PERRYFIELDS INFANT SCHOOL

ADMISSIONS POLICY 2021-2022

HELPING EACH OTHER TO LEARN AND GROW

Approved By	Date	Next Review Due

PERRYFIELDS INFANT SCHOOL

ADMISSIONS POLICY 2021-2022

Perryfields is an inclusive Infant School Academy serving our community in Springfield. Perryfields Infant School Academy is the admission authority and has responsibility for admissions to this school. The admission arrangements for Perryfields Infant School for admission in the school year 2021-22 will be in accordance with the School admissions Code issued under Section 84 of the School Standards and Framework Act 1998 that came into force in December 2014.

Perryfields Infant School has an agreed admission number of 60 pupils for entry to Reception (the published admission number) in the school year, which begins in September 2021. The number we will admit into KS1 year groups is 60, this means 30 children are admitted to each KS1 class in accordance with Government KS1 class size regulations.

Relevant Looked After Children as defined in section 22 of the Children Act 1989 will be given first priority in oversubscription criteria ahead of all other applicants in accordance with The Education (Admission of Looked After Children) (England) Regulations 2006. A relevant Child Looked After is one who is looked after by a Local Authority in accordance with Section 22 of the Children Act 1989 at the time an application for their admission to a school is made, and who the LA has confirmed will still be looked after at the time when they are admitted to the school.

Admissions into the Early Years Foundation Stage

As required by law, this school provides for the full-time admission of all children offered a place in the reception year group from the September following their fourth birthday. All of the children who become 5 years old between 1st September and 31st August of that school year will start school full time in September if their parents so wish.

Parents can request that the date their child is admitted to school is deferred until later in the school year or until the term in which the child reaches compulsory school age (the term after their fifth birthday). Where entry is deferred, the school will hold the place for that child and not offer it to another child. Parents may request that their child take up the place part time until the child reaches compulsory school age. Where parents choose to defer entry, the school may reasonably expect that the child would start at the beginning of a new school term/half term. The parent would not however, be able to defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the academic year for which the original application was accepted.

Summer Born Children

Where a parent of a 'summer-born' child (1 April – 31 August) wishes their child to start school in the autumn term following their fifth birthday, they will need to apply for a place at the correct time for the normal admission round for the following academic year. Supporting evidence from relevant professionals working with the child and family stating why the child must be placed outside their normal age appropriate cohort should be submitted. The admission authority for the school will decide whether the application for a Reception place will be accepted or whether it will be treated as an application for a Year 1 place, the child's normal age appropriate cohort. Each case will be considered on an individual basis by the

governing body and in general, children would only be educated outside of their normal age group in very limited circumstances. Evidence of the child's educational, medical, social and personal needs will be considered; the governing body will use the supporting evidence provided by the parents to decide whether the application for a deferred Reception place will be accepted. The parent will be informed in writing of the decision made and the reasons behind the decision. If the application for a Reception place is not accepted, this does not constitute a refusal of the place and there is no right to an independent statutory appeal.

Admissions Process

As an Academy, Perryfields Infant School is the admissions authority. However, Governors have agreed that Essex County council will coordinate arrangements for Reception intake admissions to Perryfields Infant School. This process is managed through a Common Application Form which will be distributed by the Local Authority directly to parents of three or four year old children, enabling them to express a preference for up to four schools in ranked order. Parents should send their forms to the Local Authority stating their preference for Perryfields Infant School.

All applications, including late applications, will be handled in accordance with the coordinated admissions scheme published by Essex County Council in the 'Primary Education in Essex' booklet. Parents who have completed and submitted their application forms are informed if a place has been allocated at the end of the spring term prior to the children starting in September (the exact date is determined each year by Essex County Council).

Admissions Criteria

In the event of oversubscription, places will be allocated using the following criteria in the order given:

1. Looked After Children*;
2. Children with a sibling attending the school or the partner junior school;
3. Staff with children;

a) Where the member of staff has been employed at the school for two or more year at the time at which the application for admission to the school is made, and/or

b) The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage;

4. Children living in the priority admissions area;
5. Remaining applications.

*A 'Looked after child, Previously Looked after child but immediately after being looked after, became subject to an adoption, residence or special guardianship order and new children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. 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).

Siblings

Siblings are defined as children with a brother or sister, step brother/sister, adopted brother/sister in the same family unit living at the same address.

Over-Subscription

In the event of oversubscription within any of the above criteria, priority will be determined by straight-line distance from home to school, using Ordnance Survey Maps as held by Essex County Council, those living closest to the school being given the highest priority.

Application for places

In accordance with infant class size legislation, infant classes will not exceed 30 pupils with a single teacher.

A continued interest list will be retained by the school for the remainder of the Reception Year; parents should indicate whether they wish to remain on this list. Places that become available outside of the normal admissions will be allocated using the Admissions Criteria above.

Admission Procedures

All children with birthdays from the 1st September to the 31st August are able to commence full time education in September. Prior to this term the children will receive a home visit by their teacher and LSA and are also invited to a number of taster sessions in school. This gives them the opportunity to meet their teacher, visit the classroom and provide an introduction to school activities.

Meetings are held for parents of new children to explain procedures, organisation and to discuss curriculum matters in the previous term.

It is necessary for school staff to see the child's birth certificate to authenticate date of birth and surname for the school record and proof of address.

Removal of the Catchment Area Guarantee

From 1st September 1999, any child moving into the catchment area after the admission date will not be guaranteed a place in school. A place will be granted if the admission limit of 60 for the year has not been reached.

Joining the School at Any Other Time

For mid-year applications, a mid-year application form needs to be completed and returned directly to School Planning and Admissions, who will apply to the schools you list, including Perryfields Infant School, on your behalf. A copy of the application form is available from:

School Planning and Admissions,
Essex County Council,
P.O. Box 4261,
Chelmsford CM1 1GS
Tel: 0845 603 2200

Email: admissions@essex.gov.uk Alternatively, a form can be downloaded from School Planning and Admissions website www.essex.gov.uk/admissions

Full details of the mid-year application process are provided in the mid-year application form's accompanying booklet. The Admissions Criteria above will also apply for mid-year admissions, given the school's maximum capacity.

Year 3 Admissions into Perryfields Junior school from Year 2

Based on the Junior School admission policy, all Year 2 children attending Perryfields Infant School are guaranteed a place at Perryfields Junior School provided that an application is made before the closing date in January, as determined by Essex County Council.

The responsibility for applying for a school place rests with parents. The common application form, available online and printed in the Primary Education in Essex booklet (also available online), will be publicised on the Council's website (12th November 2018) and is the only acceptable form of application. Application forms must be returned to the LA by the closing date of 15th January 2019.

The Junior School offers a series of informal meetings for parents of children in Year 2 that take place during the school year to enable parents to meet children and staff, visit classrooms and learn about day to day procedures.

Appeals

Parents will appreciate that if a school is over-subscribed it will not always be possible to be offered a place in their first choice school. Where parents are unsuccessful in securing a place at their preferred school they have the right to appeal against the decision of the Admissions Authority (Perryfields Infant School). Perryfields Infant School Academy has requested that The Statutory Appeals Service of Essex County Council administer the appeals process on its behalf.

Should you wish to appeal then you should contact:

The Clerk to the Independent Appeal Panel

P.O.Box 11,

Chelmsford

cM1 1 LX

A primary school appeal form and notes of guidance can be downloaded from

www.essex.gov.uk/admissions/appeals