



# Devonshire Primary Academy Admissions Policy 23-24



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Person responsible for policy: Attendance Officer /  
Deputy Headteacher

## Devonshire Primary Academy Admissions Policy

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

*For Preschool Admission information, see Appendix 1 at the end of this document.*

Devonshire Primary Academy is an academy and its Governing Body is the admissions authority. The Governing Body has agreed to operate admissions on the same basis as that used by the Local Authority (Blackpool).

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

**The planned admission number for 2023/24 is 60.**

### **Application Procedures**

Applications must be made using the Common Application Form, which will be made available by the Local Authority's (LA) School Admissions Team. Applications can also be made online via the LA's website: [www.blackpool.gov.uk/schooladmissions](http://www.blackpool.gov.uk/schooladmissions) or paper copies can be requested from the LA's School Admissions Team from **1<sup>st</sup> September 2022**. Contact details for the LA's School Admissions Team can be found on Page 7 of this policy.

Applications must be made direct to the LA no later than **15<sup>th</sup> January 2023**.

All places will be offered by the LA's School Admissions Team on behalf of the Governing Body, within the primary co-ordinated admissions scheme operational in the Local Authority's area. The offer date for a September 2023 start is **16<sup>th</sup> April 2023**.

You must apply to the authority where you live. If you are unsure, for example if you live near council boundaries, it is whichever LA 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 581134 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, or 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.

### **Oversubscription Criteria**

If your child has an Education Health and Care Plan (EHCP) or Statement of Special Educational Needs that names Devonshire Primary Academy, 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 Our Children/Looked After Children (LAC).** \* - this is required by the Education and Inspections Act 2006 and the Education (Admission of Looked After Children) (England) Regulations 2006 **and Our Children/Looked After Children from Abroad (IAPLAC)\*\*** – this is required by the May 2021 School Admissions Code.

\*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.

\*\*A Looked After Child from Abroad is a child in state care outside of England or who ceased to be in state care as a result of being adopted.

**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 online, 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 LA 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 Devonshire Primary Academy, either because they are new to the area, or because they are wishing to transfer from another local 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.

**Once a place has been awarded, whether that be at the start of the academic year, or mid-year, parents must produce their child's original birth certificate in order for the child to be able to be placed on role at the Academy.**

### **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 LA.

### **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. Parents will receive 10 school days' notice of the place and time of the hearing.

### **Our Children (previously known as Looked After Children (LAC))**

Transfers for Our Children are generally discouraged.

Our Children 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 LA's School 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 their former school/academy. Parents and carers can then look at transfer options within the first of term protocol.

### **Changing School/Academy**

All parents and carers are strongly advised to consider whether any change of school/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. 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/academy.

## **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/academy until the agreed transfer date.*

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

The protocol does not apply to new to area families where the child(ren) do not already have places. It also 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.

### **Blackpool School/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 the LA's School 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.

### **Blackpool (LA) School Admissions Team**

01253 476474 / 476637 / [schoolaccess@blackpool.gov.uk](mailto:schoolaccess@blackpool.gov.uk) for ROUTINE ADMISSIONS  
01253 476446 / 476833 / [schoolaccess@blackpool.gov.uk](mailto:schoolaccess@blackpool.gov.uk) for NON-ROUTINE ADMISSIONS  
01253 476713 / 476721 / [electivehomeeducation@blackpool.gov.uk](mailto:electivehomeeducation@blackpool.gov.uk) for ELECTIVE HOME EDUCATION

### **Further Documentation**

*Ctrl and Click on the heading to view the document below.*

[DfE School Admissions Code](#)

## Appendix 1

### Admission to Devonshire Preschool

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

*Attendance in the Pre-School does not guarantee a place in the Primary Academy.*

### **Introduction**

Devonshire Preschool provides care for children that are three years of age. The PAN is 52, though this total may be made up of AM/ Full Time/ PM sessions.

In the first instance, children are admitted to Preschool at the start of the academic year, one year before the child reaches statutory school age. In some cases, places are available for longer and a child may be offered a place from the term after which they have their third birthday.

Children attending Preschool are expected to complete at least three terms, unless there are exceptional circumstances.

### **15 / 30 Free Hours Childcare**

#### 15 Hours

Parents/carers of those attending Devonshire Preschool may access fifteen hours' free Preschool education, provided by Blackpool Council and funded through the Preschool Education Grant. For further information, please visit: <https://www.gov.uk/help-with-childcare-costs/free-childcare-and-education-for-2-to-4-year-olds>. Devonshire Preschool also offers a limited number of 'additional hours' for which there will be a charge that is payable a week in advance (please see Appendix 2).

#### 30 Hours

Devonshire Preschool is also registered as an approved childcare provider to receive 30 hours' Preschool education for those parents/carers that are eligible.

You can apply to receive 30 hours' Preschool education when your child is 2 years and 36 weeks old.

<b><i>When your child turns 3</i></b>	<b><i>When they can get 30 hours from</i></b>	<b><i>Recommended time to apply</i></b>
<b><i>1 September to 31 December</i></b>	<i>Term starting on or after 1 January</i>	<i>15 October to 30 November</i>
<b><i>1 January to 31 March</i></b>	<i>Term starting on or after 1 April</i>	<i>15 January to 28 February</i>
<b><i>1 April to 31 August</i></b>	<i>Term starting on or after 1 September</i>	<i>15 June to 31 July</i>

You can apply outside of these recommended dates but you might not receive your code in time. You must have a valid code by the end of the month before a new term starts. If you do not apply in time, you will be responsible for paying for any childcare fees incurred.

Please note, you have to reconfirm your eligibility every 3 months. If you apply more than 3 months before the term starts, you'll have to reconfirm your eligibility in your account in order to keep your code valid.

For further information, please visit: <https://www.gov.uk/30-hours-free-childcare>

### **Applications**

Parents/carers can register an interest in a Preschool place by completing an expression of interest form when their child is two years old, but places will not be allocated by length of time on the list. The completion of an expression of interest form does not guarantee a place in Preschool.

The arrangements for the admission of pupils to the Preschool rest with the Headteacher and the Governing Body, who manage admissions on behalf of the Local Authority.

Applications should be received no later than the last Friday in May for the following Autumn Term start. Parents/carers will be notified of the allocation of a place by the third week of June. Those who were unsuccessful in securing a place will be informed in writing; the letter will inform them that they may appeal to the Governing Body's Admissions Appeal Committee. The decision of the Committee will be binding on the applicant and the school.

### **Admissions Procedure**

- Where there are more applications than places, all applications received by the deadline will be considered using the over-subscription criteria only.
- All information given by the parent/carer must be regarded as confidential, but must be made available to those considering the application.
- Applications for places will be considered by a committee of the Governing Body or the Governing Body may delegate this task to the Head Teacher and at least one other member of staff nominated by the Governing Body.
- When the provision is full, a waiting list will be established in the over-subscription priority order. When places become available children will be allocated from the waiting list.

### **Over-Subscription Criteria**

When the number of applications for admission exceeds the number of places available, the following criteria will apply in order:

#### **1 Our Children (previously Looked After Children LAC))**

- Blackpool Council gives the highest priority to 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. \*\*A Looked After Child from Abroad is a child in state care outside of England or who ceased to be in state care as a result of being adopted.
- If a child ceases to be a 'Looked After Child' after the application is made, this is regarded as a relevant change of circumstance.

#### **2 Medical Conditions**

## Devonshire Primary Academy Admissions Policy

- Priority will be given to children where they or their parent(s)/carer(s) have a serious medical condition where they contend that attendance at a particular setting is appropriate.
- Supporting evidence will be required and this must set out the particular reasons why the setting in question is the most suitable setting and the difficulties which could arise if the child had to attend an alternative setting.
- There must be substantive medical evidence e.g. in the form of a letter from a consultant doctor. Each case will be treated on merit and the Local Authority will consult its own medical advisers in deciding whether a higher priority will be given.
- Higher priority will be given if the LA's medical advisers consider attendance at a particular setting to be essential.
- Higher priority within this criterion will not be given if appropriate supporting evidence has not been produced.

### **3 Social or Welfare Reasons for Admission**

- Where there are sensitive individual and compelling family circumstances, which are directly relevant to the preferred setting, these may also be considered at the time of application. As it is difficult to make subjective judgments on requests for consideration within this criterion, appropriate professional reports or other documentary evidence will be required.
- Higher priority within this criterion will not be given if appropriate supporting evidence has not been produced.

### **4 Siblings**

- Priority will be given to brothers and sisters of children already attending the academy at the time of application and who will still be attending at the time of admission.
- This includes brothers and sisters who may not live at the same address. Stepchildren and foster children who are living with the same family at the same address would be classed as siblings. Stepchildren or foster children who do not live with the same family at the same address would not be classed as siblings.

### **5 'Distance' Criterion**

- Devonshire Primary Academy Preschool determines the distance from the applicant's home address to the academy on the following basis: AA route planner website - academy postcode to home postcode.

### **Phased Admission Policy**

Prior to starting Preschool, children and their parents/carers are visited at home by a team of two Preschool staff. During this visit, the admission form is completed and a starting date is arranged and agreed.

- Starting dates are chosen at random.
- Preschool staff arrange a mix of gender and dates of birth in each group.
- To ensure a smooth transition between home and school we admit the children in small groups. This helps the children to become familiar with their new surroundings and to talk to the adults who will be working alongside them.
- On the first day, parents/carers are invited to bring their children at a previously arranged time to ensure all the children have an equal opportunity to work with the Preschool staff and to make sure they are happy and settled in their new environment. Parents are encouraged to stay and work with their child.

Children with special educational needs may be admitted at a later date, after consultation between the parents, the SENDCO/ Headteacher and the LA.

**Occasional Vacancies**

Vacancies may arise during the year for a number of reasons. All admissions will be in conformance with agreed criteria, in accordance with this policy, and records kept of decisions made.

Appendix 2  
Devonshire Preschool Additional Hours Agreement

**DEVONSHIRE PRIMARY ACADEMY PRESCHOOL ADDITIONAL HOURS**

**TERMS AND CONDITIONS**

- Additional sessions are available in blocks of 15 hours only at a cost of £60.00 per week. This does not include the cost of a school dinner, which are charged at £2.00 per day.
- When your child joins the Devonshire Primary Academy Preschool additional hours scheme, fees must be paid promptly in order for their place to remain secure. Full payment of £60.00 must be paid in advance of the first session of the week.
  - Payment by Parent Pay is preferable and will show as a credit on your account instantly.
  - Payment at a Pay Point shop is possible but must be done 48 hours in advance of the first session of the week.
- Failure to make payment in advance will result in the school requesting you to collect your child ahead of any paid session. For example, if your child attends AM sessions and you have not made payment for additional PM sessions, you will be asked to collect your child at the end of the AM session. If children are not collected, the school will action 'Left Child' protocol and contact Pupil Welfare.
- Failure to make payment in advance on 3 occasions will result in the school withdrawing your child's additional hours. Additional hours cannot be reinstated once they have been removed following non-payment and the place will be offered to other pupils.
- Non-payment will be dealt with in accordance with the school's Debt Management policy, a copy of which is available on the school website.
- The Preschool is staffed according to OFSTED guidelines and maintains the recommended ratio of adults to children. For this reason, we are unable to remove a session fee or offer a discount if your child is on holiday or absent due to sickness or another reason.
- Anyone wishing to cancel additional hours must provide two weeks' notice in writing to the school office. If you have not informed us in advance, fees are still liable to be paid by the parent within this period, even if your child does not attend the setting for the final two weeks.

*Signing the Terms and Conditions will act as confirmation that you have read and understand the detail contained within, you agree to make prompt payment and understand that non-payment may result in additional hours being withdrawn.*

Child's name: \_\_\_\_\_ Child's class: \_\_\_\_\_

Parent's name(s): \_\_\_\_\_

Offer of additional hours: 15 hours

Start date of additional hours: \_\_\_\_\_

Weekly payment: £60.00 (£12.00 per session)

Signed: \_\_\_\_\_

Date: \_\_\_\_\_