

# AKAAL PRIMARY SCHOOL ADMISSIONS POLICY

## PART 1 – ADMISSIONS ARRANGEMENTS 2016

1 The admissions authority for the Akaal Primary School is the Akaal Academy Trust Derby (the Trust).

### **ADMISSIONS NUMBER**

2 Akaal Primary School will have the following agreed admissions number for the year 2016/17 and subsequent years:

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

3 The Trust will consider all applications for places at Akaal Primary School. Where the number of applications is less than or equal to the published admission number, places will be offered to all those who have applied.

4 If more applications are received than the published admission number, up to 50% of places (30) will be available to pupils who are practising members of the Sikh faith; the remaining places will be available to pupils 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 relevant 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.

6 Applicants for Sikh faith places, in addition to completing the Common Application Form, must complete a supplementary admissions form and send it directly to the Akaal Academy Trust Derby at the school, accompanied by a letter from their Sikh Gurdwara confirming the applicant has a belief in the teachings of the ten Sikh gurus and Guru Granth Sahib, and that they attend a Gurdwara.

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 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 Akaal Primary School will use the following timetable for applications each year (exact dates within the months may vary from year to year) which, whenever possible, will fit in with the common timetable agreed by the Derby City local authority:

- a) 1 September – Akaal Primary School will publish in its prospectus information about the arrangements for admission, including oversubscription criteria, for the following September (for example in September 2016 for admission in September 2017). This will include details of open evenings and other opportunities for prospective pupils and their parents to visit the school.
- b) September/October – Akaal Primary School will provide opportunities for parents to visit the school.
- c) By 15 January – CAF to be completed and returned to the relevant local authority to administer.
- d) By 1 February – the local authority sends application information to the school for consideration by the Akaal Academy Trust Derby.
- e) By 28 February – Akaal Primary School sends a list of pupils to be offered places by the Trust to local authority.
- f) 16 April – offers are made by the local authority to parents of pupils joining the school.

### **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 In each category Akaal Primary School will first accept all pupils with a statement of special educational needs which names the school.

12 After the admission of pupils with statements, 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

#### **Criteria for community places**

**(remaining places)**

1 Children of any faith or none that are looked after, or were previously looked

looked after (see paragraph 22).

2 Sikh children who are siblings of pupils on the roll of the school at the time of the application (see paragraphs 23/24).

3 Sikh children who live nearest to the school (straight-line distance from the school's main entrance to the child's home) (see paragraphs 25/26).

4 As allowed under the code of practice, children of staff in shortage areas recruited after 1<sup>st</sup> March in the year of admission may be considered as exceptional admissions (see paragraph 27).

after (see paragraph 22).

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 23/24).

3 Children of any faith or none who live nearest to the school (straight-line distance from the school's main entrance to the child's home) (see paragraphs 25/26).

4 As allowed under the code of practice, children of staff in shortage areas recruited after 1<sup>st</sup> March in the year of admission may be considered as exceptional admissions (see paragraph 27).

13 In the event of more applications than places under criteria 1 or 2 above, children living nearest to the school will have priority, using criterion 3.

14 In the event of a choice between two or more applicants under criterion 3 who live the same straight-line distance from the school, the place or places will be allocated at random by an independent person.

15 If there are fewer applications than places for Sikh faith admissions, the remaining places will be available for community admissions. If there are fewer applications than places for community admissions, all applicants who did not achieve a Sikh faith place will be considered equally under the criteria for community places.

### **APPLICATIONS FOR THE CHILDREN OF UK SERVICE PERSONNEL**

16 In the case of families of service personnel with a confirmed posting in the area (or Crown Servants returning from overseas to live in the area) the school will accept 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). The Trust will assess whether the application would have succeeded had the family been able to apply at the beginning of the school year for a pupil of that age. If this is the case, the school will offer the child a place even if the year group is full, unless this is viewed as impossible because of significant organisational or curriculum difficulties within the school.

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

17 Subject to any provisions in the local authority's coordinated admission arrangements relating to applications submitted for years other than the normal year

of entry, the school will consider all such applications and, if the year group applied for has a place available, admit the child.

### **OPERATION OF WAITING LISTS**

18 Subject to any provisions regarding waiting lists in the local authority's co-ordinated admission scheme, the school will operate a waiting list for each year group until 31 December. The list will be maintained by the school and it will be open to any parent to ask for his or her child's name to be placed on the waiting list for the relevant year, following an unsuccessful application.

19 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.

### **RIGHT OF APPEAL**

20 The parents of all unsuccessful applicants 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**

21 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.

### **DEFINITIONS**

#### ***Looked after children***

22 *Looked after children, sometimes referred to as children in public care, are children who are (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in Section 22(1) of the Children Act 1989) at the time of making an application to a school. This definition includes previously looked after children, but ceased to be so because they were subject to an adoption, residence, or special guardianship order. Evidence that a child has been in care, for example a letter from a local authority confirming the child was in care will be required. The length of time in care has no bearing on the decision.*

#### ***Siblings***

23 *A sibling is defined as:*

- *a natural brother or sister, resident in the same household*
- *another child living as a brother or sister in the same household: 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.*

*24 In the case of twins or other children from multiple births (or two or more siblings in one cohort) and where there is only one place available, the application will be considered together as one application.) The school may then exceed its published admission number.*

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

*25 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).*

*26 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 receiving 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.*

### ***Shortage subjects***

*26 The allows the school to make an exceptional case for the child of a member of staff recruited to fill a vacant post for which there is a demonstrable skill shortage.*

## PART 2 – DETERMINATION OF ADMISSION ARRANGEMENTS

27 As admissions authority, the Akaal Academy Trust Derby (the Trust) will meet the requirements of Annex 1 to the funding agreement for the school, including adherence to the School Admissions Code.

### **PROCEDURES FOR DETERMINING ADMISSION ARRANGEMENTS**

#### **Consultation**

28 The Trust will consult annually on the admissions arrangements for the school, unless the following conditions are met:

- a) the admission arrangements were consulted upon in at least one of the previous six years; and
- b) there have been no changes, or proposed changes, in the admissions arrangements since the last consultation.

29 The Trust will consult with the following parties on the school's proposed admission arrangements for a minimum of eight weeks between 1 November and 1 March in the Determination Year:

- a) parents and carers of children between the ages of two and eleven living in the relevant area for consultation;
- b) other persons or community groups in the relevant area who in the opinion of the admission authority have an interest in the proposed admissions;
- c) the local authority;
- d) all other admission authorities within the relevant area; and
- e) any adjoining neighbouring local authorities where the admission authority is the local authority.

30 Such consultation shall meet the requirements of the School Admissions Code and relevant admissions legislation currently in force at the time of consultation.

#### **Determination of admission arrangements**

31 The Trust will determine the admission arrangements for the school annually, including in years when consultation is not required.

32 The Trust will consider comments made by those consulted in accordance with paragraph 28, including any requests to amend the proposed admissions number, before determining the admissions arrangements for the school.

33 The Trust will determine the admission arrangements for the school annually by 15 April of the Determination Year and notify those consulted in accordance with paragraph 28 what has been determined within 14 days of that decision being made.

### **Representations about admission arrangements**

34 Where the Trust has determined the admission arrangements and notified all relevant consultees listed in paragraph 28, if any of those bodies object to the school's admission arrangements, including the proposed admissions number, they can make representations to the Secretary of State. Any representations must be made by 30 June in the Determination Year.

### **Secretary of State's consent for changes to admissions arrangements**

35 Where the admissions arrangements determined in a Determination Year in accordance with paragraph 32 are different from the admissions arrangements currently in existence, the Trust shall, by 30 June in the Determination Year, apply to the Secretary of State for him to consent to such amended admissions arrangements.

### **Publication of admission arrangements**

36 The Trust shall in each Determination Year publish the school's agreed admission arrangements by publishing them on the school's website and notifying the persons listed in paragraph 28. It will display them for the whole offer year (the academic year in which offers for places are made). Copies will be made available, without charge, on request to the school.

37 The Trust will send a copy of the full, determined arrangements to the Derby City local authority as soon as possible before 1 May in the Determination Year.

38 Alongside the published admission arrangements, the school will publish annually the numbers of places and applications for those places in the previous year.

### **RECORDS**

39 Records of applications and admissions to the school will be kept by the Trust for a minimum period of ten years and shall be open for inspection by the Secretary of State.

### **DEFINITIONS**

40 The terms used in this policy have the same meaning as set out in the School Admissions Code.