



FIR TREE PRIMARY SCHOOL & NURSERY

Admissions Policy 2018/2019

DATE APPROVED: May 2017

DATE FOR REVIEW: May 2018

A handwritten signature in black ink, appearing to read "S. H. Way". The signature is written in a cursive style and is positioned above the "SIGNED:" text.

SIGNED:

On behalf of the Governing Body

Fir Tree Primary School and Nursery

ADMISSION POLICY FOR 2018-2019

ADMISSION ARRANGEMENTS FOR 2018-2019

The objective of the admission policy is to provide policy and implementation procedures for admissions which are clear, unambiguous and fair. The policy must also ensure that the Governing Body, as the admission authority for Fir Tree Primary School and Nursery, meets its statutory responsibilities in respect of arrangements for the admission of pupils to the school.

Fir Tree Primary School and Nursery is part of The Newbury Academy Trust; as such, the school is also required to comply with the DfE's School Admissions Code and the law relating to admissions.

ADMISSIONS TO THE NURSERY

An admission to the nursery is subject to separate arrangements than those for the rest of the school. The responsibility for applying admissions arrangements to the Nursery at Fir Tree rests with the governing body. Attendance at Fir Tree Nursery does not guarantee a place in our Reception class. A separate application for this must be made to the local authority.

The Nursery at Fir Tree Primary School operates half day sessions of 3 hours and children will be offered a place in either a morning or afternoon session at the discretion of the headteacher. Where numbers allow, both sessions will operate, but the school reserves the right to run only one.

Children are admitted to the Nursery at the beginning of any term after their third birthday. Applications can be made at any time to the Headteacher. Where there are more applicants than places, the oversubscription criteria below will be used for the nursery as for the rest of the school.

Your child may be eligible for 30 hours of child care. An application for this is made to the HMRC via Childcare Choices at: <https://www.childcarechoices.gov.uk> . Fir Tree will only be offering 15 hours, but those who are eligible are able to split their funding between two providers.

ADMISSIONS TO THE RECEPTION YEAR

Normal admission point

In September 2018 (Autumn Term) Fir Tree will be admitting pupils at a single point of entry for a child whose 5th birthday falls between 1 September 2018 and 31 August 2019.

Admission numbers

The approved admission number for the Reception Year is 30.

Co-ordinated and in-year admission scheme

In common with other local authorities, West Berkshire operates a Co-ordinated Admissions Scheme: all applicants to Fir Tree Primary School (other than for the Nursery) should complete the Local Authority Application Form in the area where they live (their 'home' Authority, typically West Berkshire) and return it to that Local Authority by the nation-wide closing date. Any application form sent erroneously directly to Fir Tree School will be forwarded to the applicant's home Authority until the closing date. Late applications will be managed as explained below.

Further details of the Co-ordinated Admission Scheme are available on each local authority's website and in their published Guides to Primary Admissions. Please note that West Berkshire endeavours to offer families their preferred choice however, where the child does not meet the admission policy for this school, they will be assessed against the second and then third choice on their application.

Pupils in Years R to 6 will be admitted without reference to ability or aptitude.

OVERSUBSCRIPTION CRITERIA

When Fir Tree Primary School is oversubscribed, places are allocated by the local authority according to the over-subscription criteria of the school as outlined below.

A. Looked After Children and children who were looked after, but ceased to be so because they were adopted or became subject to a residence order or special guardianship order immediately following having been looked after.

B. Catchment Area Pupils

Children whose permanent home address is in the school's designated catchment area (as shown on the map on West Berkshire local authority's website at www.westberks.gov.uk/primaryadmissions). Where necessary, priority will be given to siblings living in the catchment area. The home address is taken to be the permanent address at the closing date for applications in the normal admissions round. Where parental responsibilities are equally shared, the home address will normally be considered to be with the parent/carer with whom the child spends the majority of time and nights Monday to Friday; this will normally be expected to be with the parent/carer that receives the pupil's Child Benefit, where this benefit is still available.

It is the child's normal permanent home address where he or she lives with his or her parents/carers that is used to decide in which school's catchment area the child lives. Temporary addresses cannot be used to obtain school places, e.g. temporary addresses whilst retaining a previous permanent home will not be accepted. If parents/carers plan to move, documentary evidence will be required, such as proof of exchange of contracts or a tenancy agreement to confirm residence at the time of admission. Normally if such evidence is received for a primary place before allocation processes begin, during a normal admissions round, the new address will be accepted for the forthcoming allocation. Confirmation received after these dates will not normally be taken into account until immediately after allocation dates and waiting lists adjusted accordingly. At all other times changes of address will be considered immediately on receipt of evidence. Any child offered a school place based on

fraudulent or intentionally misleading information concerning a catchment area permanent home address will have their place withdrawn and a new application will be required, by which time preferred schools may be full. This may also occur after the child has been admitted to a school.

Criteria C to E apply to children whose permanent home address is not within the Fir Tree Primary School's catchment area
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C. Siblings

Pupils with a brother or sister including step/foster sibling and children of the parent/carer's partner living in the same family unit.

Preference will be given to a sibling of a pupil who is already on roll at Fir Tree Primary School and will continue to attend compulsory education at the school during the following academic year.

D. Children of members of staff of the Newbury Academy Trust (Trinity School, Fir Tree School, Speenhamland School)

The children of members of staff working for the Newbury Academy Trust where that member of staff is the legal parent or guardian of that child and where that member of staff has a permanent contract and has been employed within the Trust for two or more years at the time of application for the place.

E. All other applicants.

TIE BREAKER

Priority will be given within any of the above over-subscription criteria to the applicant whose permanent home address is nearest to the school. Distances will be measured using the West Berkshire Admissions Geographical Information System taking a straight line between the home address and the school using the unique property identification points within the National Land and Property Gazetteer (NLPG).

In the case of multiple births, the parents/carers will be approached to decide which sibling or siblings will receive the available places.

WAITING LISTS

Fir Tree Primary School will maintain a waiting list for entry to the Nursery. The class teacher will contact parents/carers to arrange pre-start visits in more detail at the appropriate time.

Waiting list for a Reception place will remain until 1 September when parents will be asked to confirm in writing their wish to be placed on a newly constructed waiting list. Names will be removed from the lists if requested or if the offer of a place that becomes available is not accepted. Positions on waiting lists may change due to new applications or revised applications in respect of a change of preferred schools, and precedence is given to looked-after children and previously looked-after children.

LATE APPLICATIONS

Late applications will be considered as detailed in the co-ordinated and in-year admissions scheme (see the co-ordinated scheme noted in above).

IN-YEAR APPLICATIONS (AFTER THE NORMAL ADMISSIONS ROUND)

Applications other than those for the Reception year outside the normal admission round should be made to the local authority. All applicants (other than for the Nursery) should complete the Local Authority Application Form in the area where they live and return it. The local authority will then contact the school and inform them of the application and parent or carers will be invited to meet with the headteacher or member of the leadership team for a tour. The application process will then be completed and your child will be offered a place at our school.

ADMISSION OUTSIDE NORMAL AGE GROUP

Requests from parents for school places outside a normal age group will be considered carefully whether for gifted and talented pupils or for those who have experienced problems, e.g. having missed education due to ill health, etc. Each case will be considered on its own merits and circumstances. However, cases will not normally be agreed without a consensus that to do so would be in the pupil's interests. The consensus would be between the parents, schools concerned (both old and preferred) and any relevant professionals asked for their opinion on the case by the local authority or Fir Tree Primary School. Those refused places outside the normal age group will be informed of their statutory right of appeal.

APPEALS

Any parent not offered a school place at their preferred school has the right of appeal to an independent appeals panel set up for the West Berkshire local authority. An appeal can be for a place at one or more of your preferred schools and against an alternative school place that has been allocated by this Council. Information on how to appeal will be provided with the result of the application. Appeals must be lodged by the dates set out in the co-ordinated and in-year admissions scheme for the normal admissions round or within 21 days from the date of the offer or refusal letter.