



## **Crown Wood Primary School**

### **Admission Arrangements 2020**

**School's Published Admission Number: 90**

**Date agreed by Governors: June 2018**

**Date of next review: June 2019**

Crown Wood 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**

Crown Wood Primary School has a Published Admissions Number of 90 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.

Crown Wood Primary School has a Designated Catchment Area. If parents have any queries a map will be available to view at the school, or by contacting the School Admissions Team at Bracknell Forest Council.

#### **1.1 SEN/EHCP**

Pupils with an Education Health Care Plan (EHCP) that names 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 names the school.

#### **1.2 Oversubscription**

##### **1.21 Priority One: Looked After Children**

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), and for the purposes of these admissions arrangements includes a child who was previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order.

##### **1.22 Priority Two: Medical or Social**

Children who have either medical or social grounds for admission to this school. This evidence must set out the particular reason why attendance at this school rather than at any other, and show that this is the only suitable school to meet their stated needs, why no other local school could meet those needs and what the difficulties would be if the child had to attend any other local school. Applications must be supported by relevant written evidence on letter headed paper from a Doctor, Social Worker or Borough School Attendance Officer, which will be assessed by the governors Admissions Committee against the set criteria. (Refugees and Asylum Seeking children may be included under this criterion, depending on individual circumstances.) Evidence submitted after the closing date will not be considered. Only in exceptional circumstances the Admission Authority may apply discretion to consider evidence submitted after the closing date. It is therefore important that all relevant evidence is

submitted at the time of application. But in any event all relevant evidence must be submitted before the closing date to ensure full consideration.

### **1.23 Priority Three: Children of permanent staff where:**

Where a member of staff has been employed at Crown Wood Primary School for two or more consecutive years; **or**

The member of staff has been recruited to fill a vacant post for which there is a demonstrable skill shortage

In order of the proximity of their home address to Crown Wood Primary School, with the closest having the highest priority.

### **1.24 Priority Four: Siblings**

Children who have siblings at the school, and who will still be attending the school at the time of the child's admission. Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner, and in every case, who is living as part of the same family unit at the same address, Monday to Friday.

### **1.25 Priority Five: Children who live in the designated area of the school**

Children who live in the designated area of the school. Children must be living in the designated area at the closing date of 15 January 2019 to be considered under this criterion. Maps showing the designated area of a school are available to view on the Bracknell Forest website, at the school, at the main Bracknell library or at a council office upon request.

### **1.26 Priority Six: Distance**

The remaining places will be offered on the basis of proximity to the school, measured using direct distance calculations within a computer system. The measurement of each distance is calculated using Pythagoras' Theorem.

Distances are measured using direct distance calculations within a computer system. The way in which this is done is to calculate the distance in metres between the Easting and Northing co-ordinates for each location. The measurement in metres is then multiplied by 0.000621317 to convert this measurement to miles. The same method of calculation is used for each direct distance measured. This can be to three, four or five decimal places where necessary.

The address on the application must be the child's permanent place of residence. It should not be a business, relative or carer/childminder's address. Parents/carers must not use a temporarily rented address to secure a school place for their child. The

address will normally be the parents' address. If the parents do not live together, it should be the parent with whom the child spends the majority of the time. This will normally be the main address held by the primary school and the address of the parent who receives Child Benefit in respect of the child. This should also be the case if there is a formal equal share custody arrangement between the parents.

Where a parent applies for entry into the same year group for more than one child and it is not possible to offer a place to all of them, the names of the children who were unsuccessful will be added to the waiting list in accordance with the published admission criteria, in the same way as for other children.

### **1.28 Tie Break**

If in the event that two or more children live at the same distance from school and it cannot be separated, for example where families live in flats and there are fewer places available, then random allocation will be used to decide which child will be allocated the remaining place(s).

### **1.3 Late Applications**

Application forms received after the closing date will be considered after those that are received on time, unless exceptional circumstances apply. These must comply with the Local Authority's ruling on late applications. If you are unsure whether your circumstances would be regarded as a 'good reason', you can contact your home LA for further advice

### **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 until the December break. The waiting list will be prioritised according to the school's oversubscription criteria.

## **2 In-Year Admissions**

Applications for a place at Crown Wood Primary School should be made using an In-Year Application Form available from the School Admissions Team at Bracknell Forest Council.

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.

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.

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