

# **The Coombes CE Primary School Admission Policy**

## **Admissions arrangements for 2018-2019**

The Coombes CE Primary School as an academy is responsible for its admission arrangements and has adopted Wokingham Borough Council's determined admission arrangements for Community and Voluntary Controlled schools.

These are described below and further information is available on the Council's website at

[www.wokinghamboroughcouncil.gov.uk/schools/admissions](http://www.wokinghamboroughcouncil.gov.uk/schools/admissions)

1. The published admission number for The Coombes CE Primary School is 75.
2. Applications for admission to all year groups and applications in the main round will be managed in accordance with Wokingham's co-ordinated scheme on primary admissions. Please see Wokingham's coordinated scheme on the Borough's website for further details regarding applications, processing of offers, late applications, postal offers and acceptance procedures, deferment of school places, part-time entry, changes of preference and for information relating to requests from parents for school places outside the normal age group.
3. Applications for Reception places starting in September 2017 must be made by 15 January 2018.
4. Children with a Statement of Special Educational Needs or an Education, Health and Care Plan that names The Coombes CE Primary School will be allocated a place before other applicants are considered. In this way the numbers of places available will be reduced by the number of children with a statement or plan that has named the school.
5. If The Coombes CE Primary School is oversubscribed for any year group, applications for entry into such year group will be ranked in the following order -

### **A. Looked after and previously looked after children**

These are considered to be:

Children who are registered as being in the care of a local authority or provided with accommodation by a local authority in accordance with Section 22(1) of the Children Act 1989, e.g. fostered or living in a children's home, at the time an application for a school is made; and Children who have previously been in the care of a local authority or provided with accommodation by a local authority and who have left that care through adoption (see section 12 of the Adoption Act 1976 and children who were adopted under the Adoption and Children Act 2002 (see section 46 adoption orders), a child arrangements order (in accordance with Section 8 of the Children Act 1989 and as amended by the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order) or special guardianship order (in accordance with Section 14A of the Children Act 1989). Applications received under this priority must be made by the person with parental responsibility for the child

(e.g. the child's social worker, acting on behalf of the local authority for a looked after child) and will need to be supported by the following official documentation, as applicable:

- confirmation by the home local authority that the child is looked after or
- confirmation by the local authority that last looked after the child confirming that the child was looked after immediately prior to the issuing of one of the following orders:

(i) adoption order

(ii) child arrangements order

(iii) special guardianship order

This criterion is not applicable to those children adopted under private adoption arrangements. Places will be allocated under this criterion when places are first offered at a school and the Local Authority may also ask schools to admit over their Published Admission Number at other times under this criterion.

#### **B. Exceptional social/medical need**

Occasionally there will be a very small number of children for whom exceptional social or medical circumstances will apply which will warrant a placement at a particular school. Supporting evidence from a professional is required such as a doctor and/or consultant for medical cases or a social worker, health visitor, housing officer, the police or probation officer for other social circumstances. This evidence must confirm the circumstances of the case and must set out why the child should attend The Coombes CE School and why no other school could meet the child's needs. Providing evidence does not guarantee that a child will be given priority at the school and in each case a decision will be made based on the merits of the case and whether the evidence demonstrates that a placement should be made at this particular school above any other.

#### **C. Designated area and sibling**

Children whose permanent home address is in the school's designated area and who have a sibling - brother or sister, half brother or sister, adopted brother or sister, step brother or step sister or the child of the parent/carer's partner, where the child for whom the school place is sought is living in the same family unit at the same address as that sibling and who is expected to be at the school when the child will enter the school.

#### **D. Designated Area**

Children whose permanent home address is in the school's designated area. The designated area for each community and voluntary controlled school is held electronically and can be viewed through the Council's website. These electronic maps have been adopted as the definitive descriptions of primary school designated areas for the purposes of admission arrangements and oversubscription criteria. Living in the designated area does not guarantee a school place, as there may be more applications from parents living in the designated area than places available

#### **E. Siblings living outside designated area**

Children who have a sibling - brother or sister, half brother or sister, adopted brother or sister, step brother or step sister or the child of the parent/carer's partner, where the child for whom the school place is sought is living in the same family unit at the same address as that sibling and who is expected to be at the school when the child will enter the school.

#### **F. Any other children**

## **Important Information**

### **Addresses**

Within the admission arrangements for The Coombes CE Primary School the child's home address excludes any business, relative's or childminder's address and must be the child's normal place of residence. In the case of formal equal shared custody it is the address of the parent who claims Child Benefit for the child. In other cases it is where the child spends most of the time.

The address to be used for the initial allocation of places to Reception year will be the child's address at the closing date for applications. Changes of address may be considered in accordance with Wokingham's Co-ordinated Scheme if there are exceptional reasons behind the change, such as if a family has just moved to the area. The address to be used for waiting lists, after the initial allocation, will be the child's current address. Any offer of a place on the basis of address is conditional upon the child living at the appropriate address on the relevant date. Parents have a responsibility to notify Wokingham Borough Council and the school of any change of address.

### **Multiple births and children with birth dates in the same academic year**

Where the application of oversubscription criteria would otherwise result in splitting twins or other siblings from a multiple birth, places will be offered even if this will result in the school going above admission number.

Where the application of oversubscription criteria results in splitting children with dates of birth in the same school year in the same family, places will not be offered to all such children as this will result in the school going above the admission number. In this instance, the place(s) will be allocated by the drawing of lots carried out by in the presence of a person independent of the school. In such instances, parents will be offered the place(s) and will need to decide whether they wish their children to be split or consider placement together at an alternative school after allocation.

### **Tie Breakers**

Living in the designated area does not guarantee a school place as there may be more applications from parents living in the designated area than places available. Where this is the case, the relevant tiebreaker as described below will be applied to decide which of the applicants can be offered places, and waiting list order.

Within the oversubscription criteria, should the need arise, priority is given to children living closest to the school. Distances will be measured using the Local Authority GIS computerized mapping system or another system adopted by the school. The distance is measured as a straight line between the respective home address and the School using the system applied at the time of the application. In the event that two or more distance measurements are identical, random allocation will be used to decide which child will be allocated the place. This will be by supervised drawing of lots, carried out in the presence of a person independent of the school.

### **Waiting lists**

Waiting lists will be maintained by the local authority for all schools where necessary for children not offered a school place at their preferred school until year 6. Positions on the list will be determined by applying the oversubscription criteria outlined above. Positions on waiting lists may go up or down due to pupil withdrawals or new or revised applications and no account is taken of the length of time spent on a waiting list.

Parents will be asked to inform the school if they wish to remain on waiting lists and will receive periodic requests to see if they wish to remain on the list.

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

### **Appeals**

All applicants who were not allocated a preferred school will be informed of their right of appeal. Appeals against the decision not to admit a child should be sent on the appropriate appeal form within 20 school days from the date of the letter refusing a place. The Appeals process for the school will be managed by The Diocese of Oxford. Further details of the appeals process would be sent to the applicant if they are not offered a place, this will also be available from the Diocese.

Applicants will be informed where the admission of additional children would breach the infant class size limit.

In the event of an unsuccessful appeal, the school does not consider any further application in the same school year (1 September to 31 August), unless there is a material change in circumstances.

If a place is requested outside the normal age group and is refused, but a place in the normal age group is offered, then there is no right of appeal.