



# **St Blasius Shanklin C of E Primary Academy**

## **Admissions Policy**

Adopted by the Leadership team - July 2013

Ratified by full Governors - September 2013

Signed Chair of Governors \_\_\_\_\_

Date \_\_\_\_\_

To be reviewed- July 2014

## **ADMISSIONS POLICY**

### **Introduction**

The Governing Body of St Blasius Church of England Primary Academy (St Blasius) is the admissions authority and will be responsible for deciding admissions to the Academy.

Applications for admission to St Blasius will be handled by the Local Authority as part of the co-ordinated admission arrangements.

Details of the Local Authority arrangements, which also explain how parent/carers can express a preference for any Academy and give reasons for that preference, will be available to parents. Parents / carers must apply to the Local Authority where the applicant lives. 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 Academy in any area, but you must apply to your home authority.

### **Applications**

2. The Governing Body will admit children at one point of entry in the September following the child's fourth birthday. All applications must be on the Local Authority's common application form, and must be made in accordance with the Local Authority timescale and procedures.
3. Please note that a parent / carer may request that the date their child is admitted to St Blasius is deferred until later in the academic year or until the term in which the child reaches compulsory Academy age (5 years of age). If you prefer, you can delay your child's entry to primary Academy to the start of the term following his or her fifth birthday. For example, if your child reaches five in February 2014, you can delay entry until the start of the summer term in April 2014 (but no later). However, you must still apply by 4.30pm on 15 January 2014 so we can reserve a Academy place. It is important that you discuss delayed entry into primary Academy with the headteacher and the pre-Academy that your child attends. If your child is four during the period 1 April to 31 August 2015 but you do not wish them to start Academy until September 2015 a place will not be reserved at this time. We recommend that you discuss this situation fully with the headteacher as it is likely that when your child starts Academy they will be admitted directly into Year 1, the second year at the Academy.
4. The admission number for St Blasius will be thirty children.

## **Admissions Criteria**

5. St Blasius will take part in the Local Authority co-ordinated admission process for admissions. If St Blasius is undersubscribed (i.e. there are less than 30 applicants for entry into a year group) the oversubscription criteria will not apply and all applicants will be admitted.

A child with a statement of special educational needs which names St Blasius in part 4 of the statement will be admitted to St Blasius and will count towards the admission number of 30. If your child has such a statement you do not apply for a place at St Blasius under this policy. Instead, you must contact your local authority who will advise you on the procedure to follow.

## **Oversubscription Criteria**

6.
  1. Children who are in the care of a local authority or children who have previously been in care but immediately after being in care became subject to an adoption, residence or special guardianship<sup>1</sup> order;
  2. Pupils with a specific medical condition, confirmed by a consultant paediatrician or similar health professional, which makes a particular Academy the most appropriate. (Any application for a place at a particular Academy for medical reasons must be supported by independent evidence supplied at the time of application confirming the reasons why attendance at the Academy is essential or that this Academy is most suitable and the difficulties that would be caused if the child had to attend another Academy);
  3. Pupils who, at the time of application, have an elder sibling (brother or sister):
    - who is already at the Academy; and
    - who will still be in attendance at the Academy on the day the applicant child starts attending should they secure a place
  4. Children for whom the Academy is the closest primary Academy to their home address at the time of application.
  5. Controlled Schools only: - Pupils for whom the Academy is not the closest primary Academy to their home address at the time of application but whose parents ask for a place for religious reasons. (Any application for a place at a

particular Academy for religious reasons must be supported at the time of application by a letter from your church minister, confirming that your family goes to church at least once a month and has done so for the last six months or more before you made the application,

6. Children for whom the Academy is not the closest primary Academy to their home address at the time of application.

7. If there are more applicants than remaining places within any of the above criteria the home-to-Academy distance will be used as a tiebreaker with those living closer being offered places first.

8. In the event of a tie between two or more children when applying home to Academy distance as a tie-breaker and where there are not enough places to offer all those children a place at the Academy a random allocation will be carried out by the local authority. This will be in the form of a “lucky dip” which will be overseen by an independent person from the Corporate Governance team. Where twins or children from multiple births are part of a random allocation process they will be considered as one applicant.

9. Home to Academy distance will be measured in a straight line using the local authority’s Geographical; Information System (GIS) from the centre of the building of the home address to the centre of the Academy building.

#### **10. What address is used for Academy admissions purposes?**

The address you give on the application form must be the one on the Island where you and your child usually live i.e. in the case of admissions for September 2014 the relevant address will be where you and your child are living on 15 January 2014.

The address of children who have parents with shared responsibility should be agreed by the parents. If no agreement can be reached then the address of the parent who is in receipt of the child benefit will be used by the Isle of Wight Council to establish the address of the child for Academy admission purposes.

N.B Any attempt to seek admission to a Academy on the basis of an address other than the normal family home (even if the other property is owned or

rented by you) will be regarded as providing false information and will be treated accordingly (see below)

We cannot offer places based on a possible future address except in the limited circumstances set out below.

For children of serving UK Service Personnel and other Crown Servants, an official MOD, FCO or GCHQ letter declaring a relocation date and intended address to the area will be accepted as proof that the child will be living on the Island. If a letter declaring a relocation date and intended address is not available then the CSA will accept a unit postal address, or if appropriate a 'quartermaster area' address for applications from serving service personnel.

For your child to have priority for a place at a primary Academy for September 2014, the completed application form and relevant evidence must be received by us by the closing date of 4.30pm on 15 January 2014 whether you send us a completed application form or apply on-line via our website [www.iwight.com/Academyadmissions](http://www.iwight.com/Academyadmissions).

If you are unable to supply the evidence in support of an admission application by our closing date your application will not be considered until such time as that evidence is received by the Academy admissions office.

**11. Waiting list**

Where St Blasius is oversubscribed the Governing Body will, at a parent's written request to the Principal, hold such unsuccessful applications on file and allocate places should they become available on the basis of the oversubscription criteria set out above. The waiting list will remain open at all times.

**12. Appeals**

Parents of children who fail to gain places may appeal to an independent panel. All unsuccessful applicants will be advised of the process for appeal to the Independent Appeal Panel.

**13. What happens if I give false information to get a place at a Academy?**

We thoroughly check all applications. If we discover that you have used false information (such as an incorrect name or address or other details), after we have offered your child a place, we will withdraw that place.