



KIVETON PARK INFANT SCHOOL

ADMISSION POLICY

Date of Policy Approval _____

Date of Policy Review _____

Policy Approved _____

IS YOUR CHILD ELIGIBLE FOR A SCHOOL PLACE?

This section contains information on:

- admission criteria for Rotherham community schools, Academies and Trust Schools
- admission criteria for all Aided Church of England and Catholic Primary Schools and Academies in Rotherham

Please note the admission criteria for a place in Year 3 at a junior school can be found in Section 12.

Parents must be aware that the Authority does not operate a procedure whereby parents can register their child's name at a school for admission. All Parents must complete a Common Application Form for the school year in which their child is to be admitted into primary school.

Parents who have visited a school and informed the Head Teacher of their child's name and address do so only to request that they receive information about applying for admission to primary school.

Under the provisions of the School Standards and Framework Act 1998 schools are required to admit children up to their published admission number. The admission number is the number of children that it is intended to admit into Reception/Foundation Stage 2 and is derived from the capacity of the school. Further information on admission numbers can be found in Section 4.

For all schools where the number of applications received is below the published admission number for the school the child will be eligible for admission to that school. In cases where the numbers of applications for a school exceeds the published admission number it will be necessary to apply the admission criteria to determine who is eligible for admission.

ROTHERHAM SCHOOLS

Applying the Admission Criteria for Rotherham Community and Controlled Primary Schools, Academies and Trust Schools

Rotherham Authority is the admission authority for all community and controlled schools.

The Governing Body of an Academy is the Admissions Authority for the school. Places will be allocated using the Admissions Criteria for Rotherham Community and Controlled Primary Schools; places will be offered by Rotherham Authority on behalf of the Governing Body.

The Authority will consider all preferences equally, which means that no priority will be given according to the order of the preference(s), except where a potential offer can be made in respect of more than one school. Where the number of applications for a particular school is greater than the admission number, the LA will use the following criteria for allocating places at the Community and Controlled Primary Schools. Applications will be prioritised with the highest priority being given to criterion (i) then criterion (ii) and so on. Places will be potentially offered in priority order up to the published admission number.

Where the admission number is likely to be reached mid category, priority will be given to those children who, on 15th January 2016 live nearest to the school measured by a straight line on a horizontal plane (commonly known as measurement, “as the crow flies”).

Definition of Distance

Should the published admission number be reached mid category, the Authority will make a decision based on the shortest distance between the applicant’s home and the school by the most direct route.

Distance measurements are calculated by the Admissions Team using a Geographical Information System which applies seed points as determined by Ordnance Survey. Measurements are taken from the seed point of the ordinary place of residence to the seed point of the school. Where the school has more than one seed point, the seed point closest to the geographical centre of the school site is used.

Where places are being allocated based on the distance criteria or as part of the distance tiebreaker, and there are insufficient places within the admission number for two (or more) children living in the same building (e.g. flats) or otherwise equidistant from the school, then any final place will be allocated by the simple drawing of lots by a representative of Legal and Democratic Services.

Where applications are received for twins, triplets, siblings born in the same academic year etc these will be treated equally as there is nothing within the admission criteria to distinguish between them.

Statement of Special Educational Needs or Education Health and Care Plan (EHC)

A small number of children will have a Statement of Special Educational Needs or EHC plan. Children with

a Statement of Special Educational Needs/EHC plan that names a school in the final Statement must be admitted to the school that is named as part of that process. The majority of children with special educational needs will not require a Statement of Special Educational Needs or EHC plan.

Applications for children who have special educational needs but no statement or plan will be considered on the basis of the Authority’s published admissions criteria.

From all the applications received for an oversubscribed school the Authority will determine which children are eligible for a potential place in accordance with the admission criteria. Applications for the Academies in Rotherham will also be considered in accordance with the following admissions criteria. These criteria are applied equally to preferences from parents who live in Rotherham and those who do not.

ADMISSIONS CRITERIA FOR COMMUNITY AND CONTROLLED PRIMARY SCHOOLS AND ACADEMIES
Please note that where ‘Authority’ is stated this refers to Rotherham Authority for Community and

Controlled Primary Schools and to the Governing Body of the Academy. Places will be allocated in the following order of priority i) Relevant Looked After Children and previously looked after children (see note (a) below). ii) Children who, on 15th January 2016, have a specific medical reason, confirmed by a medical practitioner, which the Authority is satisfied makes attendance at that particular school essential. Parents should ensure that they include full supporting information with their on line application or with the Common Application Form. iii) Children who, on 15th January 2016, have a compelling social reason which the Authority is satisfied make attendance at that particular school essential. The kind of overriding social reasons which could be accepted are where there is evidence that the child's education would be seriously impaired if he or she did not attend the preferred school. . Parents should ensure that they include full supporting information with their on line application or with the Common Application Form. Please note: Very few cases are agreed annually on social grounds iv) Children who, on 15th January 2016, live in the catchment area of the school as defined by the Authority and it is expected will have an older brother or sister on the roll of the preferred school or its associated Junior School in Years 1-6 at the start of the academic year 2016 (see notes (b) and (c) below) v) Children who, on 15th January 2016, live in the catchment area of the school as defined by the Authority (see note (b) below) vi) Children who, on 15th January 2016, it is expected will have an older brother or sister on the roll of the preferred school or its associated Junior School in Years 1-6 at the start of the academic year 2016. (see note (c) below) vii) Children who, on 15th January 2016, live nearest to the school measured by a straight line on a horizontal plane, (commonly known as measurement "as the crow flies").

Definitions:

a) A 'relevant looked after child' is a child that is looked after by a local authority in accordance with Section 22 of the Children Act 1989 at the time an application for admission to a school is made, and who the local authority has confirmed will still be looked after at the time when he/she is admitted to the school.

Previously Looked After Children are children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order). For further information please refer to the Admissions Code of Practice which can be downloaded from www.dfe.gov.uk.

b) Definition of Live/living. This means that a child is habitually and normally resident at an address for a settled purpose which is not solely to receive education. You may be required to provide proof of residency e.g. Council Tax bill, Residence Order, etc.

The child's ordinary place of residence will be deemed to be the residential property at which the child normally and habitually resides, with the person(s) having parental responsibility, at the closing date for the receipt of the completed Common Application Form. Where residency is split equally between two people with parental responsibility the child's ordinary place of residence will be deemed to be with the person who received Child Benefit on the 15th January 2016.

Where parental responsibility is held by more than one person and those persons reside in separate properties, the child's ordinary place of residence will be deemed to be that property at which the child normally and habitually resides for the greater part of the week including weekends, not solely for the purpose of receiving education.

Places will be allocated based on your residential address on 15th January 2016. Therefore you must notify the Admissions Team in writing if you change address before this date. You may be asked to provide proof of residence (e.g. utility/council tax bill).

Documentary evidence of ownership or rental agreement may be required together with proof of actual permanent residency at the property concerned. The Authority reserves the right to request an affidavit where there is uncertainty regarding a child's ordinary place of residence. The Local Authority may undertake a home visit without prior notice to verify a child's home address.

c) Definition of Sibling. For a child to be considered a sibling, one of the following conditions must exist:

brother/sister to be permanently resident at the same address.

stepbrother/stepsister to be permanently resident at the same address.

Half-brother/half-sister to be permanently resident at the same address.

brother/sister who do not live at the same residence but, who share the same parents.

child of the parent/carer's partner to be permanently resident at the same address.

adopted brother/sister permanently resident at the same address

You may be required to provide proof e.g. Birth Certificate and proof of residence as stated above.

d) Children of UK service personnel (UK Armed Forces) – For families of service personnel with a confirmed posting to their area, or crown servants returning from overseas to live in that area, admission authorities must allocate a place in advance of the family arriving in the area provided the application is accompanied by an official letter that declares a relocation date and a Unit postal address or quartering area address when considering the application against their oversubscription criteria. This must include accepting a Unit postal address or quartering area address for a service child. Admission authorities must not refuse a service child a place because the family does not currently live in the area, or reserve blocks of places for these children.