

# AKAAL PRIMARY SCHOOL



## ADMISSION ARRANGEMENTS 2019

1 The admission authority for the Akaal Primary School is the Akaal Academy Trust Derby (the Trust). The Trust will meet the requirements of paragraphs 2.25 to 2.39 of the funding agreement for the school, including adherence to the School Admissions Code and School Admission Appeals Code. The arrangements were determined by the Trust on 5 December 2017.

### **ADMISSION NUMBER**

2 Akaal Primary School will have the following agreed admission number for the year 2019/2020 and subsequent years:

- 60 pupils in the Reception Year (Foundation Stage 2)

3 The Trust will consider all applications for places at Akaal Primary School. Where 60 or fewer applications are received, places will be offered to all those who have applied.

4 Where more than 60 applications are received, 50% of places (30) will be available to children who are practising members of the Sikh faith if 30 or more applicants applications are of for Sikh faith places. The remaining places will be available to children from any faith or none.

### **APPLICATIONS TO THE RECEPTION YEAR (age 4+)**

#### **Process of application**

5 Each application for places in the Reception Year at the school will be made in accordance with the co-ordinated admission arrangements in the local authority area in which the prospective pupil lives. Applications must be made on the Common Application Form (CAF) provided and administered by the relevant local authority. Late applications will be considered after on-time applications and will be considered under the same admissions criteria if places are still available. Akaal Primary School will use the timetable published online by Derby City Council at <http://www.derby.gov.uk/education-and-learning/schools-and-colleges/primary-school-admissions/> where parents can make online applications.

6 Parents who wish to request Sikh faith places for their children (see *paragraph 25*), must complete the Common Application Form (CAF); they must also complete a supplementary information form and ensure it is signed by the President or Secretary of the Gurdwara that the child normally attends. The supplementary information form can be downloaded from the school's website or obtained from the school. It must be sent directly to the Akaal Academy Trust Derby at the school.

7 The school will normally admit pupils at the beginning of the school year in which they reach the age of 5. Parents can choose to delay entry until later in the same school year, but must ensure their child begins school by the time they are of compulsory school age (the start of the term after their fifth birthday). Parents may also request that their child takes up the place part-time until the child reaches compulsory school age. Any parent considering either option should contact the school to discuss the arrangements before applying.

8 The school will normally admit pupils into the designated year group for their age. It will, however, consider applications from summer-born children (born after 1 April) to begin school in Year R in the following September when they are five, rather than with their designated age group. In addition to completion of the CAF, these applications must be made in writing, giving one or more reasons for the request. Each application will be dealt with individually to ensure all the circumstances are taken into account when making a decision. In coming to a conclusion, the school will consider a range of evidence as set out in the School Admissions Code, including that provided by the parent. Any parent considering this should contact the academy to discuss the implications of this arrangement before applying.

### **Catchment area**

9 Akaal Primary School does not have a designated catchment area.

### **Oversubscription criteria for the Reception Year**

10 Where the number of applications for admission is greater than the published admissions number, the Trust will split the applications in two categories: Sikh faith places and community places. The Trust will consider the applications in each category according to the oversubscription criteria set out below.

11 If the school is oversubscribed overall but there are 30 or fewer Sikh faith applications, all the children seeking Sikh faith places will be admitted and the school will fill all of its remaining places using the criteria for community places.

12 If the school is oversubscribed overall and there are more than 30 applications for Sikh faith places, 30 places will be allocated using the Sikh faith criteria. All other applications taken together will then be considered using the criteria for community places, taking no account of any child's faith.

13 In each category Akaal Primary School will first accept all children with an education, health and care (EHC) plan (*Children and Families Act 2014*) or a statement of special educational needs (*Education Act 1996*) that names the school.

14 After the admission of children with an EHC plan or a statement, the criteria below will be applied for the remaining places in each category, in the order in which they are set out below:

### **Criteria for Sikh faith places**

#### **(up to 30 places)**

- 1 Children of the Sikh faith that are looked after, or were previously looked after (*see paragraphs 26-30*).
- 2 Sikh children who are siblings of pupils on the roll of the school at the time of the application (*see paragraphs 31-33*).
- 3 Sikh children who live nearest to the school from the school's main entrance to the child's home (*see paragraphs 34-36*).
- 4 Children of staff in shortage areas recruited after 16<sup>th</sup> April in the year of admission may be considered as exceptional admissions.

### **Criteria for community places**

#### **(remaining places)**

- 1 Children of any faith or none that are looked after, or were previously looked after (*see paragraphs 26-30*).
- 2 Children of any faith or none who are siblings of pupils on the roll of the school at the time of the application (*see paragraphs 31-33*).
- 3 Children of any faith or none who live nearest to the school measured by the straight-line distance from the school's main entrance to the child's home (*see paragraphs 34-36*).
- 4 Children of staff in shortage areas recruited after 16<sup>th</sup> April in the year of admission may be considered as exceptional admissions.

15 In the event of more applications than places under criterion 2 above, in either category, children living nearest to the school have priority, using criterion 3.

16 In the event that two or more children under criterion 3 in either category live the same straight-line distance from the school, the place or places will be allocated at random by an independent person.

### **APPLICATIONS FROM SERVICE PERSONNEL**

17 The Trust aims to remove any disadvantage to UK service personnel (UK Armed Forces) moving to the area or Crown Servants returning from overseas to live in the area by:

- a) accepting an application in advance of a move to the area provided it is accompanied by an official letter that declares a relocation date and a Unit postal address or quartering area address (or the equivalent in the case of Crown Servants returning from overseas)
- b) accepting a Unit postal address or quartering area address for admissions purposes for a service child.

### **ARRANGEMENTS FOR ADMITTING PUPILS TO OTHER YEAR GROUPS AND OTHER THAN AT THE START OF THE SCHOOL YEAR**

18 The school will consider all applications to year groups in which the school provides education and, if the year group applied for has a place available, will admit the child.

19 The school will normally admit pupils into the designated year group for their age. Parents may seek a place for their child outside their normal age group if, for example, the child is gifted or talented, or has experienced significant problems such as ill health. Such applications need to be made in writing, giving one or more reasons for the request. Each application for admission outside the normal age group will be dealt with individually to ensure all the circumstances are taken into account when making a decision. In coming to a decision, the academy will consider a range of evidence as set out in the School Admissions Code, including that provided by the parent. Any parent considering this should contact the academy to discuss the implications of this arrangement before applying.

### **OPERATION OF WAITING LISTS**

20 The school will operate a waiting list for each year group until 31 December. The list will be maintained by the school and, if an application for admission is unsuccessful, the child's name will automatically be placed on the waiting list for the relevant year.

21 Children's position on a waiting list will be determined solely in accordance with the oversubscription criteria set out for the relevant year group above. Where places become vacant they will be allocated to children on the waiting list in the order determined by the oversubscription criteria, irrespective of the time they have been on the waiting list. The waiting list will be reordered in accordance with the oversubscription criteria every time there is a new application or someone leaves the waiting list.

### **RIGHT OF APPEAL**

22 The parents of all children who are unsuccessful in gaining a place will have a right of appeal to an Independent Appeal Panel. The appeal panel is set up under the School Admission Appeals Code. Details of how to make an appeal will be provided when a parent is informed of a decision to refuse their child a place at the school.

### **FAIR ACCESS PROTOCOL**

23 The Akaal Primary School will participate fully with the Derby City local authority's *Fair Access Protocol*, which makes sure that unplaced children, especially the most vulnerable children, are offered a place at a suitable school as quickly as possible.

### **CONCERNS ABOUT APPLICATIONS**

24 As the admission authority for the school, the Trust has the right to investigate any concerns we have about an application. The Trust may withdraw an offer of a place if it is found that parents have made a fraudulent claim or provide intentionally misleading information, such as a false address. We reserve the right to check any

information provided so we can apply the oversubscription criteria accurately and fairly.

## **DEFINITIONS**

### **Sikh faith**

25 *Members of the Sikh faith recognise the existence of one immortal being and have a belief in the teachings of the ten Sikh gurus and Guru Granth Sahib. They have no allegiance to any other faith. This will be confirmed on the supplementary information form by the President or Secretary of the Gurdwara the child normally attends.*

### **Looked after children**

26 *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 services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school.*

27 *Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).*

28 *'Looked after children' includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see section 46 adoption orders).*

29 *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.*

30 *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).*

### **Siblings**

31 *A sibling is defined as:*

- *a natural brother or sister resident in the same household*
- *another child normally in residence for the majority (more than 50%) of term time in the household for whom the adult in the household has parental responsibility as defined in the Children Act 1989 (for example, adopted siblings, half-brothers and sisters, step-brothers or sisters, and foster brothers or sisters; but not including cousins, nieces or nephews)*

- *any child in the household where the parent of one child is defined as a parent of the other for the purposes of section 576 of the Education Act 1996.*

*32 In the case of twins or other children from multiple births and where only one place is available, the applications will be considered together as one application. The academy will then exceed its published admission number, including in infant classes, where it would be an exception to the infant class size limit.*

*33 In the case of more than one sibling applying to join the same year group and where only one place is available, the applications will be considered together as one application. The academy will then exceed its published admission number, except in infant classes, where the infant class size limit still applies.*

### ***Distance and home address***

*34 The school uses the Derby City Council measuring system, measuring in a straight line (as the crow flies) from the child's home to the school's main entrance using the national Ordnance Survey set points).*

*35 The home address is the residential address where the child lives for the majority of the school term time with a parent who has parental responsibility as defined in the Children Act 1989 or where an adult in the household is defined as a parent for the purpose of section 576 of the Education Act 1996. This is normally the parent who receives child benefit. This could include a person who is not a parent but who has parental responsibility for her or him. It will not usually include other relatives such as grandparents, uncles, aunts etc. unless they have all the rights, duties, powers and authority which by law a parent of a child has in relation to the child and their property.*

*36 In the case of a child who normally lives during the school week with more than one parent at different addresses, the home address for the purpose of school admissions will be that of the parent who lives closest, as measured by straight line distance to the academy. If a family has more than one home, we will take as the home address the address where you and your child normally live for the majority of the school term time. In either scenario if you can show that your child spends an equal amount of time at both addresses during school term time, you can choose which address to use on the application.*