



Admissions Policy

The BRITE Trust in the future could have academies joining it from all over the country. For this reason children who wish to attend a particular primary academy must apply through the appropriate local authority specific to the location of the primary academy they are applying to.

Initially in the multi academy trust there is 1 school. NGPS – attached is the admissions policy specifically written for that school.

NEWALL GREEN PRIMARY SCHOOL

ADMISSIONS POLICY STATEMENT FOR SCHOOL and NURSERY

Introduction

The school is three form entry, Community Primary School in Newall Green, Wythenshawe.

The following arrangements for admissions have been agreed by the Governing Body of the School, after consultation with the Manchester Local Authority, in accordance with the current Education Act.

1. Governors' Responsibility

- 1.1 Admissions to the School and Nursery are the responsibility of the Governing Body, in liaison with the Local Authority.
- 1.2 The admissions policy is to be exercised by the Governors' Admissions Committee. The policy will only be brought into operation when the school is over subscribed.
- 1.3 As circumstances change, it will become necessary to review the admissions criteria. The Governing Body will review the policy statements and decisions taken under it at least once in each year and at the time of doing so will consult with the Manchester Local Authority.

2.1 Number of Places in the School

In accordance with the current statutory requirements, the school's planned admission number is 90.

2.2. Number of Places in the Nursery

Under this Policy the Nursery has an admissions number based on ninety full time equivalent places.

3. PROCEDURE FOR SCHOOL ADMISSION

The School operates one point of admission with one point of entry to the Reception Class and one point of entry to the Nursery Class.

3.1 Children are normally admitted to the Reception Class in the September of the academic year in which they will reach their fifth birthday. Parents will be offered the option of deferring their child's entry until later in the school year. The place will be held for that child, but not beyond the beginning of the term after the child's fifth birthday, nor beyond the academic year for which the admission is sought. Attendance in the nursery does not automatically guarantee a place in the reception class.

3.2. Priority will be given to children with statements of special educational need naming the school.

3.3 In the event of more applications for the school being received than there are places available the following criteria, in the order of priority shown, are used when places are allocated:

1. *Children in public care (looked after children).*
2. *Children who have a brother or sister (***siblings**) attending the school at the time of admission.*
3. *Children resident in Newall Green/ Wythenshawe.*

3.3 Within each category, priority will be given to children living nearest to the school, measured in a straight line on a map from the place of residence stated on the admissions form, to the centre of the school building.

3.4 Vacancies, which arise during the school year, will be filled from the waiting list in accordance with the above criteria.

4. Application Documents and Procedures

Applications must be made on the official School Application Form. The form can be obtained from the School Administrator. Places for that academic year will be allocated at a meeting of the School's Admissions Committee.

Copies of the current Admissions Policy are available to parents/carers on request.

For the Reception Class intake, parents/carers will be notified whether or not their child has a place according to the Local Authority's timetable (on, or around 1st April) before the start of the school academic year in which their child is due to be admitted. A written acceptance of the place along with the child's original (not photocopy) birth certificate and proof of residence (e.g. utilities bill or bank statement) must be delivered to the School within 14 days from the date of the offer of a place. If no response is received within this time it will be assumed that the place is no longer required. This place will be offered to another applicant.

Parents of children who have been refused admission can place their child's name on a waiting list in the priority of original selection. Once on the waiting list a child's position may move if a later applicant is within a higher category.

5. Other Admissions

If places in any classes become available during the year, the School's Admissions Committee will allocate places from the waiting list held at that time, in accordance with the published admissions criteria.

6. Admission Appeal

The net capacity of the school determines the planned admissions number for each class, which is 30. This limits the circumstances in which appeal committees may uphold an appeal where the child concerned has been refused a place because their admission would breach the planned admissions number.

Where it is necessary for a child to be refused admission, parents/carers will be advised of their right of appeal as stated in The Code of Practice on School Admissions Appeals (1999) and The School Admission Appeals Code (2007). An Independent Appeal Panel will be convened to hear such appeals.

7. PROCEDURE FOR NURSERY ADMISSION

The Nursery has one point of admission and one point of entry in each academic year. Access to full-time education will take account of the child's developmental stage and will be determined by the judgement of the school's professionals.

PLEASE NOTE THAT ATTENDANCE IN THE NURSERY DOES NOT AUTOMATICALLY GUARANTEE A PLACE IN THE RECEPTION CLASS.

7.1. Priority will be given to children with statements of special educational need naming the school.

- 7.2 In the event of more applications for the nursery being received than there are places available the following criteria in the order of priority shown are used, when places are allocated:
1. Children in public care (looked after children).
 2. ***Siblings** of children who are already in the school.

7.2. Within each category priority will be given to children living nearest to the school, measured in a straight line on a map from the place of residence stated on the admissions form, to the centre of the school building.

7.3. Vacancies, which arise during the school year, will be filled from the waiting list in accordance with the above criteria.

8. Application Documents and Procedures

Applications must be made on the official Nursery Application Form.

The form can be obtained from the School Administrator. Completed form must be received by the school by the end of February prior to the academic year for which admission is sought.

Copies of the current Admissions Policy are available to parents/carers on request.

Parents/carers will be notified whether or not their child has a place in the Nursery Class during the Summer term in the academic year preceding the child's year of entry. A written acceptance of the place along with the child's original (not photocopy) birth certificate and proof of residence (e.g. utilities bill or bank statement) must be delivered to the School within 14 days from the date of the offer of a place. If no response is received within this time it will be assumed that the place is no longer required. This place will be offered to another applicant.

Notification of refused admission will be given when all 90 places have been offered and accepted. No information about individual applications will be given before letters of offer or refusal have been sent. Children who have been refused admission will be placed on a waiting list in the priority of original selection. Once on the waiting list a child's position may move if a later applicant is within a higher category.

Attendance in the nursery does not automatically guarantee a place in the reception class. Parents/carers will be asked to acknowledge they understand this by signing this statement as it appears on the Nursery Application Form.

9. Admission Appeal

There is no appeal procedure for refused Nursery applications.

APPENDIX 1

Changes to the Law

Coordinated Admission Arrangements

The 2002 Education Act introduced a statutory requirement for every Local Authority to draw up a scheme to coordinate admissions to every mainstream maintained school within their area. New Regulations and the School Admissions Code of Practice provide detail on these schemes.

The overall aim of the co-ordinated schemes is to ensure that, in the normal admissions round for admission to a school's first year of entry each parent receives (as far as is reasonably practical) a single offer of a school place.

Local Authorities are required to process the applications for all schools in their area:

- using a common application form and timetable
- inviting parents to express their preferences (a minimum of three for secondary schools)
- notifying parents of a single offer based on the highest preference which can be met on 1 March (the 'national offer day') for upper/high schools and on a date prescribed by the Local Authority for primary schools.

Under coordination, parents send in one application form to the Local Authority in which they are resident, naming all their preferred schools, and subsequently they will receive one offer of a place on a single day. Primary coordination is required from 2005 intakes. Local Authorities draw up schemes in consultation with all other local admission authorities in their area.

Voluntary aided and foundation schools, together with community and voluntary controlled schools with delegated authority for admissions, will still be able to determine and apply their own admission arrangements, including oversubscription criteria; but will give their Local Authority lists of which children they can accept in which order, so that the Local Authority can eliminate multiple offers in accordance with the current statutory requirements.

APPENDIX 2

Definitions

Siblings

For the purposes of this document a sibling is defined as a sister or brother (including step/half/foster) who is resident at the address, which is the same as that of the older sibling who is already in the school at the time of the younger sibling starting at the nursery or reception class.

The address should be the same as that of the brother or sister who will be a registered pupil at the school at the time when the younger sibling would be admitted to the school. Sibling priority cannot be given to cousins or to brothers or sisters (including step/half/foster) who are resident at a different address.