

ESSA PRIMARY ACADEMY



Admissions Policy For Admissions from September 2020

Essa Primary Academy Admissions Policy

The Essa Foundation Academies Trust

Essa Primary is part of the Essa Foundation Academy Trust. Places are available from September 2020 in Reception and in Years 1-6.

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, ensuring that 'All Will Succeed'.

Admission 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 an Education Health Care Plan that names Essa Primary Academy as their preference.

Planned Admission Number (PAN)

The planned admission number for Essa Primary is 60 places per year group. There are 420 places in total.

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 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 2020 application forms should be submitted to the Bolton Council's Pupil and Student Services (P&SS) by the closing date in January. 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 admitted will be informed of the reason and 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 2020** are those born between 1st September 2015 to 31st August 2016 i.e. those whose fifth birthday falls between 1st September 2020 and 31st August 2021 inclusive.

Admission to Years 1-6

Children can be admitted to Years 1-6 if there are places available. Parents/carers wishing to apply for a place in Years 1-6 should submit an in year transfer application form to Bolton Council.

Year 1

Children who are in Reception or are born between 1st September 2014 to 31st August 2015 will be eligible for admission into Year 1 on 1st September 2020.

Year 2

Children who are in Year One or are born between 1st September 2013 to 31st August 2014 will be eligible for admission into Year 2 on 1st September 2020.

Year 3

Children who are in Year Two or are born between 1st September 2012 to 31st August 2013 will be eligible for admission into Year 3 on 1st September 2020.

Year 4

Children who are in Year Three or are born between 1st September 2011 to 31st August 2012 will be eligible for admission into Year 4 on 1st September 2020.

Year 5

Children who are in Year Four or are born between 1st September 2010 to 31st August 2011 will be eligible for admission into Year 5 on 1st September 2020.

Year 6

Children who are in Year Five or are born between 1st September 2009 to 31st August 2010 will be eligible for admission into Year 6 on 1st September 2020.

Oversubscription Criteria

If undersubscribed, the school will admit all applicants.

If oversubscribed, after the admission of pupils with a Statement of Special Educational Needs or an EHCP that names Essa Primary Academy, the school 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 preferred school 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 services.

- 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 have a brother or sister attending Essa Primary Academy or Essa Academy at the time of admission. 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 school. The school 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 Essa Primary 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 School 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.

Criteria 7

Children of staff employed at Essa Primary Academy or Essa Academy, Bolton for at least 2 years at the time at which the application for admission to the school is made or who have been recruited to fill a post where there is a skills shortage.

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 local 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 school, random allocation by the 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 school is the same then random allocation by the Local Governing Body 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 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.

Definitions

Twins/Multiple Births

Where there are twins etc. wanting admission and there is only a single place left within the admission number, then the Governing Body will exercise as much flexibility as possible within the requirements of infant class sizes. In exceptional circumstances cases we are now able to offer places for both twins and all triplets, even when this means breaching infant class size limits. 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 Governing Body has established their list of pupils to be admitted, the 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 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 has experienced ill health. In addition, the parents of a summer born child may choose not to send the child to school until the September following their fifth birthday and may request that they are admitted out of 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, 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 after you have made your case in person to the panel. The Local Governing Body will liaise with Bolton Council in relation to the admission process. There is no right of appeal if this request is refused.

Non-Routine 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 place through the In-Year Admission arrangements however Bolton Council have a Fair Access Policy which ensures that unplaced children, especially the most vulnerable, are offered a place at a suitable school as quickly as possible. Details of this policy are available from Bolton Council.

Appeals

If you are refused a place at Essa Primary, 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 your letter. You should complete and return the appeal form to Bolton Council. The Council arranges appeals for places at Essa Primary 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 Essa Primary Academy, during any school year. The school's policy is to only allow parents a re-appeal for Essa Primary Academy, within the same school year if there are significant and material changes to the circumstances of the parent, child, or the school itself. Please note that distress caused to a pupil because of not gaining a place at Essa Primary, 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 school 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 school year only.

Policy reviewed: August 2018

Agreed by Governors: September 2018

Next review date: August 2019