



## **Tyndale Primary School**

### **Admission Arrangements 2020**

**School's Published Admission Number: 30**

**Date agreed by Governors:**

**Date of next review: June 2019**

Tyndale Primary School is an academy within The Greenshaw Learning Trust and the Greenshaw Learning Trust is the admissions authority for the school.

The admissions process is administered by the school in accordance with these Admissions Arrangements, in accordance with and pursuant to the Admissions Policy of the Greenshaw Learning Trust.

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##### **1 Admissions for entry to Reception, September 2020**

Tyndale Primary School has a Published Admission Number of 30 for entry into Reception in September 2020. Parents must submit their Common Application Form stating their preferred schools to their Home Local Authority no later than 15 January 2020.

Parents/carers may request for their child to be held back a school year (to start school in the September after their fifth birthday) if the following both apply;

- they were born in the summer (1 April to 31 August)

- you don't think they're ready to start in the September after they turn 4.

To request a delayed admission, parents/carers must apply for a place during the standard application process timeline for their child's chronological age group, stating their reasons for requesting deferred entry to the following year. This can be done by contacting the Admissions and Transport Team. The Greenshaw Learning Trust, as the admission authority for the school, will make the final decision in consultation with the head teacher.

### **1.1 SEN/EHCP**

Children with an Education Health Care Plan (EHCP) that name the school will be allocated a place before other applicants are considered.

In this way, the number of places offered, as set out below will be reduced by the number of children with an EHCP that named the school.

### **1.2 Oversubscription**

#### **1.21 Priority One: Children in public care or Children previously in public care**

Children in public care are those who are in the care of a local authority or being provided with accommodation by a local authority in the exercise of their social services functions (as defined in Section 22 of the Children Act 1989) at the time of making an application to a school. In South Gloucestershire, these children are referred to as children in public care. Children previously in public care are those who were looked after, but ceased to be so because they were adopted (or became subject to a residence order<sup>2</sup> or special guardianship order).

Documentation will need to be provided to South Gloucestershire Council as proof of care status.

1 Under the terms of the Adoption Act 1976 and the Adoption and Children's Act 2002. 2 Under the terms of the Children Act 1989 and the Children and Families Act 2014. 3 Section 14A of the Children Act 1989.

#### **1.22 Priority Two: Local Siblings**

**In South Gloucestershire children are defined as local siblings if:**

- Local siblings will be deemed to be those living up to a maximum of two miles from the school by straight line measurement; or,
- where the distance is over two miles but the school is still the nearest school; AND
- they are full or half brother or sister; or
- they are adoptive brother or sister; or
- they are children of the same household; AND
- the older sibling is already in attendance at the preferred school and will be in attendance in September 2020 (statutory school age only).

**Please note that the offer of a place at any particular school does not guarantee an offer of a place for a sibling at a later date.**

### **1.23 Priority Four: Geographical considerations**

Places will be allocated to those children living closest to the school. Distances from home to school are measured in a straight line between the address point of the child's home and a central point within the main school building using the local authority's computerized mapping system.

#### **Home Address**

The home address is considered to be where the child lives most of the time with his or her parent(s) or carer(s). The address of a business, relative, friend, childminder, a temporary address or an address of a house it is intended to move to cannot be accepted. The only exceptions are for children of UK service personnel for whom special arrangements apply. South Gloucestershire Council and The Greenshaw Learning Trust reserves the right to seek documentary evidence to support a claim of residence. Where the child spends time with each parent/carer equally at two different addresses, proof of the arrangements will be required to determine the appropriate address to be used in allocating a school place. In reaching this decision, evidence may be requested to show the address to which any Child Benefit is paid and from which the child is registered with a medical GP. Any other evidence provided by parents/carers will also be considered in reaching a decision on the home address for school admissions purposes.

### **1.25 Tie Break**

Where it does not prove possible to resolve allocations to an oversubscribed school by the application of criteria 1-3, any remaining places will be allocated by drawing lots. Lots will be drawn by a senior officer of The Greenshaw Learning Trust who is independent of the school admissions process.

### **1.3 Late Applications**

On time applicants will be allocated a school place before late applicants. In exceptional circumstances, The Greenshaw Learning Trust will consider the reasons why the application is late before deciding whether or not to consider it along with the on time applications. The same over-subscription criteria are applied to late applications but will be considered after the initial allocation of places.

### **1.4 Notification and Acceptance of Offers**

*Notification of offers will be sent to parents/carers by their Home Local Authority on 16 April 2020. Written acceptance of the offer of a place should be received by the Local Authority by the closing date as determined in the offer letter.*

*An offer found to have been gained fraudulently will be withdrawn.*

## **1.5 Waiting Lists**

If the school is oversubscribed a waiting list will be held for entry to Reception until the December break.

The waiting list will be prioritised according to the school's oversubscription criteria.

Parents wishing to remain on the waiting list after the December break should write to the school by 31<sup>st</sup> December, stating their wish and providing their child's name, date of birth and the name of their current school.

## **2 In Year Admissions**

All other applications for other year groups should be made directly to the school.

Where there are more applicants than places available, waiting lists will operate for each year group according to the oversubscription criteria shown above and without regard to the date the application was received or when a child's name was added to the waiting list.

## **3 Applications for students outside of the normal age group**

Children are educated in school with others of their age group. However, parents may request that their child is exceptionally admitted outside their age group. The School will decide whether or not the individual child's circumstances make this appropriate, taking into account the child's individual needs and abilities and considering which year group these needs can best be met. Such requests will only be agreed in exceptional circumstances.

Teachers are skilled at differentiating the curriculum to meet a diverse range of needs. Before deciding to apply to submit a request, parents should visit the school. The head teacher will be able to explain the provision on offer to children in the year of entry, how it is tailored to meet the needs of all students and how the needs of these students will continue to be met as they move up through the school. They may also be able to allay any concerns the parent may have.

Decisions will be made on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's 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; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

All requests should include recent professional evidence of the child's circumstances which make education outside the age group necessary. Evidence must be of the individual child's need, rather than general factors which relate to a wider group of children born at a similar time.

Parents requesting admission to an age group below the child's actual age should submit an

application for the child's actual age group before the relevant closing date. The request for later admission should accompany the application. This enables the application to be processed and a school place secured in the child's actual age group if the request is refused. Parents will be informed of the outcome of their request prior to offer day.

#### **4 Appeals**

Parents/carers have a statutory right of appeal to an Independent Appeal Panel if a place is not offered.

Parents/carers should bear in mind that the School Standards and Framework Act 1998 limits the circumstances in which an appeal panel can uphold an appeal for the admission of a child to a school, as schools are bound to comply with the duty to limit infant class sizes.

Appeals will be heard by the Independent Appeals Panel established by the Greenshaw Learning Trust to hear the appeal. The Panel will decide whether to uphold or dismiss the appeal. Where a Panel upholds the appeal the school is required to admit the child.

Appeals for entry to Reception in September 2020 must be received by **Thursday 21<sup>st</sup> May 2020**.