSION TO RECEPTION YEAR GROUP**

### **The Policy will apply to requests for summer born children to delay admissions to Reception**

#### **Introduction**

This policy document sets out the process and criteria for considering requests for delay admission to Reception. This policy applies to all pupils with the exception of those holding or undergoing assessment for a statement of special educational needs/Education Health & Care Plan whose parent(s)/carer(s) should contact the Special Educational Needs Team for advice.

Starting school is an exciting time for both parents and children, therefore at Parkfield School we would encourage all parents to start their child at the beginning of the school year in September. Children must be receiving full-time education by the start of the term following their fifth birthday.

- For children born between 1 September and 31 December, they reach statutory school age on 31 December and must be receiving full-time education at the start of the Spring term (i.e. after the Christmas holidays, in January).
- For children born between 1 January and 31 March, they reach statutory school age on 31 March and must be receiving full-time education by the start of the Summer term (i.e. after the Easter holidays, in March or April)
- For children born between 1 April and 31 August, they reach statutory school age on 31 August and must be receiving full-time education at the start of the new school year (i.e. after the summer holidays, in September). These children are often referred to as 'summer born children'.

It is school policy that pupils attending Parkfield School normally be placed with their own age group, and be educated for the majority of the time with their age peer group. Parents do however from time to time seek to delay admission for up to a year after they could start school.

#### **Attending part-time or deferred entry to the same academic year**

Our School Admissions Code requires that we provide for the admission of children in the September following their fourth birthday. Parents can request that their child attends part-time until they reach statutory school age, or that the date their child is admitted to school is deferred until later in the same academic year. In such circumstances, an agreement can be made between parents and the Principal without involvement of any other relevant professional.

- On receipt of such a request in writing by 1<sup>st</sup> May, the Admissions Officer will inform the parent(s) to make an appointment to discuss this with the Principal / Vice Principal for Primary, in the first instance.
- Having met with the Principal / Vice Principal for Primary, those parents who decide that their child should defer must inform the Principal in writing by 1<sup>st</sup> June. The place offered for their child will be held open until the beginning of the term following the fifth birthday and will not be offered to another child.

- Where a parent does not inform the Principal that admission is to be deferred and does not admit the child at the beginning of the September term, the place may be withdrawn and may be offered to another child on the waiting list.

## **Applications for admission outside the normal age group**

Children born between 1 April and 31 August cannot automatically defer admission to Reception until the September after their fifth birthday; entering Reception, instead of Year 1 with their natural cohort. Where parents feel that their 'summer born child's' needs are such that they would benefit from starting school a year later, they must request this using the '*Request to Offset*' form, which can be obtained from their Local Authority.

### **Considering a request to offset**

All requests will be considered by the schools governing body and Local Authority. However, it is our view that wherever possible, children should be educated with their chronological peers. When considering a request for offsetting, the schools governing body will take into relevant factors will include:

- parents' individual case and the needs of the child;
- DfE document '*Advice on the admission of summer born children*';
- any delayed, social emotional or physical development which may be adversely affecting the child's readiness for school (supported by a relevant professional);
- any significant learning or special educational needs (supported by a relevant professional);
- optimising children's learning
- pupil forecasting and sufficiency of early years places
- effective use of resources and public funds

### **Process for consideration of parental requests for 'summer born children' to be admitted to Reception a year later than their chronological age group admission.**

1. On receipt of such a request in writing by 1<sup>st</sup> December, the Admissions Officer will inform the parent(s) that their request is 'out of year' and advise them to make an appointment to discuss this with the Principal / Vice Principal for Primary in the first instance.
2. If, after discussion with the Principal, the parents still wish to pursue an 'out of year' admission, they will be asked to complete and submit a '*Request to Offset*' application form and provide additional supporting evidence.
3. The application form will ask parents to confirm they understand the policy and that they will need to apply for a school place again the following year by the closing date of 15 January. **At no time will they be able to hold offers for their child in two year groups.** Information on the form will confirm that their application for a school place in their chronological age year group will not proceed to an offer of a school place at Parkfield School should their application for delayed admission be approved.
4. If the request for delayed admission is submitted after an offer of a school place in the child's chronological age group has been made, if it is subsequently approved that the child can delay admission the original offer will be withdrawn and offered to the next child on the waiting list.
5. Any application made the following year will not be given special priority over applications for children falling in that year group.
6. The form will also ask for basic information about the child and the following information must be provided:
  - The nature of the request
  - Clear reasons for the request
  - Information from the child's current nursery or pre-school if applicable
  - Assessments provided by the Pre-School Provider or Health Visitor from issues raised at the 2 year old check

7. In addition parents will be asked to provide specific information/documentation which may include:
  - Early Years reports and assessments where this is available
  - Existing professional reports and assessments e.g. educational psychology reports from Local Authority where this is available
  - Health information
8. Parents will be informed of the date that the Panel will meet within 15 school days of receipt of their written request (Application form and supporting evidence).
9. Parents will be informed of the decision of the panel in writing within 5 working days of the meeting.
10. As Parkfield School is its own admitting authority, the final decision on whether to allow delayed entry lies with the Principal and Governing body, however they will take note of The Panel's recommendation when making their decision.
11. The Principal will write out to parents within 5 working days once a final decision has been made.

### **The decision making process**

Where requests for out of year admissions are made a panel will be convened to consider the request. This panel will consist of:

- A senior officer from Admissions (Chair)
- The Principal Educational Psychologist (PEP) (or a representative)
- The Principal of Parkfield School
- An Early Years Advisor (where appropriate)

A member of the Admin support team will minute the meeting

On occasion there may be insufficient evidence for the panel to reach a decision. In this instance the panel may request additional information or a meeting with the parent(s) which may include the child.

### **Criteria for agreement to out of year admissions**

The following list is not final and binding and is an example of the type of information that will be considered by the panel. Meeting one or more of the criteria below is not in itself confirmation of agreement to the request to delay entry. The panel will consider evidence relating to all aspects of the child's development and needs in coming to a decision and this will include the following:

- in the case of children born prematurely, the fact that they may have naturally fallen into the lower age group if they had been born on their expected date of birth;
- whether delayed social, emotional or physical development is adversely affecting their readiness for school;
- relevant research into the outcomes of summer born and premature child.

### **Right of appeal following the decision**

The final decision is made by the panel. The parents will be informed of this decision by the Local Authority. There is no right of appeal if a parent has been offered a place in the school but it is not in the year group they would like.

If the decision is that the child may be offset, the parent will need to apply for a Reception place the following year, however, there is no guarantee that a place will be offered at Parkfield School. Parents can however apply for a place in Year 1. This would be an in-year application, which is to be made no earlier than the half term in June, before the September start.

If a parent is unhappy with the way the local authority has handled their complaint, the parent may then refer their complaint to the Local Government Ombudsman.