**LOUDWATER COMBINED SCHOOL**

**POLICY FOR ADMISSIONS SEPTEMBER 2016**

The school is a co-educational, primary school for children aged between 4 and 11 years of age. Pupils are admitted without reference to gender, ability or aptitude. It is a foundation school where the Governing Body is the admissions authority with admission decisions delegated to the Curriculum and Admissions Committee of which the Head Teacher is a member. The school will admit children to the Foundation Stage class at the beginning of the academic year (1st September to 31st August) in which they have their fifth birthday. The admissions policy is reviewed annually. The most recent consultation of our admission arrangements was for admission at the start of the academic year 2010, therefore our next consultation with relevant bodies will be for the start of the academic year 2017.

## Co-ordinated Admission Arrangements and Timetable

Applications for admission to the Foundation Stage class in September each year will be dealt with under the Buckinghamshire Co-ordinated Primary Admissions Scheme. While admission decisions are made by the Governing Body, completed applications should be returned to County Hall and the letter offering a place at the school will be sent by the County Council on behalf of the Governing Body. Details of the dates for timely applications and how late applications are handled are given in the Primary Scheme; timescales for the 2016 admission process are detailed at the end of this policy.

Casual or in-year admissions to any year group should be made by contacting the school office. It is recommended that prospective parents view the school, ideally with their child/ren before applying for a place.

The number of children admitted to the Foundation Stage class each September is 30. Parents of children who are not yet 5 can, if they wish, defer entry into school until the term after the child's 5th birthday. However, in the majority of cases, both parents and the school agree that children benefit from starting school in the September.

If there are more applicants than places available, i.e. 30, once children with statements of special educational need have been admitted to the school then places are allocated in accordance with the following oversubscription rules:

## Over Subscription Criteria

1. Looked after children. A looked after children or a child who was previously looked after by immediately after being looked after became the subject of an adoption, residence or special guardianship order. A looked after child is a child who is; a) in the care of a local authority, or b) being provided with accommodation by a local authority in the exercise of their social service functions
2. Children who will be living within the catchment area of the school on the date of admission. Proof of residence will be required in accordance with the guidance given by Buckinghamshire County Council.
3. Children who, on the date of admission, will have a sibling (a sibling is a brother or sister, which, for admission purposes, means one of two or more individuals who have one or more parents in common, or any other child (including an adopted child)

who permanently resides at the same address and for whom the parent/guardian also has parental responsibility) attending the school.

4. Children who have exceptional medical or social needs, which can only be met at this school, supported by written evidence from an appropriate professional person.
5. Once the above rules have been applied then any further places will be offered in distance order; using the distance between the family's normal home address and the school's nearest open entrance gate, ***offering the closest first, measured in accordance with the Buckinghamshire County Council's Geographical Information System. The system adopted by the Council is that distances are measured in a straight line.***

Where a child has two homes due to parental responsibility being shared by two people who live apart, the address used will be the one at which the child resides for the majority of time during school terms, as confirmed by written evidence from both parents/guardians.

In the event of there being over subscription in any one of the above criteria, ranking of the children will be determined using the remaining criteria in the order they are set out above.

The school's catchment area falls within the following boundaries:

> Kingsmead Road up to Beech Road and all roads south between Kingsmead Road and the M40; all roads north and south of the London Road between Hammersley Lane to the west and Watery Lane and Knaves Beech to the east.

Further details and a map are available from the school.

There are occasions when parents ask for admission to other year groups. In these instances, the Governors have agreed that the child may be admitted provided that the addition of another child to the year group does not exceed the standard number for each year group, which is 30. Selection is again governed by the criteria above.

Parents whose applications have not been successful can place their child's name on the waiting list. This list is ranked using the oversubscription criteria linked above. It should be noted that children may be added to or removed from the waiting list at any time, resulting in the ranking of other children on the list altering. Parents have the right of appeal against an unsuccessful application.

Children with statements of special educational needs that name Loudwater Combined School as the school to which the child should be admitted will not be refused admission.

Children with disabilities will be treated no less favourably than other applicants for admission. Loudwater Combined School will make reasonable adjustments to ensure that pupils with disabilities are not placed at a substantial disadvantage in accordance with the Disability Rights Commission Code of Practice.

In cases where there is one remaining place and the next child on the waiting list is one of a twin, triplet or other multiple birth group then both twins (or all the siblings in the case of

multiple births) will be admitted and whilst that child is in the class they will be an excepted pupil under the Schools Admissions (Infant Class Sizes) (England) Regulations 2012 which permit Key Stage 1 class sizes to exceed 30 following the admission of a twin for as long as necessary until a child leaves the class at which point the class size will remain at the lower figure.

Parents of children joining the Foundation Stage class in September are invited to a meeting with the headteacher and staff of the Foundation Stage class in July. The children are invited to spend a morning in the Foundation Stage class in preparation for their entry in September.

Prospective parents are welcome to make an appointment to visit the school to talk to the headteacher and see the school at work. These visits can be arranged through the school office on 01494 524919.

January 2015

Appendix 1
Primary Scheme Timeline

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| By 15 January or the next working date | Application closing date. |
| 29 January | Latest date for parents who have moved into a catchment area to provide proof and be considered as in-catchment for the first allocation round.<br>Final date for return of application form for agreed special cases to be considered timely.<br>Any applications or changes of preference received after this date will not be processed until after the timely applications. |
| 15 February | Applications for schools in other LAs sent to those LAs and details of applications forwarded to foundation and voluntary-aided schools |
| 2 March | Foundation and voluntary-aided schools send LA a ranked list of applicants. |
| 9- 30 March | Multiple exchanges with 30 March the latest working date for results to be sent to other LAs |
| 9 April | Final details of children to be offered places in their school sent to schools |
| 16 April | Offer letters posted/emailed to parents |
| 30 April | Latest date for parents to confirm acceptance of school place offered |
| June | Start of transfer appeals |
| 5 July | Induction morning for parent whose children are starting at Loudwater School in September |
| September | Home visits take place and term starts |

* in all cases if any date above is at a weekend then the deadline will at the same time on the next working day.