



## **Ludlow Infant Academy**

### **Policy for Admission 2017-2018**

**Accepted by Governing Body** \_\_\_\_\_  
**Signed Governing Body**

**Accepted by Staff** \_\_\_\_\_  
**Signed Headteacher**

**Review Date** \_\_\_\_\_

#### **General Principles**

Ludlow Infant Academy has a published admission number (PAN) of 90.

We are an inclusive school and welcome all applications. We have a defined priority admission area but there is no guarantee of a place for children living within this area. We will admit from outside this area if there are spaces available.

Admission to our school is not dependant on any ability test or voluntary financial contribution.

We fully participate in the LA in year fair access protocol.

We participate in the Local Authority co-ordinated scheme and all dates within that scheme must be adhered to. You should use the opportunity to express a preference for more than one school. Proof of residence will be required.

Children whose Statement of Special Educational Need/Education, Health and Care Plan (EHCP) names Ludlow Infant Academy must be admitted and will count towards the PAN if the information is available before the offer date.

#### **Definitions and Details**

Children are usually admitted in September in the Academic Year in which they have their fifth birthday.

#### **Priority Area**

This is our historical "catchment area". Please see Appendix 1.

#### **Sibling**

By sibling we mean:

Children living at the same address who have one or both natural parents in common.

Children living at the same address who are related by a parent's marriage.

Children living at the same address whose parents are living as partners at this address.

We do not include 'cousins' within our definition of sibling.

This refers to siblings who will be on the Ludlow Infant Academy roll at the time of admission not application. It also includes siblings on the Ludlow Junior School roll at the time of admission not application.

### **Home Address**

Proof of residence will be required by the co-ordinated scheme. The offer of a place may be withdrawn if proof of residency is not met.

Where a child lives part of the week with one parent and part with another member of the family the '**home address**' will be considered to be the residence where the child spends at least three nights of the school week each week.

### **Oversubscription Criteria**

Applications submitted by 15 January 2017 will be dealt with first. If the number of applications submitted by 15 January 2017 is greater than the Published Admission Number (PAN) for a school, admissions to the school will be decided according to the following priorities:

1. Children in public care (looked after children) and previously looked after children as defined by section 1.7 of the School Admissions Code.
2. Children subject to child protection planning.
3. Children living in the priority area using the following criteria:
  - i. Children who have a sibling at Ludlow Infant Academy or at Ludlow Junior School at the time of admission.
  - ii. Other children living in the priority area.
4. Children living outside the priority area using the following criteria:
  - i. Children who have a sibling at Ludlow Infant Academy or Ludlow Junior School at the time of admission.
  - ii. Other children living outside the priority area.

### **Tie-breaker**

Distance from the child's home to Ludlow Infant Academy will be used as a 'tiebreaker' for any oversubscribed criterion. These are calculated using a computerised mapping system that uses data supplied by Ordnance Survey. Distances are measured from the point designated in the system as the home address to the point designated in the system as the mid-point of the nearest open gate to the school, using a straight-line measurement.

Apartments in the same block will be treated equally with the measurement taken to the main entrance to the block. Should there be two or more identical distances requiring prioritisation, this will be done by casting lots.

### **Late Applications**

The closing date for applications is 15 January 2017. Applications received after that date will be late applications. If the school has places available after admitting all on-time applications, late applications will be considered in accordance with the priorities set out above.

## **Waiting Lists**

As required by the current Code of Practice the school will maintain a waiting list until the end of the autumn term. We will continue to do this for subsequent terms and also maintain waiting lists for other year groups. Applications for inclusion on a waiting list must be made on the school's appropriate form and they will be ranked according to our oversubscription criteria as described above. We have to admit any pupil who is admitted through the appeal process, or who is the subject of a 'direction' by the LA or allocated to us according to the local Fair Access Protocol and any such pupils take precedence over the waiting list.

## **Entry into Reception Year**

The offer made to parents for reception year on the national offer date is of a full-time place from the start of term after 1 September 2017. The school does not stagger entry to reception year, however, initial part-time attendance to ensure a smooth transition from pre-school or from home into school can be arranged following consultation and agreement between the parent and the Headteacher. Parents can request that their child attends part-time until their child reaches compulsory school age (the term following their child's 5<sup>th</sup> birthday). Parents also have the right to defer their child's entry into reception class to any point up to their child reaching compulsory school age but not beyond the start of the summer term of reception year.

Parents of summer-born children, that is children born between 1<sup>st</sup> April and 31<sup>st</sup> August, may, in addition, choose to send their child to school in the September following their 5<sup>th</sup> birthday and may **request** that their child is admitted out of their normal age group to reception year rather than Year 1. Any parent wishing to apply for their summer-born child to start school outside their normal age group must do so by completing the form entitled 'Request for Agreement to Admission to Reception Year Outside the Normal Age Group' which is available to download online. This form enables parents to set out their reasons as to why they feel their child should be admitted outside their normal age group. It is a parent's responsibility to include any supporting evidence. Applications for entry outside the normal age group should be made by 31<sup>st</sup> October 2016.

Each case will be decided on its merits by the individual admission authority for the school concerned – this will either be the Local Authority or the Governing Body. Parents will be notified of the outcome of their request in writing by 15<sup>th</sup> December 2016. If a parent is refused their request to apply outside their child's normal age group they will still have time to make an on-time application for their child to start school with their correct age group before the closing date of 15<sup>th</sup> January 2017. Each decision will be made based on the merits of the case presented.

**PLEASE NOTE:**

Parents should be aware that if they are allowed to apply for a place outside their child's normal age group, this is not a guarantee of a place at their preferred school. Their application will be considered along with the other applications made for children in the correct age group for that year and places will be offered strictly according to the admission criteria for the school. If the school to which the parent has applied is unable to offer a place to a child outside their normal age group, the Local Authority, or any other admission authority, are under no obligation to agree admission to a year group outside the normal age group. This means that if a parent is unsuccessful in an application outside their child's normal age group, their child could be placed straight into a Year 1 class (their correct age group) resulting in the child missing up to a year of education.

Likewise, if the child is admitted to a reception class that is outside their normal age group then when a subsequent application is made to junior or secondary school, the admission authorities for these schools are under no obligation to offer a place outside the normal age group and again a child could be placed in a higher year group, resulting in a year of education being missed. Parents should take this into account before requesting admission outside their child's normal age group.

**In Year Admissions**

Admissions mid-year for any year group will be dealt with in accordance with this policy and will be administered by the school. Please contact the school for an admission application form.

**Appeals**

If you are not offered a place at our school you have the right to appeal to an independent panel and should contact the school for the relevant papers if they are not available from the LA. Please ensure that the school rather than the LA Admission Appeal Form is used.

Appendix 1 – Priority area road list

Street	House Nos	Street	House Nos
<b>AILSA LANE</b>		<b>MERRIDALE ROAD</b>	
<b>ASHBURNHAM CLOSE</b>		<b>MILLAIS ROAD</b>	
<b>BISHOPS CRESCENT</b>		<b>MITCHELL CLOSE</b>	
<b>BISHOPS ROAD</b>		<b>MORTIMER ROAD</b>	
<b>BRAESIDE CLOSE</b>		<b>MULLEN CLOSE</b>	
<b>BRAESIDE CRESCENT</b>		<b>NORTHERN ANCHORAGE</b>	
<b>BRAESIDE ROAD</b>		<b>NORTON CLOSE</b>	
<b>BRIDGE ROAD</b>		<b>OAKBANK ROAD</b>	
<b>BRYANSTON ROAD</b>		<b>OSTERLEY ROAD</b>	
<b>CECIL ROAD</b>		<b>PEARTREE AVENUE</b>	<b>1-89 / 2-90</b>
<b>CHEDDAR CLOSE</b>		<b>PEARTREE CLOSE</b>	
<b>CRANBURY ROAD</b>		<b>PEARTREE ROAD</b>	
<b>DEFENDER ROAD</b>		<b>PEVERIL ROAD</b>	
<b>DEFENDER WALK</b>		<b>POOLE ROAD</b>	
<b>ELSTREE ROAD</b>		<b>PORCHESTER ROAD</b>	
<b>FERN ROAD</b>		<b>PORTSMOUTH ROAD</b>	<b>1-219</b>
<b>FORT ROAD</b>		<b>RADSTOCK ROAD</b>	
<b>GAINSFORD ROAD</b>		<b>SEA ROAD</b>	
<b>GARTON ROAD</b>		<b>SEAWARD GARDENS</b>	
<b>HAZEL ROAD</b>		<b>SEAWARD ROAD</b>	
<b>HILL STREET</b>		<b>SHAMROCK ROAD</b>	
<b>JAMESON ROAD</b>		<b>SHOLING ROAD</b>	<b>4-54 / 1-97</b>
<b>KNIGHTON ROAD</b>		<b>SPRING ROAD</b>	<b>131-289 / 280-410</b>
<b>LAUREL CLOSE</b>		<b>STATION ROAD</b>	<b>1-59 / 2-60</b>
<b>LEIGHTON ROAD</b>		<b>SWANAGE CLOSE</b>	
<b>LOWER MORTIMER ROAD</b>		<b>TANKERVILLE ROAD</b>	
<b>LOWER VICARAGE ROAD</b>		<b>TRANBY ROAD</b>	
<b>LUDLOW ROAD</b>		<b>VINEYARD CLOSE</b>	
<b>MALDON ROAD</b>		<b>WHARNCLIFFE ROAD</b>	
<b>MANOR ROAD NORTH</b>		<b>WODEHOUSE ROAD</b>	
<b>MANOR ROAD SOUTH</b>			