

The Valley Primary School

School Drive, Oakamoor, Staffordshire. ST10 3DQ. Tel: 01538 702355. e-mail: office@valley.staffs.sch.uk



The Valley Primary School Admissions Policy 2018

The Valley Primary School welcomes children. The Trustees of the school are committed to developing an inclusive school that reflects the diversity of the local community.

The Trust Board is responsible for the admission of pupils to the school and admits 9 pupils to the reception class each September. This admission limit has been agreed between the Trust Board and the Local Authority and applies to the academic year 2018.

Primary School Admissions

1. Full-time places in reception classes will be available in September of the academic year within which the child becomes five.
2. Although parents have the right to express a preference for the Primary School they wish their child to attend, there is no guarantee of a place at their preferred school.
3. If applications exceed places, the school's oversubscription criteria will apply.
4. Primary admissions are administered through a Coordinated Admissions Scheme processed centrally by the local authority, and each pupil will receive one offer of a place at a Staffordshire School.

Oversubscription Criteria for Primary Admissions

If the number of applications for admission to The Valley Primary School exceeds the school's Published Admission Number (PAN: 9) the places are allocated in order of priority using the following criteria:

1. Children in Care and children who ceased to be in care because they were adopted (or became subject to a residence order or special guardianship order).
2. Children who attend The Valley Primary School Nursery for at least one day per week for at least one term.
3. Children of a member of staff who has been employed at the school for two or more years at the time at which the application for admission to the school is made, and or, the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
4.) Children who satisfy both of the following tests:

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Test 1: the child is distinguished from the great majority of other applicants either on their own medical grounds or by other exceptional circumstances.

Medical grounds must be supported by a medical report (obtained by the applicant and provided at the point of application). This report must clearly justify, for health reasons only, why it is better for the child's health to attend The Valley rather than any other school.

Exceptional circumstances must relate to The Valley Primary School and the individual child, i.e. the circumstances of the child, not the economic or social circumstances of the parent/carer. They should be supported by a professional report (obtained by the applicant and provided at the point of application), e.g. social worker. This report must clearly justify why it is better for the child to attend The Valley rather than any other school.

Test 2: the child would suffer hardship if they were unable to attend The Valley Primary School.

Hardship means severe suffering of any kind, not merely difficulty or inconvenience, which is likely to be experienced as a result of the child attending a different school. Applicants must provide detailed information about both the type and severity of any likely hardship at the time of application.

5. Children who have an elder sibling in attendance at The Valley Primary School and who will still be attending the school at the proposed admission date; (For admission purposes, a brother or sister is a child who lives at the same address and either: have one or both natural parents in common; are related by a parents marriage; are adopted or fostered by a common parent or are unrelated children who live at the same address, whose parents live as partners.)
6. Children living within the catchment area of The Valley Primary School.
7. Other children arranged in order of priority according to how near their home addresses are to the main gate of the school, determined by a straight-line measurement as calculated by the Local Authority's Geographical Information System.
8. Pupils whose statutory statement of special need or Education, Health and Care Plan names the school must be admitted.
9. Children who have not been offered a place in a sister school of The Moorlands Primary Federation.

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Appeals

Any prospective parent whose child is refused admission to the school has the right to appeal against that decision. The appeals will be heard by an independent panel and the final decision of the panel is binding on all parties.

Waiting lists

Where applications are refused a child's name will automatically be placed on a waiting list which will be kept in admission criteria order. If any places subsequently become available at the school, places will be allocated off the waiting list. The waiting lists will be kept until the end of the Autumn Term of the year of admission.

The Children and Lifelong Learning Directorate operates additional waiting lists for Key Stage 1 classes in cases where applications from catchment area pupils have been refused because of the Class Size Initiative. If any places subsequently become available at the school children on the waiting list will be given priority in accordance with the published oversubscription criteria.

Inclusion on a school's waiting list does not mean that a place will eventually become available at the preferred school.

A child's position on a waiting list is not fixed and is subject to change during the year i.e. they can go up or down the list.

Late Applications

Application forms received after the closing date will be considered alongside those applicants who applied on time wherever possible. Where it is not possible because places have already been allocated then late applicants will be considered only after those applicants who applied by the published closing date.

A late application does not affect the right of appeal or the right to be placed on a school's waiting list.

Repeat Applications

It is not the Trustees' policy to consider repeat applications in the same academic year unless there have been significant and material changes in the circumstances of the applicant.

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Admission Outside of the Normal Age Group

Parents may seek to apply for their child's admission to school outside of their normal age group, for example if the child is exceptionally gifted and talented or has experienced problems such as ill health. In addition, the parents of summer born children may choose not to send their child to school until the September following their fifth birthday and may request that they are admitted outside of their normal age group to Reception rather than Year 1.

These parents will need to make an application alongside children applying at the normal age which should explain why it is in the child's best interest to be admitted outside of their normal age which may include information such as professional evidence as to why this is the case and why an exception should be made in the case of the child. A decision as to whether this is an appropriate course of action will be made by the Trust Board who will take into account the circumstances of the case and views of the Executive Principal. Parents do not have the right to insist that their child is admitted to a particular year group.

Deferred Entry

Parents may request that their child be admitted to Reception Class on a part-time basis, or that their child be admitted to school later in the same academic year until the child reaches compulsory school age (i.e. beginning of the term after the child's fifth birthday). A place will be held for the child in Reception and will not be available to be offered to any other child within the same academic year in which it has been offered. Parents must visit school and make such as request to the Executive Principal who must agree that deferred entry is acceptable.

Notes

In a very small number of cases it may not be possible to decide between applicants for a place. If there is no other way of separating the application according to the admission criteria and to admit both or all of the children would cause the legal limit to be exceeded, the local authority on behalf of the governing body will randomly select the child to be offered the place by drawing lots.

Relevant children in care means children who are in the care of a local authority in accordance with the Children Act 2004 and who are looked after at the time an application is made and (b) in relation to whom the local authority has confirmed that the children will still be looked after at the time when the child will be admitted to school.

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Timetable for Primary Admissions

The deadline for application forms to be received will be: January 15th 2018

Letters to parents notifying them of the outcome of their application will be posted during the week

Commencing:

Date of approval: 18th Oct 2017

Signature: (Chair of Trust Board)

Date of next review: Summer Term 2018