ADMISSIONS POLICY

ACADEMIC YEAR 2018/2019

'Green Lane – a Big School with a Big Heart'

GLPA - ADMISSIONS POLICY 2018/19

All admission authorities (including Academies) have a duty to comply with the co-ordinated scheme. Relevant information must be provided to the Local Authority by the dates agreed in the scheme. Parents wishing to apply for their children to attend Green Lane may contact the Head Teacher for an appointment to come and view the school.

Applying for a School Place

Nursery

The school maintains a register of children requesting a place in Nursery. The school operates a 39 place Nursery. Three year old children are eligible for admission to the Nursery, although the date of admission is dependent upon places being available. Priority is given to the children living within the school's admission zone who wish to attend this school. In order to put your child's name on the Nursery List you must produce your child's birth certificate and proof of your address – preferably a council tax bill.

Children are eligible for admission in the term following their third birthday. However, because of demand for places, admission may not occur until the academic year in which they will be four. Priority for places is given in accordance with the following guidelines:-

(i) Children aged 4+ who live in the admission zone for the school
(ii) Children aged 4+ who live outside the admission zone but who have a brother or sister attending the school at the time the nursery child will be admitted.
(iii) Children aged 3+ who live within the defined admission zone for the school.
(iv) Children aged 3+ who live outside the admission zone but who have an elder brother or sister attending the school at the time the nursery child is to be admitted.
(v) Other children aged 4+
(vi) Other children aged 3+

Attendance is on a part-time basis, morning or afternoon, as allocated. There is no differentiation between morning and afternoon sessions, each being three hours long. Parents are welcome to stay with their children until they are confidently settled.

Opportunities are available for more flexible arrangements – i.e. 30 hour nursery provision for eligible parents. The Nursery Staff will discuss this with parents. The final decision on when a child is admitted and the sessions they attend rests with the Head Teacher.

N.B. Parents should note that a place in Nursery does not guarantee a place in main school - please see below.

Main School - Reception

The school's admission number for 2018/2019 is 90. Decisions on who is admitted to school are made by the Local Education Authority in accordance with the Co-ordinated Admission Scheme for Primary Schools. Green Lane operates a single intake into Reception with children starting full time schooling in the September preceding their fifth birthday.

Your child will NOT be automatically allocated a school place, you will have to apply for a place.

It should be noted that all children requiring a reception place at any school must apply for a place even if the child attends the school's nursery. Attendance at a school nursery does not guarantee a place in the reception class of that school.

Parents must submit an application for a place in a primary school reception class in the November of the academic year in which the child turns four. Children at Green Lane Primary Academy Nursery will have their details passed to the School Admissions Section of the Local Authority who will send application packs out.

N.B. Children in private nurseries and those not at any nursery will need to contact the School Admissions Section to register their child's details so application packs can be issued. Adverts will be placed in the local press and posters will be displayed in public places, such as libraries, to inform parents of the need to register with the Admissions Section at the relevant time.

Parents/carers will be provided with their Common Application Forms from the Local Authority in November with the national closing date being 14 January 2018.

Parents/carers are able to make on-line applications for admission via the Middlesbrough Council web site, www.middlesbrough.gov.uk.

The application forms will:

- invite parents to express three preferences by completing the form including, where relevant, any schools outside the LA's area, in rank order of preference;
- invite parents to give their reasons for each preference.
- will specify the closing date (14th January 2018) and where it must be returned.

All preferences are considered equally. You are strongly advised to submit three choices of schools, as this will give your child a better chance of obtaining a place at a school of your choice. If the same school is entered as first, second and third preference, this does not increase your chances of a place at that school, instead it will limit your child's choice from three schools to one.

If a preference form is not returned for your child, or your form is late, then a place will be allocated by the Local Authority. This will be at a school that has places left after all other applications have been processed. This may result in your child not being allocated a school of your liking.

By the 26 March 2018 - the LA will match ranked lists for all schools and:

I. where the child is eligible for a place at only one of the nominated schools that school will be allocated to the child;
II. where the child is eligible for a place at two or more of the nominated schools they will be allocated a place at whichever of these is the highest ranked preference.

Where the child is not eligible for a place at any of the nominated schools, they will be offered a place at the nearest appropriate school with a vacancy.

On 16th April 2018 - Letters will be posted 2nd class to all parents informing them which school has been allocated. An e-mail will also be sent to parents who applied online. Parents will also be advised of their right to appeal if they are unhappy with the allocated school.

In the event of parents not being satisfied with the response to their preferences, there is an opportunity to make an appeal to an independent Appeals Committee, which is empowered to make a final decision on the matter. Parents have the opportunity to put their own case to the Appeals Committee, if they so wish.

Appeals for Green Lane Primary Academy must be made directly to the school and not the LA.

Parents can only appeal once for an Academic Year for a particular school, unless there is a significant change of circumstances.

Over-Subscription Criteria

Where more parents/carers have expressed a preference for a particular school than the admission number, the over-subscription criteria will be applied in deciding which parents/carers preferences can be met.

After the admission of children with Statements of Special Educational Needs or an Education, Health and Care Plan where a particular school is named in the Statement or Plan, the over subscription criteria will be applied as follows;

i) 'Children looked after', in public care, and children previously 'looked after', but ceased to be so because they became adopted or became subject to a residence or special guardianship order immediately following having been looked after.
ii) Pupils permanently resident in the Admission Zone, i.e. the address at which the child is registered for child benefit, who express a preference for that school (proof of address may be required).
iii) Pupils who will have a brother and/or step brother and/or sister and/or step sister or the child of the parent/carer's partner living at the same address attending the school in the September of admission.
iv) Pupils with exceptional social and / or medical reasons for attending the school, which in the latter circumstances are substantiated by the LA medical advisors. A letter from the child's GP or other relevant professional such as a social worker must be submitted with the application. Social reasons do not include domestic arrangements such as parents working commitments or childcare arrangements. Only exceptional circumstances such as parents who have a disability, which may mean their child must attend a particular school, will be considered. (In this instance a letter from the parent's GP or other relevant professional such as a social worker must be submitted with the application) See note 2.
v) Pupils who reside closest to a particular school, measured in a straight line. The measure will be taken from the front door of the pupils' home to the main entrance of the school.

When distinguishing between pupils within the same criteria the pupil with the highest second criteria will be admitted i.e. a pupil living within the admission zone who has a brother or sister attending the school in the September of admission will have a higher criteria than a pupil who lives in the admission zone but does not have a brother or sister attending the school.

A child's home address, for the purpose of School Admissions, is considered to be the parents or legal carers permanent address. If parents do not live together and your child lives for periods of time with each parent, the home address will be the one where the parent receiving the Child Benefit lives. Proof of address may be required.

You must not give the address of childminders, grandparents or any other family members or friends who may share in the care of your child.

A waiting list will be maintained for those unsuccessful at gaining a place at their preferred school for admission to Reception Year. The waiting lists will be maintained until the last day of the autumn term, after which time they will close. If places become available, they will be allocated according to the over-subscription criteria. If appeals are pending, places will still be allocated before appeals are heard from the waiting list.
Parents wishing to remain on the waiting list after this date must write to the School by 31 December 2018, stating their wish and providing their child's name, date of birth and the name of their child's current school.

In the event of parents not being satisfied with the response to their preferences, there is an opportunity to make an appeal to an independent Appeals Committee, which is empowered to make a final decision on the matter. Parents have the opportunity to put their own case to the Appeals Committee, if they so wish.

Appeals for Green Lane Primary Academy must be made directly to the school and not the LA. Parents can only appeal once for an Academic Year for a particular school, unless there is a significant change of circumstances.

In Year Admissions and Transfers

Parents wishing to admit or transfer their children to Green Lane Primary Academy to Reception mid-year or to any other year group at any time should apply via the Local Authority Admissions team who we commission to manage our admissions and transfers.

Admissions Team Telephone Nos: 01642 201890 / 201891 / 201889

All such requests will be considered by the academy who will inform the local authority whether or not a place can be offered. The local authority will then send a letter to parents. If more applications are received than there are places available, the oversubscription criteria shall apply.

The Academy will hold a waiting list for all oversubscribed year groups. Parents wishing to be placed on the waiting list must write to the School stating their wish and providing their child's name, date of birth and the name of their child's current school. When a vacancy becomes available, an offer of a place will be made in accordance with the waiting list at that point in time. The waiting list is ranked in order of the academy's oversubscription criteria.

The waiting list does not prevent parents from exercising their right to appeal.

Appeals

Parents will have the right of appeal to an independent appeal panel if they are dissatisfied with an admission decision of the Academy. The appeal panel is independent of the Academy. The arrangements for appeals will be in line with the Code of Practice on School Admission Appeals

published by the Department for Education. The decision of the appeal panel will be made in accordance with the Code of Practice on School Admission Appeals and is binding on all parties.

The Academy has prepared guidance for parents about how the appeals process will work and a named contact.

TRANSFER TO SECONDARY SCHOOL

Early in September, parents/carers of Year 6 pupils will be provided with a Common Application Form, upon which to express up to three preferences for secondary schools, including academies, voluntary aided schools and schools maintained by other Local Authorities.

Parents/carers can make on-line applications for admission via the Middlesbrough Council website

Parents/carers will be requested to return their applications by a closing date of 31 October 2017. Every effort will be made by the Local Authority to ensure that applications are received by the closing date.

Secondary Schools will usually hold Open Evening events around this time so that parents and pupils can visit to help with their decision making.

All applications will be processed in accordance with Middlesbrough's Co-ordinated Admission Scheme for Secondary Schools and all preferences are considered equally

The LA will act as a clearing house for the allocation of places by the relevant admission Authorities.

By the 13th November 2017 the LA will notify the voluntary aided and academy admission authority for each of the schools of every application that has been made for that school. Where parents have requested a place at a school outside of the LA area, the information will be forwarded to the relevant admission authority/authorities.

By 12th January 2018 - VA schools and Academies, inform LA of allocation of places for all applications received in the priority order of their admission policy.

The LA will only make any decision with respect to the offer or refusal of a place in response to any preference expressed on the application form where

- it is acting in its separate capacity as an admission authority; or
- an applicant is eligible for a place at more than one school, or
- an applicant is not eligible for a place at any school that the parent has nominated.

Between 12thJanuary and 29th February 2018 - The LA compares lists and considers all preferences from the parent and if first preference is refused look to see where 2nd or 3rd preferences can be accommodated.

Liaison will take place with VAs, other LAs and Academies until the allocation of places is resolved for each application, as required.

The LA will match ranked lists for all schools and

- where the child is eligible for a place at only one of the nominated schools, that school will be allocated to the child

- where the child is eligible for a place at two or more of the nominated schools, they will be allocated a place at whichever of these is the highest ranked preference.

Where the child is not eligible for a place at any of the nominated schools, they will be offered a place at the nearest appropriate school with a vacancy.

On 1st March 2018 letters will be posted 2nd class to all parents informing them which school has been allocated to their child. Online applicants will also receive an email on the 1st March. Parents will also be advised of their right to appeal if they are unhappy with the place that has been allocated.

Where more parents/carers have expressed a preference for a particular school than the admission number, the Local Authority must apply its over-subscription criteria in deciding which parents/carers preferences can be met. After the admission of pupils with statements of special educational needs where a particular school is named in the statement, the over-subscription criteria for secondary schools will be applied. These criteria can be viewed on the council website.

In the Summer term before they transfer to secondary school, pupils are given the opportunity to visit their allocated school, and parents are normally invited to pay visits and consult with the schools' staff.

Each school makes the transition as smooth as possible and full liaison takes place between Green Lane and the Secondary schools, particularly during the Summer Term.

In the event of parents not being satisfied with the response to their preferences, there is an opportunity to make an appeal to an independent Appeals Committee, which is empowered to make a final decision on the matter. Parents have the opportunity to put their own case to the Appeals Committee, if they so wish.

Appeals for community schools will be made to Middlesbrough Council, appeals for Academies and Roman Catholic schools must be made directly to the school concerned.

Parents can only appeal once for an Academic Year for a particular school, unless there is a significant change of circumstances.