



# Devonshire Primary Academy Admissions Policy



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Person responsible for policy: Mrs D. Nixon

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Devonshire Primary School is an Academy and the Governing Body is the admissions authority. The Governing Body has determined to operate admissions on the same basis as that used by the Local Authority.

Devonshire Primary Academy operates within an equal preference scheme and welcomes all children.

**The planned admission number for 2021 - 22 is 60.**

### **Application Procedures**

Applications should be made online at: [www.blackpool.gov.uk/schooladmissions](http://www.blackpool.gov.uk/schooladmissions). The system for on-line applications goes live on 02.09.20. Devonshire Academy will make available facilities for parents to apply online in school if they wish. Alternatively, applications can be made on a paper application form which is available from all Blackpool schools or the school admissions team.

Applications should be received at school admissions before 15<sup>th</sup> January 2021.

All places will be offered by the Local Authority's School Admissions Team on behalf of the Governing Body, within the primary co-ordinated admissions scheme operational in the Local Authority's area.

**Parents/Guardians will be informed of places on National offer day, which this year is 16<sup>th</sup> April 2021.**

You must apply to the authority where you live. If you are unsure, for example if you live near council boundaries, it is whichever Local Authority you pay your council tax to. You can apply for a primary school in any area, but you must apply to your home authority. If you live outside the Blackpool area, please contact your home authority to request an application.

A Lancashire County Council application can be requested by ringing the Pupil Access Team on 01524 581112 or writing to the Area Education Office (North), PO Box 606, White Cross Education Centre, Quarry Road, Lancaster LA1 3SQ. Online application via website.

### **Co-ordinated Admission Arrangements**

In accordance with the Education (Co-ordination of Admission Arrangements) Regulations 2006, Blackpool's Co-ordinated Scheme for Primary Schools allows for an inter-Blackpool co-ordinated approach, which is also fully co-ordinated with Lancashire County Council.

## **Infant Class Size**

The Education (Infant Class Sizes) (England) Regulations 1998 (SI 1998/1973) as amended by SI 2006/3409 prescribed that infant classes must not contain more than 30 pupils with a single qualified teacher. (The School Admissions (Infant Class Sizes) (England) Regulations 2012 – introduces certain exceptions relating to children of multiple births and children of UK service personnel).

## **Multiple Births**

Where there are twins or triplets wanting admission and there is only a single place left within the admission number, then the governing body will exercise as much flexibility as possible within the requirements of infant class sizes. In exceptional circumstances we are now able to offer places for both twins and all triplets even when this means breaching infant class size limits. This may also apply to children who are siblings within the same year group.

## **Deferred Entry**

Primary admission may be deferred by up to two school terms. Where parents/carers wish to defer entry this must be agreed with the school. Where deferred arrangements are agreed, school places will be reserved.

If a child has a fifth birthday during the summer term and parents/carers wish to defer entry until the September, they can opt to miss the reception year. School places cannot be reserved in these circumstances and parents/carers would have to apply for a Year 1 place during the summer term.

## **Admission to Nursery Classes**

This policy does **not** apply to children being admitted to Devonshire Primary Academy Nursery. A separate admission arrangement is published for entry to the Pre-School.

**Attendance at Devonshire Primary Academy Pre-School does not guarantee admission to the school for primary education. Likewise, we cannot insist that children attend a co-located pre-school class in order to guarantee admission to the school for primary education.**

## **Oversubscription Criteria**

If your child has an Education Health and Care Plan or Statement of Special Educational Needs that names Devonshire Primary Academy, then the school must give your child a place. If you apply for a place in the middle of the school year, the school must give your child a place straightaway, even if classes are full.

In the event of the school being oversubscribed the Governing Body's criterion gives priority to the following children:

**1 Looked After Children\*** as required by the Education and Inspections Act 2006 and the Education (Admission of Looked After Children) (England) Regulations 2006.

\*A Looked After Child is a child in the care of the Local Authority or provided with accommodation by the Authority (as defined in Section 22 of the Children's Act 1989) at the time of application and allocation. This definition has been extended to include adopted children who were previously in the care of the local education authority or provided with accommodation by that authority as defined in Section 22 of the Children Act 1989.

**2 Medical Conditions** Priority will be given when a child or their parent/carer has a serious medical condition. Supporting evidence will be required and this must set out the particular reasons and the level of risk to the child or family's health as to why **this** school is the most suitable school and the difficulties that would arise if the child had to attend an alternative school.

If you are applying on-line, you must send the supporting document(s) to the School Admissions Team with your child's name and date of birth clearly stated.

**3 Social or Welfare Reasons for Admission** Where there are exceptional sensitive individual and compelling family circumstances, which are directly relevant to Devonshire Primary Academy these may also be considered at the time of application.

Requests for consideration within this criterion will require appropriate professional reports e.g. from a social worker, police officer or educational psychologist. The report must demonstrate exact reasons and the impact on the child or family's circumstances as to why this is the only suitable school compared to other schools available. Only exceptional reasons directly relevant to this school will be considered. The higher priority of social or welfare reason will be given to the child for the preferred school only if the submitted report unequivocally proves the circumstances and why an alternative school is unsuitable.

**If supporting evidence is not provided, it will not be possible to consider the application under the social and welfare criterion.**

All information which is submitted will be considered as being confidential.

**4 Siblings** Priority is given to children who have siblings attending Devonshire Primary Academy at the time of application and who will be attending at the time of admission. This includes full brothers and sisters who may not live at the same address. Stepchildren or foster children who live at the same address are also classed as siblings.

You must give full details of all siblings in the application.

**5 Distance** The address you state on your application must be the current one at the time of

application. If your address changes after you have submitted your application, you should notify the School Admissions Team immediately.

*The distance between the applicant's home (including flats) and school is taken as a straight line between the Local Land and Property Gazetteer (LLPG) address point of the applicant's **home** and of **the school site**. The LLPG is a point within the boundary of the property and is usually located at its centre.*

Distances are measured using the Council's Geographic Information System.

If the Local Authority is unable to determine eligibility on distance, i.e. two or more addresses are equal distance from the school, a random allocation will be carried out. In the event of a random allocation, someone independent of the Children's Services

Department and of the school would supervise the process, and parents would be invited to attend.

NB. The shortest safe walking route continues to be a consideration for assisted transport purposes.

Where there are more preferences than there are places available, the Governing Body employs its oversubscription criteria to objectively determine which children should be offered a place at Devonshire Primary Academy.

In the event of the admission number being reached within any one of the oversubscription criteria in the order listed, the distance criteria will be used as a 'tie breaker'.

### **Late Applications**

Applications received after the published closing date will be treated as late applications.

Only in exceptional circumstances, and where appropriate evidence is provided, will those applications received after the closing date (but before offers of places have been made) be considered concurrently with those applications received on time.

The circumstances which might justify a late application include, but are not restricted to, the illness of a single parent/carer which might have reasonably impinged upon their ability to submit an application on time or where a family has just moved into the area.

### **Change of Preference**

Once you have submitted your preferences, you may only request a change if there is a significant reason for doing so, for example, if you move address.

**You will be unable to access the on-line system after the closing date.** Any requests for a change of preference should be made in writing, but evidence must be provided to demonstrate the reasons for your changes.

Parents requesting a place at this school, either because they are new to Blackpool, or because they are wishing to transfer from another Blackpool Primary School will be required to complete a common application form, allowing them to express up to three preferences. The admission of all

students to Blackpool schools will be co-ordinated by the School Admissions Team.

Any application for a school place received after the start of the academic year will be treated as a non-routine admission. Applications received during the course of the year require parents to send information to the Admissions Team at Blackpool Children Services Department. This application for a non-routine admission will then be considered in the context of available school places.

## **In Year Admissions and First Day Protocol**

### **1<sup>st</sup> Day of Term Protocol**

The Education Act 1996 allows admission authorities to limit in-year transfers to the start of the following school term.

This means that where there are available places, and the transfer is agreed, this will usually be from the start of the next school term.

**Your child must continue to attend the place at their current school or academy until the agreed transfer date.**

### **Changing School or Academy**

**All parents and carers are strongly advised to consider whether any change of school or academy is really necessary.**

National research has shown that children who move during either primary or secondary education do less well in examinations.

Around 62% of children who did not move got 5 x GCSEs (A\* - C grades). This figure was around 44% for children who moved just once during the previous 4 years.

This decline in attainment tends to increase every time a child changes school or academy.

**Parents and carers should therefore seriously consider whether a transfer is the best option for their child's education** (as opposed to just being more convenient). This is especially the case for children who have started their examination options.

Parents should not be pressured to move because of disciplinary or attendance issues – and often transfers in these circumstances will not resolve the underlying issues. Similarly, where bullying is given as a reason the details will be verified with the child's current school or academy.

### **Blackpool School and Academy Transfers**

Blackpool schools and academies have the in-year transfer form which parents must complete to request a move. The form is also available from Blackpool's Admissions Team (who can also confirm place availability within the area).

If there are available places in the required year groups, these generally will be offered; if not parents have the right to an admission appeal.

### **Exceptions to the 1<sup>st</sup> of Term Protocol**

The protocol does not apply to new to area families where the child / children do not already have places. It does not apply to children returning from Blackpool's Pupil Referral Unit (Educational Diversity) to mainstream.

Exceptions for earlier transfers must be agreed between schools and academies. These are admission authority decisions.

### **Looked After Children (LAC)**

Transfers for LAC (those in the care of Blackpool Council) are generally discouraged.

LAC in the care of Blackpool Council must always have agreement by the Director of Children's Services for any in-year school / academy transfer. This does not apply to placements into Educational Diversity or from Educational Diversity returning to mainstream.

### **Elective Home Education (EHE)**

Parents are strongly advised to contact the Admissions Team about the responsibilities which will be placed upon them should they decide to home educate. EHE advice is available – telephone 01253 476712 or 476443.

Where a return from EHE is requested within two school terms the child will usually return to his / her former school or academy. Parents and carers can then look at transfer options within the first of term protocol.

### **Blackpool School Admissions Team**

#### **(Contact Details; In-Year Admissions)**

Telephone 01253 476637 or 476833 – E-mail [schoolaccess@blackpool.gov.uk](mailto:schoolaccess@blackpool.gov.uk)

### **Fraudulent Applications**

If it is found that a child has been allocated a place due to misleading information having been provided, for example an incorrect address, then the offer of a place may be withdrawn and the offer of an alternative school will be made by the Local Authority.

### **Waiting Lists**

Waiting lists will be set up in the week following the letters being sent to parents. As places become available, the child highest on the waiting list will be offered the place. This is not dependent on whether an appeal has been submitted.

The School Admissions Team will maintain the Waiting List, on behalf of the Academy, until the end of the Autumn Term

### **Appeal Arrangements**

All appeals will be co-ordinated by Blackpool Children's Services Department.

Where the Governing Body is unable to offer a place because the school is oversubscribed, parents have the right of appeal to an independent admission appeal panel, set up under the School Standards and Framework Act, 1998 as amended by the Education Act 2002.

Parents should notify Blackpool Children's Services Department as soon as possible after receiving the letter refusing a place, if they want to appeal. Parents will have the opportunity to submit their case to the panel in writing and also to attend in order to present their case. You will receive 10 school days' notice of the place and time of the hearing.

### **Birth Certificates**

The Academy require a copy of your child's birth certificate prior to admission to the school. The absence of a birth certificate could delay your child's admission date.