

## Admissions Policy

### Introduction

The Governing Body of Galley Common School applies the regulations on admissions fairly and equally to all those who wish to attend this school. The School Standards and Framework Act 1998 introduced a new framework for school admissions as of September 2000. This policy conforms to the regulations that are set out in that Act and also further explained in the statutory School Admissions Code of Practice and the statutory Appeals Code of Practice.

### Aims and objectives

We are an inclusive school that welcomes children from all backgrounds and abilities.

The only restriction we place on entry is that of number. If the number of children applying for entry exceeds the places available we enforce the procedure set out below in order to determine whether a child is accepted or not. It is our wish to allow parents the right to have a place at the school of their choice. However, this may not be possible if there is excess demand on the school places available.

The level of ability of a child or any special needs that s/he may have plays no part in the admissions policy of this school. The school administers an inclusive admissions policy in line with the Special Needs Code of Practice 2015.

### How parents can apply for their child to be admitted to our school

As our school is a community school, the school determines the admission arrangements in agreement with the Local Authority (LA). The LA is therefore the 'Admissions Authority' for our school. The regulations for entry to each school, where the Admissions Authority is the LA, are published each year by the LA. Parents can receive a copy of these regulations directly from the LA Admissions Service. The School Admissions Application Forms prompt the parents of children living in Warwickshire to name up to 6 alternative schools in order of preference for infant or primary schools. Electronic applications can be made on line through the County website. All parents are required to provide proof of home address.

In Warwickshire, children enter school in the academic year they become five. There is one admission date per year, early in September (i.e. at the start of the school year). Therefore, parents who would like their child to be admitted to this school during the year their child is five should ensure that they complete the necessary application form by the previous January at the very latest, and preferably well before. All admissions for the beginning of a school year are managed by the LA. Places are offered in April by the LA. This ensures that all schools in the area offer places simultaneously and that no school is penalised by offering places at a later date than surrounding schools. Our children transfer to Junior School at the beginning of Year 3.

**Criteria for admission in the event of oversubscription:**

1. Children in the care of, or provided with accommodation by, a local authority (under Section 22 of the Children Act 1989).
2. Children living in the priority area who have a sibling at the school at the time of admission.
3. Children living in the priority area who have a sibling at a partner junior school (or primary school) at the time of admission.
4. Other children living in the priority area.
5. Children living outside the priority area who have a sibling at the school at the time of admission.
6. Children living outside the priority area who have a sibling at the partner junior school (or primary school) at the time of admission.
7. Other children living outside the priority area.

Within each criterion priority is given in order of distance between the child's home and school (shortest distance = highest priority). Distance will be calculated by the straight line measurement from the address point location coordinate of the applicant's home address to the centre point of the preferred school.

**Definition of 'sibling':**

Sibling refers to a brother or sister, a half brother or sister, an adopted brother or sister, a step brother or 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 child.

A sibling connection will not be accepted if the original school place was obtained by using fraudulent or false information.

**Definition of 'home address':**

Where the child normally resides/sleeps when s/he attends school. Where a school place is allocated on the basis of an address which is subsequently found to be different from the child's home address that place is liable to be withdrawn.

**Split parents:**

Where a child lives with two parents in separate addresses the qualifying address will be that where the child spends the majority of the school week. If the child spends exactly equal amounts of time in the two addresses the parents themselves will need to nominate which address they wish to be the child's main address for school admission purposes.

**Statements of Special Educational Needs:**

Children with a statement of special educational needs that names the school must be admitted. This may reduce the number of places available to

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applicants.

### Mid-year admissions

Such applications for places will normally be referred direct to our school. If a vacancy exists a place will be offered, except where:

1. Such an admission would breach the class size limit or
2. The child has been permanently excluded twice in which case the duty to comply with the application is removed for 2 years from the second exclusion.

From January 2009 the LA maintain control for authorising the mid-year admissions in our area.

### Admission appeals

If the LA does not offer a child a place at this school, it is because to do so would prejudice the education of other children by allowing the numbers of children in the school to increase too much. We do not offer places above the standard number set for the school, or if, by offering a place, the number of pupils in the class would exceed thirty.

If parents wish to appeal against a decision to refuse entry, they can do so by applying to the LA. An independent appeals panel then meets to consider all appeals by parents who have been refused a place at our school and who wish to appeal against this decision. An appeals panel's decision is binding for all parties concerned. If the appeals panel decides that we should admit a child to our school, then we will accept this and continue to do all we can to provide the best education for all the children at our school. (Details of appeal arrangements are set out in the Code of Practice on School Admissions Appeals, which came into force in September 1999.) Appeals are usually scheduled between April and June.

The latest Warwickshire Admissions guidance can be found:

<https://www.warwickshire.gov.uk/schoollacriteria>

### The standard number

The standard number is the number of children the school can accommodate. The standard number for our school is 54 in our Reception group, this increases to 30 children in our Key Stage 1 classes, 174 in total. We keep this number under review and the Governors will apply to change the number if circumstances allow.

### Infant class size

We teach infant children (aged four to seven) in classes that have a maximum number of 30 children.

### Review

This policy will be reviewed annually with the Admissions Service in the light of any changed circumstances in our school or the local area.

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**Date: June 2002 Reviewed annually thereafter**

**Reviewed: March 2022**

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