

Ludlow Infant Academy

Admission Policy 2019

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 The offer of a place may be withdrawn if proof of residency is not met.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 2019 will be dealt with first. If the number of applications submitted by 15 January 2019 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 at the time of admission.
 - ii. Children who have a sibling at Ludlow Junior School at the time of admission.
 - iii. 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 at the time of admission.
 - ii. Children who have a sibling at Ludlow Junior School at the time of admission.
 - iii. 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 2019. 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

If a place cannot be offered at Ludlow Infant Academy, unsuccessful applicants will automatically be placed on the waiting list. If places become available, children on the waiting list will be offered them according to the priorities set out above and any previous

offer of a school place will be withdrawn. The length of time on the waiting list cannot be taken into account. Unsuccessful late applications will be treated in the same way as unsuccessful on-time applications and placed on the waiting list according to the priorities set out above. Each time a child is added to the waiting list, the waiting list will be re-ranked according to the Admissions Policy criteria. The waiting list will be held until 31st July 2020. Any parent wishing to remain on the waiting after this date will need to make a new in-year application to the school.

Entry into Reception Year

The offer made to parents for reception class on the initial offer date is of a full time place from the start of term in September. Schools normally stagger entry into school from that date and arrange for some initial part-time attendance to ensure a smooth transition from pre-school or home into school. Flexibilities exist for those parents who do not feel that their child is ready to start school in the September following their fourth birthday. It is possible for them to:

- Request part-time admission to the allocated school from the September following their child's fourth birthday. This should be negotiated with the headteacher of the school.
- Request to defer their child's entry until later in the school year but not beyond the point at which they reach Compulsory school age, and not beyond the beginning of the final term of the school year.
- Request to defer their child's entry until the September following their fifth birthday. Parents must make an in-year application and the pupil would start in Year One.

Parents of summer-born children, that is children born between 1st April and 31st August, may, in addition, choose to send their child to school in the September following their 5th 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 should read the 'Guidance on the education of children outside normal age group' Booklet, available on the Southampton City Council website, which explains the procedures that need to be followed.

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