

# Lakeside Community Primary School

## Admissions Policy

Lakeside Community Primary School adheres to the Derby City Council Admissions Policy as detailed below. All admissions are managed by Derby City Council in line with the agreed policy, the school intend to admit up to 90 pupils to the reception year group in 2016/17. This arrangement follows consultation between the governing body, the LA, all other schools in the area and all other Admission Authorities in the area.

The school is open to receive applications for admissions from the parents of all children. We must give priority to children in the care of the local authority (looked after children) and those with a statement of special educational needs, which names the school.

In the event of the number of applications exceeding the number of places available priority will be given to applications in the order of priority indicated below.

### Over-subscription Criteria

- Children with a brother or sister at the school at the time when they would be admitted to the school.
- Children who have special medical needs or other special circumstances, (supported by medical/professional opinion)
- Other children.

### Tie Breaker

Where there are places available for some but not all applicants within a particular criterion, distance from home to school will be the deciding factor, with preference given to those whose home address is nearest to the school, when measured in a straight line (i.e. as the crow flies).

### Waiting List

The school office will maintain a waiting list of applicants. In the event of a place becoming available in the appropriate class during the year and there being more applicants on the waiting list than places available, the selection criteria and tie breaker indicated above will apply.

## Notes

- Parents are asked to let the head teacher know at the time of application whether their child has a disability. Parents should be assured that the nature of the disability is not grounds for refusing the application. The school will make every reasonable adjustment to ensure that disabled children are not put at a substantial disadvantage in accessing a full curriculum and those they will not be treated less favourably, without reasonable justification, than their able-bodied peers.
- If applicants are seeking admission under criterion of special medical needs or other special circumstances, they will be asked to provide appropriate evidence, e.g. a letter from a doctor or specialist. The governors must be satisfied that there is a specified medical reason which makes attendance at this school essential.
- A map showing the school plan can be inspected at the school office.
- Nursery admissions are entirely separate and parents are asked to note that attendance at the school's nursery does not guarantee a place in the reception class.
- Parents who are refused a place have a statutory right of appeal. Further details of the appeals process are available by writing to the Chair of Governors at the school address.
- If a place is offered on the basis of false information or if parents do not respond within the stated timescale to the offer of a place the governing body reserves the right to withdraw their offer.

**The school finds it very helpful to have an early indication of the number of children to be admitted to the reception class the following September. However, it must be stressed that formal written applications for admission must be made on the form provided by the Local Authority and returned to the Local Authority by the stated date. Places will then be allocated by strict application of the above criteria, with no reference to the date of application. Parents will be notified as to whether or not their child has been allocated a place by the Local Authority.**

## DEFINITIONS

**'Looked after child'** is a child who is in the care of the local authority in accordance with Section 22 of the Children Act 1989 at the time the application for admission to school is made and whom the local authority has confirmed will still be 'looked after' at the date of admission.

An **'adoption order'** is an order made under section 46 of the Adoption and Children Act 2002.

A **'residence order'** is an order outlining the arrangements as to the person with whom the child will live under section 8 of the Children Act 1989.

A **'special guardianship order'** is an order appointing one or more individuals to be a child's special guardian or guardians.

**'Sibling'** refers to blood brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of a parent's/carer's partner – in every case the child should be living in the same family unit at the same address.

If applicants are seeking admission under the criterion of special medical needs or other special circumstances, they will be asked to provide appropriate evidence, e.g. a letter from a doctor or specialist. The evidence must clearly demonstrate why the school is the only school that can meet the child's needs. It should explain the difficulties that would arise if the child has to attend an alternative school. This evidence must be submitted with the application on or before the closing date. The governors must be satisfied that there is a specified medical reason which makes attendance at this school essential.

Multiple Births - Where there are more applications than places, children from multiple births will be given priority within each criterion. If a further tie break is necessary, distance between home and school will be used to prioritise applications.