



# **MARLCLIFFE PRIMARY SCHOOL**

## **PROCEDURE**

Policy for

## **Admissions**

Last Reviewed	July 2019	Next Review	July 2020
		Ratified by Governors	July 2019

## **Policy for Admissions**

We wish to comply with the School Admissions Code of Practice. Annually we will publish the admission number for this school but there are times when this number will change in line with local authority and government statutory guidance.

We will consider all applications for admission as we are an inclusive school and will admit pupils without reference to general ability or aptitude. We believe we operate a fair and equal admissions policy.

We will admit any child with a statement of special educational needs or Educational Health Care Plan that names this school.

We as a school community have a commitment to promote equality. This policy is in line with the Equality Act 2019.

We believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that is connected with this policy.

### **Policy for Admissions Aims**

- To comply with the School Admissions Code of Practice.
- To establish and maintain a fair and open admissions policy.
- To work with other schools and the local authority in order to share good practice in order to improve this policy.

### **Responsibility for the Policy and Procedure**

#### Role of the Governing Body

The Governing Body, as the admissions authority, will:

- consider all applications to this school fairly and openly;
- delegate powers and responsibilities to the Headteacher to ensure all school personnel and visitors to the school are aware of and comply with this policy;
- take responsibility for ensuring that the school complies with all equalities legislation;
- ensure that appropriate action will be taken to deal with all prejudice related incidents or incidents which are a breach of this policy;
- take responsibility for ensuring funding is in place to support this policy;
- make effective use of relevant research and information to improve this policy;
- ensure this policy and all policies are maintained and updated regularly;
- ensure all policies are made available to parents;
- involve the School Council in the development, approval, implementation and review of this policy;
- consider this area when visiting the school regularly, to liaise with the Headteacher and to report back to the Governing Body;

- ensure the effective implementation, monitoring and evaluation of this policy.

### Role of the Headteacher

The Headteacher in conjunction with the Admissions Committee will:

- ensure that all applications are looked at fairly and openly;
- ensure all school personnel, pupils and parents are aware of and comply with this policy;
- work closely with the link governor and coordinator;
- provide leadership and vision in respect of equality;
- provide guidance, support and training to all staff;
- monitor the effectiveness of this policy;
- annually report to the Governing Body on the success and development of this policy.

### Role of Parents/Carers

Parents/carers will:

- be aware of and comply with this policy;
- apply by using the appropriate application form;
- be aware of the deadline for admission applications;
- be aware of their right of appeal if their application is unsuccessful.

### **Admissions Criteria**

Admission to this school shall be determined by the criteria set out below, which are listed in order of priority:-

1. Children who are looked after by the Local Authority;
2. Priority will be given to the admission of pupils' resident within the school's designated catchment area whose parents have expressed this preference if the admissions number of the school has not been exceeded.
3. In the event of over-subscription from within the school's designated catchment area, the following sub-criteria will be applied to prioritise admissions:
  - a. children recommended for admission on medical grounds, supported by a Medical Officer or psychological or special educational needs reasons. These must be confirmed by the Local Authority's professional advisers.
  - b. children who have older siblings at the school at the date of admission will be admitted in preference to those who do not;
  - c. where there is more than one case as in (a), priority to be assessed on the basis of those children closest in age to the elder siblings already at the school at the date of admission;
  - d. after taking account of categories (a) to (d), priority will be based on closeness to the school.

4. Should admission to a school not be possible due to class size or other requirements, transport will be provided to the next nearest school with available places (subject to distance limits).
5. When considering whether a child lives in a school's catchment area, the address considered is that of the parent or legal guardian, irrespective of a family's domestic arrangements, i.e. the address of another relative or childminder etc. must not be given. In certain cases it may necessary to provide evidence relating to the child(ren) in question, to show the home address of the child(ren).
6. Subject to class size and other requirements, pupils' resident outside the school's catchment area will be admitted if the admissions number of the school has not been exceeded. The event of over-subscription from outside the catchment area of the school, the sub-criteria described at (a) – (d) above will be applied to prioritise admissions.

### **Raising Awareness of this Policy**

We will raise awareness of this policy via:

- the school website;
- meetings with parents such as introductory, transition, parent-teacher consultations and periodic curriculum workshops;
- school events;
- meetings with school personnel.

### **Training**

Where identified as a requirement, training will be provided by an accredited organisation for any member of staff on:

- Admissions
- Admission & Attendance Registers
- Equality
- Inclusion.

### **Equalities Act**

Under the Equality Act 2019 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

We believe that this admissions policy is in line with the Equality Act 2019 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

### **Monitoring the Effectiveness of the Policy**

The practical application of this policy will be reviewed annually or when the need arises by the Headteacher and the governing body.

## **Linked Policies**

Home-School Agreement

Equality Policy 2019