



# CHORLEY NEW ROAD ACADEMY

## DETERMINED ADMISSIONS POLICY 2023 -2024

DATE OF LATEST UPDATE:	December 2022
REVIEW DATE:	October 2024
POLICY APPROVED BY TRUSTEES ON:	
POLICY AVAILABLE FOR STAFF AT:	Staff Handbook
POLICY AVAILABLE FOR PARENTS AT:	Website

### CRITERIA FOR ADMISSION ARRANGEMENTS – 2023-24

Any child has the right to a place at Chorley New Road Primary Academy, provided that the demand for places does not exceed the admission number for the academy.

#### PUPIL ADMISSION NUMBER = 45

Initially places will be allocated to children with an Educational Health Care Plan which Chorley New Road Primary Academy in part 4 of that care plan.

Where demand places exceeds the number of places available the Trust needs to allocate places based on a fair and objective method. Where the academy is oversubscribed the criteria listed below will be applied in priority order. All applications will be considered without reference to the parents preference ranking for a school.

Children who have an Educational Health Care Plan EHCP) will be offered places first. The following criteria will then apply:

#### OVERSUBSCRIPTION CRITERIA:

- 1) A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear to the admission authority to have been in state care outside of England and ceased to be in state care as a result of being adopted at the time of making an application to a school. 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). Children in Public Care (Looked After Children) including adopted children who were previously in care and children who leave care under a special guardianship or child arrangements order.

- 2) Children for whom there is a child protection plan or has been within a 12-month period (see definition under section 47 of the children act 1989).

3) Children who will have older siblings in years Reception to Year 6 of the academy at the time of application and date of admission. Sibling includes full, step, half, foster and adopted brothers and sisters living at the same address.

5) Children who suffer from some medical condition or disability, which makes it, better for them to attend that school rather than another. Places will only be offered under this criterion if the child has a certified medical condition with strong professional supporting evidence confirming that existing exceptional problems with the child's health would be seriously exacerbated if a place were not made at the Chorley New Road. Parents applying under this criterion must provide a letter from the child's GP or Consultant setting out the reasons why the academy is the most suitable school and details of the child's medical condition. **Medical evidence must be submitted by 15 January 2023.** Evidence received after this date will not be taken into consideration.

6) Proximity (Where you live) – Children who live nearest the academy (geographical proximity). Under this category the remaining places will be offered to children who live nearest the preferred school. The distance will be measured in a straight-line using route finder a computerized mapping system which measures from the centre of the home property and designated main entrance to the school.

If any categories are oversubscribed, then geographical proximity (as set out in category 6 above) will be used as a tiebreaker. If the proximity value is equal, then random allocation will be used as a tiebreaker.

### **Tiebreaker**

If category 2 or 3 are oversubscribed geographical proximity as set out in category 6 will be used as the tiebreaker to decide between the remaining cases. If after measuring distances, it is still not possible to decide on the child(ren) to offered admission (for example two children living in the same block of flats or in the same house) a system of random draw will determine which of the children can be offered a place. The draw will take place at the Trust's offices and the name(s) will be drawn by a Trust officer who is independent of the admissions process.

Where a single place remains at the academy and the application being considered is for twins etc., the Trust will allocate above the admission number to accommodate each child.

## **HOW TO APPLY**

For applications in the normal admissions round you should use the application form provided by your home local authority (regardless of which local authority the schools are in). You can use this form to express your preference for a minimum of 3 state-funded schools, in rank order. You will receive an offer for a school place directly from your local authority.

## **REQUESTS FOR ADMISSION OUTSIDE THE NORMAL AGE GROUP**

Parents are entitled to request a place for their child outside of their normal age group.

Requests should be completed by writing a letter to the Headteacher, including the name and date of birth of the child, requested date of entry and reasons for requesting admission outside the normal age group. The letter should be sent at the same time as the admission form is completed. Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of each case and in the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

- Parents' views
- Information about the child's academic, social and emotional development

## **WHERE RELEVANT, THEIR MEDICAL HISTORY AND THE VIEWS OF A MEDICAL PROFESSIONAL**

- Whether they have previously been educated out of their normal age group

- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely
- The headteacher's views

Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round. They will be considered on the basis of the admission arrangements laid out in this policy, including the oversubscription criteria. Applications will not be treated as a lower priority if parents have made a request for a child to be admitted outside the normal age group.

Parents will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents do not have a right to appeal if they are offered a place at the school but it is not in their preferred age group.

## IN-YEAR ADMISSIONS

You can apply for a place for your child at any time outside the normal admissions round. As is the case in the normal admissions round, all children whose EHC plan names the school will be admitted.

Likewise, if there are spaces available in the year group you are applying for, your child will always be offered a place.

If there are no spaces available at the time of your application, your child's name will be added to a waiting list for the relevant year group. When a space becomes available it will be filled by one of the pupils on the waiting list in accordance with the oversubscription criteria listed in this policy. Priority will not be given to children on the basis that they have been on the waiting list the longest.

Application forms can be requested from the school office and for in-year admissions should be sent to the following address:

Admissions, Chorley New Road Primary Academy, Chorley New Road, Bolton, BL6 6EW

## NOTES

- (i) The medical, social and welfare criterion will consider issues relevant to the child and/or the family. This category may include children without a statement who have special needs.
- (ii) All children whose education health care plan (EHCP) naming the school must be admitted.
- (iii) Brothers and sisters includes step children, half brothers and sisters, fostered and adopted children living with the same family at the same address.
- (iv) The distance criterion which will be used as the tie breaker if there is oversubscription within any of the admission criteria is a straight line (radial) measure. If Governors are unable to distinguish between applicants using the published criteria (eg twins or same block of flats) places will be offered via a random draw.
- (v) The distance measure is a straight line (radial) measure centre of building to centre of building.
- (vi) A child's permanent address is the one where he/she normally lives and sleeps and goes to school from. Proof of residence may be requested at any time throughout the admission process, (including after a child has accessed a school place).
- (vii) Our Waiting List is compiled in accordance with our Admissions Criteria. Parents of children who are not admitted can request to have their names placed on the waiting list. Late applications for the school will be slotted into the order according to the extent to which they meet the criteria. This waiting list will operate for the whole of the autumn term and end on 31<sup>st</sup> December.
- (viii) Children will not normally be able to start school other than at the beginning of the term unless they have moved into the area or there are exceptional circumstances.
- (ix) Applications for school places which are received late will not necessarily be dealt with at the same time as those received by the set deadline. The reasons for a late application may be requested and where these are not exceptional the relevant admission criteria will be initially applied to all others received on time. The late application will be dealt with after this process.

- (x) Where a child lives with one parent for part of the week and another for the rest of the week only one address will be accepted for a school admission application. This will normally be the one where the child wakes up for the majority of school days (Monday to Friday). Proof of residence may be requested at any time throughout the admissions process.
- (xi) The highest priority must be given to looked after children and children who were looked after, but ceased to be so because they were adopted 1 (or became subject to a residence order 2 or special guardianship order 3). Further references to previously looked after children in the Code means children who were adopted (or subject to residence orders or special guardianship orders) immediately following having been looked after.

## ADMISSION TO NURSERY

The school has a Nursery Class, which can accommodate 15 children per session (ie. Morning).

Parents/guardians may apply for a Nursery placement at any time by completing an application form and returning it to the school.

Children are eligible to be considered for a Nursery Placement from the beginning of the term after attaining their third birthday (for this purpose, term start dates are taken to be 1st September, 1st January and 1st April each year).

Proof of the child's date of birth is required (eg. birth certificate, medical card).

On receipt of the above documentation the child's name will be placed on the waiting list and parents/guardians will be notified if and when a place becomes available.

Nursery places are offered on an age-order basis only, ie. the oldest children are given precedence.

Admission to Nursery does not guarantee a place in the main school, as these places are allocated in accordance with the School's Admission Policy. A separate application must be made for Nursery children who wish to be admitted to the Reception Year.

It is not assumed that children who attend Nursery will wish to be considered for a placement in the school's Reception Class.

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<sup>1</sup> Under the terms of the Adoption and Children Act 2002. See section 46 (adoption orders).

<sup>2</sup> Under the terms of the Children Act 1989. See section 8 which defines a 'residence order' as an order settling the arrangements to be made as to the person with whom the child is to live.

<sup>3</sup> See section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).