



Admissions Policy

for
Admissions from September 2018

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Author: D. Mole

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Essa Primary Academy Admissions Policy

The Essa Foundation Academies Trust

Essa Primary Academy is part of the Essa Foundation Academy Trust. The Academy is a new school and places are available from September 2018 in Reception and in Years 1-6. NB until the Academy is fully open only 30 places are available in some year groups.

The Trust is the admissions authority for all academies in the Trust and the Board of Directors sets the admissions policy and oversubscription criteria for its academies. The Trust delegates responsibility for managing admission arrangements to the Local Governing Bodies of its academies.

Bolton Council co-ordinates all admissions applications on behalf of the Trust.

The Trust contracts with Bolton Council for the provision of independent appeals panels if a child is refused a place at any of its academies.

Vision

Our vision is to provide our children with the best opportunity to achieve their potential and develop into independent learners, irrespective of their background, culture, ethnic origin, religion or any other status.

Essa Primary Academy is an open, friendly learning community where everybody is valued and has a voice. In partnership with all stakeholders we aim to equip our children to live safe, healthy, fulfilling lives, enabling them to achieve success 'Right From The Start' both today and in the future.

Admissions Policy Statement

No child will be rejected on grounds of age, (subject to the usual limits of all admissions), gender, family status, disability, colour, ethnic origin, religion or belief. Looked After and Previously Looked After Children will be given priority and the academy will admit any child with a Statement of Special Educational Needs or an Education, Health and Care (EHC) plan that names Essa Primary Academy as their preference.

Planned Admission Number (PAN)

The planned admissions number for Essa Primary Academy is 60 places per year group when the academy is fully open. Until then 60 places are available in Reception and years 1-4 and 30 places are available in years 5 and 6 in the 2018- 19 academic year. When the academy is fully open there will be 420 places.

Application Process

All parents/carers are advised to make an application for a place at the Academy using Bolton Council's coordinated Admissions Form.

Reception Class Admissions

All parents/carers are advised to make an application for a Reception class place at the Academy in the autumn term for admission to Reception in the following September.

Parents/carers should make themselves aware of Bolton Council's dates for returning forms and offers of places. Application forms may also be completed online at:

https://ems.bolton.gov.uk/ccsenterprise_admissionsonline_live/

For admissions to Reception in September 2018 application forms should be submitted to Bolton Council's Pupil and Student Services (P&SS) by the closing date- 15th January 2018. All applications received by the closing date will be considered at the same time in accordance with the Academy's published admissions criteria.

Letters informing parents/carers of the outcome as to whether or not their child has been allocated a place will be sent by Bolton Council. Parents/carers not offered a place will be informed of the reason and will normally be offered an alternative place. An appeal form (S) will also be sent with the letter.

Children eligible for admission to Reception in **September 2018** are those born between 1st September 2013 to 31st August 2014 i.e. those whose fifth birthday falls between 1st September 2018 and 31st August 2019 inclusive.

Admissions to Years 1-6

Children can be admitted to Years 1-6 if there are places available.

Parent/carers wishing to apply for a place in Year 1-6 should submit an application form to Bolton Council's Pupil and Student Services (P&SS) naming Essa Primary Academy as their choice.

Application forms may also be completed online at:

https://ems.bolton.gov.uk/ccsenterprise_admissionsonline_live/

Year 1

Children born between 1st September 2012 to 31st August 2013 will be eligible for admission into Year 1 in September 2018.

Year 2

Children born between 1st September 2011 to 31st August 2012 will be eligible for admission into Year 2 in September 2018.

Year 3

Children born between 1st September 2010 to 31st August 2011 will be eligible for admission into Year 3 in September 2018.

Year 4

Children born between 1st September 2009 to 31st August 2010 will be eligible for admission into Year 4 in September 2018.

Year 5 (NB only 30 places are available in this year group)

Children born between 1st September 2008 to 31st August 2009 will be eligible for admission into Year 5 in September 2018.

Year 6 (NB only 30 places are available in this year group)

Children born between 1st September 2007 to 31st August 2008 will be eligible for admission into Year 6 in September 2018.

Oversubscription Criteria

If undersubscribed, the Academy will admit all applicants.

If oversubscribed, after the admission of students with a Statement of Special Educational Need or an Education, Health and Care (EHC) plan that names Essa Primary Academy, the Academy will admit children using the criteria below in the following order:

Criteria 1

Looked after Children (children in public care) or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order (see Note 1).

Criteria 2

Other children who are considered as "vulnerable" whose application for the Academy is supported by the Assistant Director for Social Care. This will include:

- Children for whom there is a Child Protection Plan or has been within a 12 month period.
- Children who have had a period in care within 2 years of the admission application and are still receiving social care Service.
- Children who are considered to be at significant risk of becoming looked after by public care.
- Children who are living in temporary accommodation due to fleeing violence and the area for rehousing has been identified.

Criteria 3

Children who on the date of admission will have a brother or sister attending Essa Primary Academy or Essa Academy. Sibling means a full, step half, or adopted or fostered brother or sister, but not cousin, who will be living permanently with them at the same address at the date of entry to the academy. The academy may require proof of relationship (see Notes 2&3).

Criteria 4

Children who are attending Essa Nursery at the time at which, the application for admission to the Academy is made.

Criteria 5

Children eligible for the Early Years Pupil Premium (for 3 & 4 year olds), the Pupil Premium, or the Service Premium.

Criteria 6

Children for whom the Local Governing Body accepts that they have proven exceptionally strong special medical or social circumstances, which are directly relevant to attendance

at Essa Primary Academy. This will be evidenced by written professional documentation accepted by the Local Governing Body explaining why these needs can realistically only be met by Essa Primary Academy and the difficulties that would be caused if the child had to attend another school/ academy.

Criteria 7

Children of staff employed by Essa Foundation Academies Trust, for two or more years or in a demonstrable skill shortage post, at the time at which the application for admission to the Academy is made.

Criteria 8

Children who live nearest to Essa Primary Academy, Bolton. The distance will be measured in a straight line using geographical information provided by the Bolton Council. If a number of addresses have the same geographical property reference (such as a block of flats), or if there are a number of applicants living the same distance away from the Academy, random allocation by the Local Governing Body of Essa Primary Academy will then be used to decide which of the children can be offered a place.

Tie-Breaker

If any categories are oversubscribed then the geographical proximity (as set out in Criteria 8) will be used as a tie-breaker.

If the distance between two children's homes and the Academy is the same then random allocation by the Local Governing Body of Essa Primary Academy will be used as a tie breaker.

Note 1

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). An 'adoption order' is an order under Section 46 of the Adoption and Children Act 2002. A 'residence order' is an order setting the arrangements to be made as to the person with whom the child is to live, under Section 8 of the Children Act 1989. 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).

Note 2

The definition of a brother or sister is: A brother or sister sharing the same parents, half-brother or half-sister where two children share one common parent. Step-brother or step-sister where two children are related by a parent's marriage. Adopted brother or sister or the child of the parent/carer's partner. In every case, the child should be living in the same family unit at the same address.

Note 3

Where there are twins or triplets and there is only a single place left within the admissions number the Local Governing Body will exercise as much flexibility as possible within the requirements of infant class sizes.

In exceptional cases we would offer places to both twins and all triplets, even if this means breaching infant class sizes. This may also apply to siblings who are in the same year group.

Late Applications for Admission to Reception

Where there is a good reason for an application being received after the closing date for applications and where it is received before the Local Governing Body has established their list of pupils to be admitted, the Local Governing Body, following consultation with Bolton Council, may consider the application at the same time as all the others that were received on time.

Otherwise, applications which are received after the closing date will be considered after all the others that were received on time and placed on the waiting list in order, according to the Oversubscription Criteria.

Deferred Admission

Parents may request that their school place be deferred until later in the school year and if they do this a place will be held for the child. They cannot, however, defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the school year for which the original application was accepted. Parents can also request that their child attends on a part time basis until the child reaches compulsory school age. Parents who are considering deferred admission are strongly advised to still apply for a school place by the closing date. The offer of a Reception place at Essa Primary Academy will be kept open, even if the child does not take it up until later in the academic year. Free nursery places would cease at the end of the term when the child turns five.

The law states that all children must receive suitable education from the term in which the child reaches compulsory school age.

Admissions Outside of the Normal Age Range

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to reception rather than year 1.

Parents wishing to apply for a place outside the normal age group should contact the Clerk to the Local Governing Body, Essa Primary Academy, Lever Edge Lane, Bolton, BL3 3HH, in writing, before making an application, setting out the reasons for making the request and providing supporting evidence. Parents will have the opportunity to attend in person in order to present their case to a panel of governors. The Local Governing Body will consider the request and will respond in writing within 14 days of the request being received or 14 days after you have made your case in person to the panel. The Local Governing Body will liaise with Bolton Council in relation to the admissions process. There is no right of appeal if this request is refused.

Non-Routine Admissions/ In Year Admissions

Where a child requires admission other than at the "normal" time; such admissions are known as In-Year Admissions. Applications for In-Year Admissions are made in the same way as those made during the normal admissions round. Applications should be made on the In-Year Admissions Form, available from Bolton Council.

It is expected that most children will be allocated a school/ academy place through the In-Year Admission arrangements however Bolton Council has a Fair Access Policy which ensures that unplaced children, especially the most vulnerable, are offered a place at a suitable school/academy as quickly as possible. Details of this policy are available from Bolton Council.

Appeals

If you are refused a place at Essa Primary Academy you can submit an appeal to an independent appeals panel. Parents usually have 14 days of receipt of the letter to make an appeal. You will be sent an appeal form with the letter which informs you that you have not been given a place for your child. A full explanation of the appeal process will be included in the letter. You should complete and return the appeal form to Bolton Council. The Council arranges appeals for places at Essa Primary Academy on behalf of the Trust. An appeal date will be arranged within 40 days of your appeal being lodged and you will be able to attend in person to make your case.

You can also complete the appeal form online at:

<http://www.bolton.gov.uk/sites/DocumentCentre/Documents/SchoolAppealForm.doc>)

Re-appeals

You are normally only allowed to appeal once for a place at Essa Primary Academy, during any school year. The Trust's policy is to only allow parents a re-appeal for a place at Essa Primary Academy, within the same school year if there are significant and material changes to the circumstances of the parent, child, or the academy itself. Please note that distress caused to a pupil because of not gaining a place at Essa Primary Academy, will not normally be considered sufficient grounds for granting a re-appeal.

Waiting List

Children who are not admitted will have their name placed on a waiting list. The names on this waiting list will be in the order resulting from the application of the admissions criteria. Since the date of application cannot be a criterion for the order of names on the waiting list, late applicants for the Academy will be slotted into the order according to the extent to which they meet the criteria. Thus it is possible that a child who moves into the area later to have a higher priority than one who has been on the waiting list for some time. If a place becomes available within the admission number, the child whose name is at the top of the list will be offered a place. This is not dependent on whether an appeal has been submitted.

This waiting list will operate until the end of the academy school year only.

Timetable

Arrangements, and the timetable, for normal time admission to Essa Primary Academy i.e. admissions to Reception in **September 2018** are:

By 12th September 2017	Bolton MBC publishes a composite prospectus of all state funded school places in Bolton
By 1st January* 2018	Bolton MBC publishes arrangements for coordinating all admissions in Bolton.
By 15th January 2018	Closing date for primary school applications.
On 16th April * 2018	Offers of primary school places are made.

* Or next working day

Parents usually have 14 days of receipt of the letter to make an appeal