



Admissions Policy

This policy was approved by the Local Governing Body on:-	
The policy owner is:	R Robinson
This policy will be reviewed by the Local Governing Body in: (unless earlier review is recommended by the Trust)	
Policy Version:	V1.1
Signed by the Chair of the Local Governing Body:-	<i>Edwin Pearson</i>
Ratified by the Board of Trustees	
Signed by the Chair of Trustee Board	

INTRODUCTION

1.0 AIMS

This policy aims to:

- Produce clear, objective and fair admissions arrangements that does not disadvantage one student over another.
- Ensure a system where all parents feel they have the same opportunity to apply to Kinsale Junior School (The school).
- Provide information and guidance to all stakeholders about application to the school.

2. LEGISLATION & STATUTORY REQUIREMENTS

The school will comply with all statutory provisions and will follow the guidance in the current *School Admissions Code 2014* and *School Admissions Appeals Code 2012*.

As an academy, the school is required by its funding agreement to comply with these codes, and with the law relating to admissions as set out in the *School Standards and Framework Act 1998*.

The school will participate with the Local Authority (LA) in consultation on and coordination of admission arrangements and provide the information the LA needs to coordinate admissions by the dates agreed by the scheme.

The school will actively promote equity in the admissions process.

The school will give the highest priority to Looked After Children who are in the care of the LA or provided with accommodation by the LA, and Previously Looked After Children (who were looked after, but ceased to be so because they were adopted, or became subject to a residence order or special guardianship order, immediately following having been looked after).

3. HOW TO APPLY

Kinsale Junior School will use the standard Norfolk County Council Application Form.

The school will not ask for supplementary information except where such information has a direct bearing on decisions about acceptable oversubscription criteria.

4. REQUESTS FOR ADMISSIONS OUTSIDE THE NORMAL AGE RANGE & IN YEAR ADMISSIONS

Admissions at ages other than 7 years will be based on:

- The basis of the circumstances of each case and in the best interests of the child concerned.
- Application of the school's admission criteria and the ability to accept pupils into appropriate existing groups without prejudice to the provision of the efficient education of the pupils already on-roll.
- The pupil not having been previously excluded from two schools (one of which was in the last 12 months).

In line with the LA policy, the school expects transfers to take place at the beginning of a term. The school receive and consider all requests for a mid-year transfer from the LA and will inform the parent of the outcome. Where an application is turned down, the parent will be notified of their right to independent appeal.

5. ALLOCATION OF PLACES

5.1 Admission Number

The school has an agreed admission number of 60 pupils for entry into Year 3.

5.2 Oversubscription Criteria

If the school is not oversubscribed, all applicants will be offered a place.

In the event that the school receives more applications than the number of places it has available, places will be given to those children who meet the criteria set out below, in order until all places are filled.

1. Children with an Educational Health Care Plan (EHCP) or Statement of Special Educational Needs where the school is named in the EHCP or Statement.
2. Looked After Children (LAC) in the care of the LA or being provided accommodation by the LA or children who were previously Looked After became subject to an adoption, residence or special guardianship order.
3. Siblings of pupils who are registered pupils in years 3 – 6 at the school on the first day of term when the applicant would be joining the school. Sibling is defined in these arrangements as children who live as brother or sister in the same house, including natural brothers and sisters, adopted siblings, stepbrothers or sisters and foster brothers or sisters.
4. Children attending one of our designated feeder schools and living within the catchment area of the school in accordance with the boundaries drawn up by the LA.
5. Children attending one of our designated feeder school and not living within the catchment area of the school in accordance with the boundaries drawn up by the LA.
6. Children attending an infant school (not a designated feeder school) within the Wensum Trust and living within the catchment area of the school in accordance with the boundaries drawn up by the LA.
7. Children attending an infant school (not a designated feeder school) within the Wensum Trust and not living within the catchment area of the school in accordance with the boundaries drawn up by the LA.
8. Children of staff:
 - a. Where the member of staff has been employed by the Wensum Trust for two or more years at the time at which the application for admission to the school is made or
 - b. Where the member of staff is recruited to fill a vacant post.
9. Other applicants.

The designated feeder schools are;

- Kinsale Infant School

5.3 Tie Breaker

In the case of two or more applicants that cannot be separated by the oversubscription criteria outlined above, a tie breaker will be applied. Those children living closest to the school measured in a straight line from the front gate of the school to the registered home address will be given priority. A child's home address will be considered to be where he/she is resident for the majority of nights in a normal school week.

6. APPEALS

If a child's application for a place at the school is unsuccessful, you will be informed and given information about the process for hearing appeals.

The school will publish its appeals timetable on the school website by 28 February each year including the date by which all appeals should be lodged and to whom they should be addressed. All appeals should be made in writing clearly stating the grounds for appeal.

Appeals will be heard by an independent panel, appointed by the school, comprising of at least 3 people trained in the use of and acting in accordance with the School Admissions Appeals Code. A suitably trained independent clerk for the panel, will also be appointed.

The school will abide by any decision made by the Independent Appeals Panel.

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