



Admissions Policy 2022/23

We are an inclusive school where every child is inspired to achieve excellence and develop a passion for life-long learning.

We have five school values:

We are **INCLUSIVE**: We care and support each other and celebrate our diverse community.

We show **RESPECT**: We listen to and value the thoughts, feelings and beliefs of each other.

We are **AMBITIOUS**: We strive to achieve excellence for ourselves and for others in all that we do. We believe that no challenge is too great.

We are **RESILIENT**: We keep trying and have the strength and courage to face problems together.

We are **CURIOUS**: We have the confidence to ask why and always want to know more

Policy Level:	3	<u>ODBST Statutory Policy Guidance</u> All Academies must adopt a policy on this topic/area. All Local Governing Bodies will follow and have due regard to this guidance when drafting their local policy. This will need Trustee approval before publication.
Other related ODBST policies and procedures:		Level 5 Guidance: The education of children out of their chronological year group
Committee responsible:		Finance Resource, Audit, Pay & Personnel
Approved by:		FRAPP Committee
Date Approved:		9 Sept 2020
Date for Next Review:		September 2021

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ADMISSION ARRANGEMENTS (Primary, Junior, Infant or First School) SCHOOL 2022/23

Elmtree Infant and Nursery School is part of the Oxford Diocesan Bucks Schools Trust, who are the admissions authority for the school. The Board of Trustees have delegated the consultation and operation of the individual schools' admissions policy to the Local Governing Body of the school but hold to the Board of Trustees the agreement to the admissions policies of its academies.

At Elmtree Infant and Nursery School our priority is to develop a love of learning, inspired by quality teaching by building and developing upon all of our individual talents. We work tirelessly to ensure that our children enjoy a stimulating and diverse education; learning is irresistible, children are happy, feel safe and are valued. Learning experiences are rich and enjoyable. We welcome applications from all members of the community without reference to ability or aptitude, and irrespective of faith. Everything we do as a school is to ensure that our children achieve their very best and we are deeply aware that children only get one chance at their primary education. It is therefore our job to ensure that they all reach for the highest levels of personal achievement and development. We want every child to be successful; to reach for success from the very first day they join us so when they leave us, they have a love of learning for the rest of their lives. Together we reach for the stars.

The Trust has made every effort to ensure that these arrangements comply with the School Admissions Code 2014 and all relevant legislation, including that on infant class sizes and equal opportunities.

In reviewing this policy the Trust Board has had regards to the Equality Act 2010 and carried out an equality impact assessment. It is satisfied that no group with a protected characteristic will be unfairly disadvantaged.

Model Admission Arrangements (Primary, Infant or First Schools) - September 2022

Admission numbers

The school has an admission number of 60 for entry in the Reception Year.

Application Process

Admission arrangements to the Reception Year in September 2022

At our school, pupils are normally admitted at the beginning of the school year (1 September – 31 August) in which they reach their fifth birthday. Parents whose children were born between 1 September 2017 and 31 August 2018 may apply for them to be admitted to the Reception Year in September 2022. There are 60 places (the published admission number) available.

Parents of a child whose fifth birthday falls between 1 September 2022 and 31 March 2023 may defer entry until their child reaches compulsory school age (the term beginning in January or April after his or her fifth birthday). The school will hold the deferred place for the child (provided it is taken up during the school year 2022/23), although, in the majority of





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cases, we find that children benefit from starting at the beginning of the school year, rather than part way through it.

For children whose fifth birthday falls between 1 April 2023 and 31 August 2023 (summer born children) who do not reach compulsory school age until September 2022, parents who do not wish them to start school in school year 2022/23 but to be admitted to the Reception Year in September 2022 should proceed as follows: They should apply at the usual time for a place in September 2022 together with a written request that the child is admitted outside his or her normal age group to the Reception year in September 2023. NB parents would need to provide supporting reasons for seeking a place outside the normal age group and should discuss the position with the head teacher as early as possible. The school will consider the request carefully and if it is agreed this should be clear before the national offer day (16 April 2022), their application for the normal age group may be withdrawn before any place is offered. They should then reapply in the normal way (no later than 15 January 2023) for a Reception place in September 2023. If their request is refused, the parents must decide whether to wait for any other offer of a place in September 2022 (NB it will still be subject to the over-subscription criteria below) or to withdraw their application and apply in the second half of the of the summer term 2023 for a Year 1 place in September 2023. Parents should be aware that the Year 1 group may have no vacancies and it could be full with children transferring from the 2022/23 Reception Year group.

Until the child reaches compulsory school age, s/he may attend part-time. If parents wish to exercise this right they should discuss detailed arrangements with the head teacher.

Parents (see Note 1) wishing to apply for the Reception Year in September 2022 must complete the common application form provided by their home local authority (the home LA). The home LA is the LA in whose area the parents live at the time of the application. The form must be returned to that LA no later than 15 January 2022. Applications received after this date will normally only be considered after all those received on or before the cut-off date. Offers and refusals of places will be posted by the home LA on 16 April 2022¹.

Procedures for applying to any school in Buckinghamshire are explained on Buckinghamshire County Council's website:

<https://www.buckscc.gov.uk/services/education/school-admissions/>

Procedures for applying to any school in Milton Keynes are explained on Milton Keynes Council's website:

<https://www.milton-keynes.gov.uk/schools-and-lifelong-learning/school-admissions>

Over-subscription criteria

Children with a Statement of Special Educational Need or with an Education, Health and Care (EHC) plan naming Elmtree Infant and Nursery School will always be offered places. If there are fewer applications than places available, all children will be offered places. If there is greater demand for admission than there are places available, the following criteria will be applied in the order set out below:

1. Looked-after children and children who were previously looked after but ceased to be so because, immediately after being looked after, they became subject to an adoption, child arrangements or special guardianship order. (see note 2)



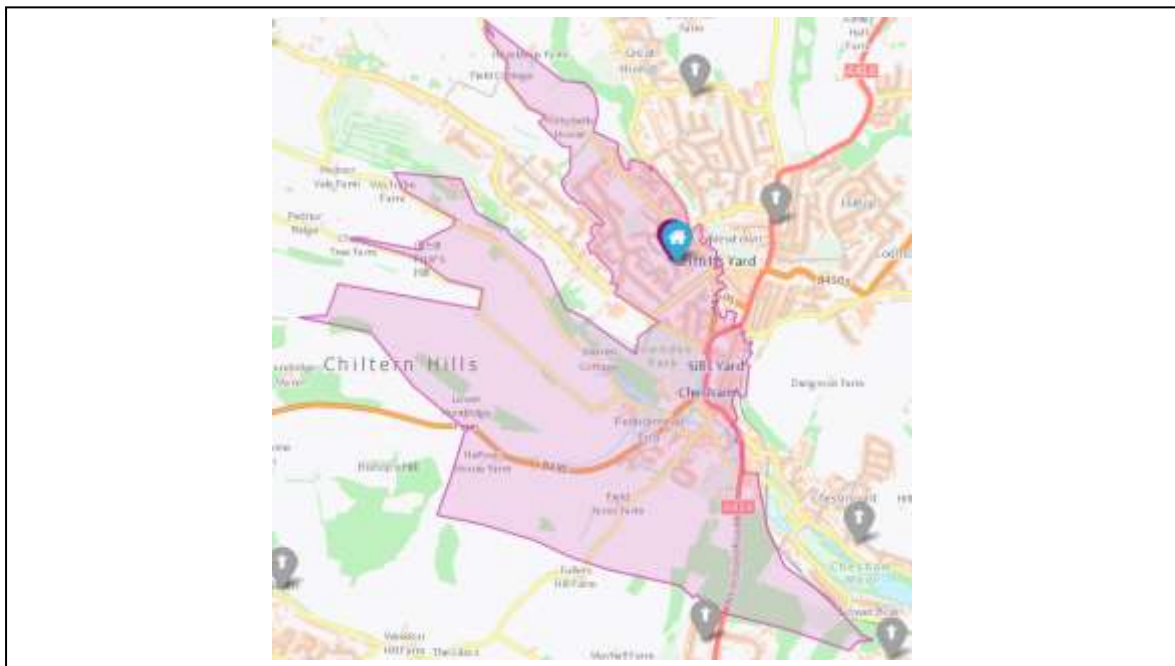


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2. Families who have exceptional medical or social needs that make it essential that their child attends Elmtree Infant and Nursery School rather than any other. These needs must be fully supported by written evidence from the appropriate professional person involved with the family. (see note 3)
3. Children with a normal home⁴ address in the catchment area (see note 4) and with a sibling (see note 5) on the roll of the school at the time of application or whose parent has accepted an offer of a place at the school and who is expected still to be in attendance at the time of entry to the school.
4. Children with a normal home address in [catchment area description]
5. Children with a normal home address outside the [catchment area description] and with a sibling on the roll of the school at the time of application or whose parent has accepted an offer of a place at the school and who is expected still to be in attendance at the time of entry to the school.
6. Other children.

Proximity of the child's home, as measured by the straight-line distance (see Note 6) between the home and the school with those living nearer being accorded the higher priority, will serve to differentiate between children in criteria 1 to 6 should the need arise. In the event that two distance measurements are identical, the school will use random allocation to decide which child should be offered the place. The process will be conducted in the presence of a person independent of the school.





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All Other Admissions

Admission to the school during the school year depends on whether or not there are places available. All year groups at the school have 60 places. Applications must be made directly to the school on a form available from the school. *[There may be voluntary co-ordination arrangements in place in Buckinghamshire LA in which case the school must decide whether it wishes to participate in these.]*

If there is a vacancy, and there is no child on the relevant waiting list with a higher priority (according to the over-subscription criteria 1-6 above), a place will be offered.

In-year admissions or admissions at the beginning of school years other than Reception will only be considered by the Governing Body up to half a term [using the three-term year] in advance of the desired date for entry. For example, for entry in January, the application will not be considered until after the October half term break.

If parents are moving house, the school will ask for evidence of the move, when considering any application for a place. Documentary evidence in the form of a solicitor's letter to confirm exchange of contracts, or a rental agreement for at least a period of six months will be required (Armed Forces personnel are exempt). If you are returning from elsewhere, to live in a home that you own, we will require evidence to show that you have returned. We will also ask for evidence that any previous house owned has been sold or is being sold. We would not accept an address where the one given is that of a second home with the main home being elsewhere. If there are two or more homes, we will check which is the main home, and may refuse to base an allocation of a place on an address which might be considered only temporary. Nor would we accept an address where the child was resident other than with a parent or carer unless this was part of a fostering or formal care arrangement. We would not normally accept an address where only part of a family had moved, unless connected with a divorce or permanent separation arrangement, in which case we would require proof

Admissions outside normal age group

Requests from parents for places outside a normal age group will be considered carefully, e.g. for those who have missed education due to ill health. Each case will be considered on its own merits and circumstances. However, such admissions will not normally be agreed without a consensus that to do so would be in the pupil's interests. It is recommended that parents discuss their wishes with the head teacher in advance of applying for a place. The governors may ask relevant professionals for their opinion on the case. It should be noted that if a place in the requested age group is refused, but one in the normal age group is offered, then there is no right of appeal.

Waiting Lists

The school maintains waiting lists for those children who are not offered a place in other year groups and the parents ask for the child's name to be added to the waiting list. After national offer day (16 April¹), Buckinghamshire County Council will automatically add the names of the children who have not been offered a place at your preferred ODBST school to the waiting list for the school where they are not able to offer a place. If you don't remove your child from the waiting list and they are able to offer you a place at a higher preference school, they will automatically re-allocate your original offer to another child. **It is important**

¹ This is the date for 2020. The date for 2021 may vary slightly but is not yet published.





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to inform the county if you no longer want your child's name to be included on a waiting list. Details of these arrangements are available on Bucks County Council's admissions websites.

The school maintains waiting lists for those children who are not offered a place in other year groups, and the parents ask for the child's name to be added to the waiting list. The order of priority on the waiting list is the same as the list of criteria for over-subscription and does not depend on the date on which an application is received. No account is taken of length of time on a waiting list. The school periodically seeks confirmation that parents wish a child to be kept on the waiting list.

In year Admissions

Admission to the school during the school year, or in the September for a year group other than the normal entry point of the school, depends on whether there are places available. All year groups at the school have 60 places. Buckinghamshire County Council co-ordinate in year applications for our school. As such applications must be made to the council, using their website.

In year admissions will be dealt with as indicated below.

- If there is a vacancy, and there is no child on the relevant waiting list with a higher priority (according to the over-subscription criteria 1-6 above), a place will be offered.
- Applications will only be considered by the Governing Body up to half a term in advance of the desired date for entry. For example, for entry in January, the application will not be considered until after the October half term break.

Multiple births

In cases where there is one place available, and the next child on the list is a twin, triplet, etc., we would admit both twins (and all the children in the case of other multiple births) even if this meant exceeding the agreed published admission number.

Fair Access

The school participates in the Buckinghamshire County Council Fair Access Protocol. Children qualifying under the Fair Access Protocol may be offered a place even if there are no places available in the relevant year group and may take priority for admission over children on the waiting list.

Appeals

There are established arrangements for appeals against non-admission. Details are available from the school, including the date by which an appeal should be submitted. It should be noted that, in the event of an unsuccessful appeal against non-admission to the school, the school does not consider any further application in the same school year (1 September – 31 August), unless there has been a material change in circumstances, for example a change of address which results in a move from outside the catchment area to inside it.





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Further information

Parents who wish their children to attend the school are most welcome to visit. Arrangements can be made through contacting the school office 01494 771474.

Notes

Note 1 “Parent” is defined in law (The Education Act 1996) as either:

- a. any person who has ‘parental responsibility’ (defined in the Children Act 1989) for the child or young person; or
- b. any person who has care of the child or young person.

If you are in any doubt, please contact the school for advice.

Note 2 By a “looked-after child” we mean one in the care of a local authority or being provided with accommodation by a local authority in the exercise of its social services function. An adoption order is one made under the Adoption Act 1976 (Section 12) or the Adoption and Children Act 2002 (Section 46). A ‘child arrangements order’ is one settling the arrangements to be made as to the person with whom the child is to live (Children Act 1989, Section 8, as amended by the Children and Families Act 2014, Section 14). A ‘special guardianship order’ is one appointing one or more individuals to be a child’s special guardian/s (Children Act 1989, Section 14A). Applications under this criterion must be accompanied by evidence to show that the child is looked after or was previously looked after (e.g. a copy of the adoption, child arrangements or special guardianship order).

Note 3 When applying under criterion ii (exceptional medical or social needs), you must include supporting evidence from an independent professional person who is aware of the situation and supports your reasons for preferring XYZ School. This supporting evidence must clearly demonstrate why the school is the most suitable and must illustrate the difficulties that would be caused if your child had to attend another school. The person supplying the evidence should be a doctor, health visitor, social worker, etc. who is aware of your child’s or your own case. The school reserves the right to ask for further evidence or clarification where necessary and may seek the advice of appropriate educational professionals where necessary.

Note 4 By normal home address, we mean the child’s home address. This must be where the parent or legal carer of the child lives with the child unless it is proved that the child is resident elsewhere with someone else who has legal care and control of the child. The address should be a residential property that is owned, leased or rented by the child’s parent/s or person with legal care and control of the child.

To avoid doubt, where a child lives with parents with shared responsibility, each for part of a week or month, the address where the child lives will be determined having regard to a joint declaration from the parents stating the exact pattern of residence. If the residence is not split equally, then the relevant address used will be that at which we are satisfied that the child spends the majority of the school week. Where there is an equal split or there is any doubt about residence, we will make the judgment about which address to use for the purpose of determining whether or not to offer a place. We will take into account, for example, the following:





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- any legal documentation confirming residence
- the pattern of the residence
- the period of time over which the current arrangement has been in place
- confirmation from any previous school of the contact details and home address supplied to it by the parents
- where the child is registered with his/her GP
- any other evidence the parents may supply to verify the position.

We may ask for evidence of the normal home address in the form of a recent bill. This could be, for example, the most recent Council Tax bill, utility bill no more than three months old, a current TV licence, buildings and contents insurance, mortgage statement or rent book which shows the address concerned. Parents who are unable to provide this evidence should contact the school to discuss what evidence might be acceptable. If it becomes clear or if there is any doubt that the parents and child are not living at the address given on the application form, the school may seek further evidence. The school works closely with the LA to ensure that places are not obtained at the school on the basis of false addresses, and, in cases of doubt, will take steps to verify the information provided. If a place at the school is offered, and it later becomes clear that the offer was made on fraudulent or misleading information (e.g. a false claim to living in the catchment area), and the school has denied a place to a child with a stronger claim, the school will withdraw the offer of a place. The offer can also be withdrawn even after the child has started at the school.

We regard a child's home address to be where he or she sleeps for the majority of the school week (Monday to Friday). We may ask to see official documentation, such as a child benefit book or medical card if there are reasons why a child does not live at his or her parent's address. For example, if he or she is resident with a grandparent, this needs to be made clear on the application form. If such arrangements are not declared or a relative's address is used on the application, we may consider that a false declaration has been made, and withdraw the offer of a place. Childcare arrangements are not sufficient reason for listing another address.

If parents move house after the application has been made, but before any offer of a place has been made, the home LA must be informed.

If parents are moving, we will ask for evidence of the move, when considering any application for a place under the co-ordinated scheme.

We would not accept an address where the one given is that of a second home with the main home being elsewhere. If there are two or more homes, we will check which is the main home, and may refuse to base an allocation of a place on an address which might be considered only temporary. Nor would we accept an address where the child was resident other than with a parent or carer unless this was part of a fostering or formal care arrangement. We would not normally accept an address where only part of a family had moved, unless connected with a divorce or permanent separation arrangement, in which case we would require proof.

Note 5 By sibling we mean a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent's/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 sibling. It is helpful if parents make it clear on the application form where the sibling has a different family name. Where there is more than one sibling at the school, only the youngest should be listed on the application form.





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Note 6a In Buckinghamshire we use straight line distance for admission purposes. This is the distance from your child's Normal Home Address, to the nearest open school gate available for pupils to use. We use a computerised system to measure the straight-line distance to your child's address as determined by the Ordnance Survey *AddressBase*. This is an Ordnance Survey data product that provides a National Grid coordinate and a unique reference for each postal address in Great Britain that is on the Royal Mail's Post Office Address File. This is different to the shortest walking route which is used for transport purposes

Note 6b In Milton Keynes we use straight line distance for admission purposes. The shortest route between a preferred school and the normal home address is measured using a computerised geographical information system. This is specialist software that the council maintains therefore, due to the specialist nature of this software, measurements may appear different to those that can be found online. Each house and school has a unique reference, as do all the redways and paths which are coded at any point of junction such as at an underpass or when it crosses with another path. This enables the programme to calculate the distance from home to school.





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Appendix 1

Objections to and referrals about determined school admission arrangements

Members of the public can make an objection to the Office of the Schools Adjudicator (OSA) if they think that the admissions arrangements of a maintained school or an academy do not comply with the 'School Admissions Code' (the Code) or other legislation relating to school admissions.

All admissions authorities must determine their admission arrangements by 28 February every year, even if they have not changed from previous years and a consultation has not been required. Complainants have until 15 May to contact the adjudicator if you have an objection.

If people wish to make an objection they must complete the '[school admission arrangements objection form](#)'

Further guidance is available on the [Office of the Schools Adjudicator web site](#)

