Admissions Policy

BASSETT GREEN
PRIMARY SCHOOL

Academic year

2023-2024

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Approved on:	20th September 2022
Review date:	September 2022
Added to the school website?	Yes

Admissions Policy for the academic year 2023-2024

Contents Page

1. Aims 2
2. Children with Education, Health and Care Plans (EHCP) 2
3. Oversubscription criteria 2
7. Definitions 3
8. Tie-breaker 4
9. Additional information 4

1. Aims

This policy will apply to all admissions from 1 September 2023, including in-year admissions. It will be used during 2022-2023 for allocating places for September 2023 as part of the main admission round for Year R.

Bassett Green Primary School is part of the Aspire Community Trust. The Governing Body is the admission authority for Bassett Green Primary School and will consider first all those applications received by the published deadline of **23:59 on 15 January 2023**. Notifications to parents offering a primary school place will be sent by the Local Authority on **17 April 2023**.

The published admission number (PAN) for Bassett Green Primary School for 2023-2024 is **60**.

Applications made after 23:59 on 15 January 2023 will be considered after all on-time applications have been fully processed unless exceptional circumstances merit consideration alongside on-time applications.

For the normal admission round, all on time preferences will be considered simultaneously and ranked in accordance with the admission criteria. If more than one school can offer a place, the parent's highest stated available preference will be allocated. Parents may express up to three (3) preferences, listing them in the order in which they would accept them.

2. Children with Education, Health and Care Plans (EHCP)

Children with Education, Health and Care Plans (EHCPs) that name a school must be admitted to that school under the Education Act 1996 and with regard to the SEND Code of Practice. These children will be admitted to the named school, even if it is full, and are therefore outside the normal admission arrangements. As required by the Code these children will count where possible as part of the Published Admission Number (PAN) for the school.

3. Oversubscription criteria

Applications submitted by 15 January 2023 will be dealt with first. If the number of applications submitted by 15 January 2023 is greater than the 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 (see definition i).

2. Children subject to a child protection plan or deemed to be vulnerable by the Senior Officer with responsibility for safeguarding in Southampton City Council.

3. Children who have a sibling already on roll at the school who will continue to attend that school for the following year. This includes children living as siblings in the same family unit (see definition ii).

4. Children whose parents have satisfied the Local Authority that their child has a significant medical or psychological condition which means they must attend the preferred school rather than any other. Applications must be supported by appropriate written evidence from a doctor or psychologist.

5. Children who live within the school's designated catchment area (see definition iv).

6. Other children who live outside the school catchment.

7. Definitions

(i) Looked after children are defined as those who 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 the definition in section 22(1) of the Children Act 1989). Previously looked children are those who were looked after but immediately after being looked after became subject to an adoption order, child arrangements order, or special guardianship order. An adoption order is an order under section 46 of the Adoption and Children Act 2002 or section 12 of the Adoption Act 1976. Child arrangements orders are defined in section 8 of the Children Act 1989, as amended by section 12 of 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. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

(ii) 'Sibling' refers to brother or sister, half brother or half sister, adoptive brother or adoptive sister, foster brother or foster sister, step brother or step sister living as one family unit at the same address. It will also be applied to situations where a full, half or adopted brother or sister are living at separate addresses.

(iii) Applicants will only be considered under this criterion if on the application form (online or paper) they have ticked the appropriate box explicitly indicating that they wish for their application to be considered under medical / psychological need. Priority will be given to those children whose evidence establishes that they have a demonstrable and significant need to attend a particular school. Evidence must confirm the circumstances of the case and must set out why the child should attend a particular 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 a particular 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 one particular school above any other.

(iv) A map of Bassett Green Primary School's catchment area is available via Southampton City Council's website https://www.southampton.gov.uk/schools-learning/find-school/apply-school/catchment-areas.aspx

A schedule of addresses, to be read in conjunction with the map is also kept by the Council. Parents wishing to know if their address is in a particular catchment area can contact the Admissions Team or log on to the council website www.southampton.gov.uk click on 'My Southampton' follow the links and enter their postcode.

8. Tie-breaker

Should a school be oversubscribed from within any of the criteria above, then distance will be used to prioritise applications within these categories. If there are two or more pupils who live identical distances from the school, the decision will be made by casting lots drawn by the Education Lead, Southampton City Council. Distances are measured based on the shortest walking distance using public roads and footpaths. Distances are measured from home to school for all children. 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 pedestrian gate to the school, using public roads and footpaths considered safe for children to traverse.

9. Additional information

Late applications

The closing date for applications is 15 January 2023. Applications received after that date will be late applications and will dealt with after all on time applicants have been offered a school place. If a 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

During the main round of applications for Year R places for September 2023, a waiting list will be established and maintained centrally by the local authority until 31 July 2024. If a place cannot be offered at Bassett Green Primary School, unsuccessful applicants will automatically be placed on the waiting list for the school. If places become available, children on the waiting list will automatically 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. This means that waiting lists will be re-ranked after every new expression of preference.

The waiting list will be held until 31 July 2024. Any parent wishing to remain on the waiting list after this date will need to make a new in-year application to the school.

Entry into Reception Class

The offer made to parents for reception class on the initial offer date is of a full time place from the start of term after 1 September 2023. Schools normally wish to stagger entry into school from that date and arrange for some initial part time attendance to ensure a smooth transition from pre-school / 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 allocated 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. This should be negotiated with the Headteacher of the allocated school.
- 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 1.

Parents of summer born children, that is children born between 1 April and 31 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' document available on the Southampton City Council website, which explains the procedures that need to be followed.

For all requests it is vital to understand that at each transition (starting reception, moving from infant to junior, primary to secondary, secondary to college) the decision whether to maintain the placement in a younger or older year group must be made by the admission authority for the school. As such, there is **no guarantee that it will continue throughout the child's education** and a new parental request **must** be made before each transition. As a general rule, requests should only be made once per phase transfer, unless there has been a significant change in circumstances. One admission authority cannot be required to honour a decision made by another admission authority on education out of normal age group.

In-Year Admissions

Admissions mid-year for any year group will be dealt with in accordance with this policy. Please contact the current school for an admission application form.

Multiple births

Where a twin or child from a multiple birth is admitted to a school under this policy then any further twin or child of the same multiple birth will be admitted, if the parents so wish, even though this may raise the number in the year group above the school's PAN.

In-Year Fair Access placements by the local authority

The local authority must ensure that all pupils are placed in schools as quickly as possible. It may therefore sometimes be necessary for a pupil to be placed by the local authority, or a local placement panel acting on behalf of the authority, in a particular school even if there is a waiting list for admission. Such placements will be made in accordance with the provisions of the local authority's In-Year Fair Access Protocol. The Protocol is based on legislation and government guidance.

School Closures

In the event of a school closure, pupils from the closing school may be given priority for any school nominated as the receiving school. Specific arrangements will be determined by the Local Authority in accordance with the School Admissions Code and will be published at the time for the specific schools affected.

Legislation

This policy takes account of all Equalities legislation, together with all relevant regulations and the School Admissions Code (published by the DfE in 2014).