



[school logo]

[School name] admission arrangements for 2018/19

[Note about this document: this template is the basis for the 2018 admissions policy for REAch2 junior schools (that is, Chapel End in Waltham Forest, Wilshere-Dacre in Herts, Langtons in Havering and Dorothy Barley in Barking) plus Chigwell in Essex which is a primary school with a Year 3 intake from a linked infant school]

[Name of school] is a junior/primary academy in [local area name] in [town/city/local authority] and is part of REAch2 Academy Trust. This admissions policy was finalised following public consultation on a Trust-wide approach to admissions. Our aim is to ensure all our academies have simple, consistent admissions arrangements that focus on serving the local community, reflect our vision and values and are as easy as possible for parents/carers of potential pupils to understand. More information about REAch2 is available on our website: www.reach2.org

[short para about the school including link to the school website]

Admission number and process

The school has an admission number of [xx] for entry in Year 3.

The school will accordingly admit this number of pupils if there are sufficient applications. Where fewer applications than this are received, the Academy Trust will offer places at the school to all those who have applied.

Applications in the 'normal round' (that is the main cycle of applications for Year 3 places from the beginning of the school year) are administered on behalf of the Academy Trust by [name] Local Authority as part of the local coordinated scheme.

Oversubscription criteria

When the school is oversubscribed (that is, there are more applications than places available), after the admission of pupils with an Education, Health and Care Plan that names the school, priority for admission will be given to those children based on the criteria set out below, in the order shown:

1. Looked after children or previously looked after children i.e. children in foster care, care homes or who were before being adopted
2. Children with siblings in the school
3. Children transferring from [*name of relevant infant school*]
4. Children of school staff fulfilling a skills shortage role
5. Home-to-school distance – meaning that the remaining places are allocated in order of each child's proximity to the school.

Definitions/information relating to the criteria

1. 'Looked after children' are (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 definition in Section 22(1) of the Children Act 1989). 'Previously looked after children' are children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order. These definitions are set nationally, by the Department for Education.
2. 'Siblings' are defined as [*definition lifted as a quotation from the Local Authority's admissions information for maintained schools*]. The sibling must be at the school at the point of proposed admission. Note – this definition is the one used by the Local Authority in relation to admissions to schools that they maintain - REAch2 schools adopt the same definition to avoid any confusion and keep arrangements as simple as possible for local parents and carers.
3. This is a named feeder school; the statutory admissions code allows the prioritisation of these children for places. The transfer cannot be automatic – the admissions code expressly prohibits this – and therefore an application is required; however in practice the two schools work together, in liaison with the Local Authority in their coordinating role, to make the process as clear and straightforward as possible for parents and carers. [*where available, additional information about the process in practice is provided here.*]
4. This option is only available for teaching or leadership staff with a permanent contract to work at the school (and not employees in REAch2 regional or central teams); it will be subject to confirmation by an independent REAch2 regional non-executive that, on the evidence available, the post does indeed relate to a skills shortage in the area. This is compliant with the statutory School Admissions Code – in fact the code allows for a wider definition/scope for children of staff but REAch2 has chosen a more limited approach.
5. 'Home-to-school distance' is defined/measured as [*definition lifted as a quotation from the Local Authority's admissions information for maintained schools*]. 'Home address' is defined as [*definition lifted as a quotation from the Local Authority's admissions information for maintained schools*]. Note – these definitions are used by the Local Authority in relation to admissions to schools that they maintain – REAch2 schools adopt the same definition to avoid any confusion and keep arrangements as simple as possible for local parents and carers. The school and REAch2 as admissions authority reserve the right to carry out additional checks on the accuracy of the home address provided.

Tie-breaker

Where the admission number given above is reached part way through one of the above over-subscription criteria, the remaining places available are allocated on proximity to the school¹; but only after any applications are considered where there is third party evidence

¹ As measured according to the earlier 'Definitions' section. If the distance is exactly the same for two or more children, the remaining available place will be allocated on the basis of random allocation undertaken by the Local Authority. Note that random allocation will not be applied to multiple birth siblings (twins and triplets etc.) from the same family tied for the final place. We will admit them all and exceed our admission number.

(e.g. from a medical specialist or a social worker), provided at the time of the application, setting out the exceptional medical/social need of the child (or their parent/carer) and why only this school, rather than any other, is able to meet that need; the final decision on such applications will be made by the school's governors².

Late applications

All applications received by the Local Authority after the deadline will be considered to be late applications. These will be considered after those received on time. If all available places are allocated to children whose applications were received on time, parents or carers who have made a late application may request that their child is placed on the school's waiting list.

Admission of children outside their normal age group

Parents or carers may request that their child is admitted outside their normal age group. To do so, they should include a written request with their application, setting out the year group in which they wish their child to be allocated a place and the reasons for their request.

When such a request is made, the Headteacher will make a decision on the basis of the circumstances of the case, based on their professional judgement of what is in the best interest of the child, taking account of the evidence and rationale provided by the parents/carers.

Waiting lists

Where the school receives more applications for places than there are places available, a waiting list will operate until 31 December 2018 [*or a later specified date if that is the local practice*]. The waiting list will be maintained by the school [*or the Local Authority where that is the case*] and it will be open to any parent or carer to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.

Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant, they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be re-ordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list.

Appeals

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code.

Appellants should contact [*school or Local Authority, depending on local arrangements*] by [*deadline or timescale*] for information on how to appeal. The appeals process is run in accordance with the statutory processes and timescales set out in the School Admissions Appeals Code.

² [*In some cases, the second half of this tie-breaker, from "but only after", is removed.*]

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