



Junior School Admissions Policy 2021/22

Audience:	Parents School staff Local Governing Bodies Cluster Boards Trustees		
Approved:	Trust Board		
	Local Governing Body		
	Headteacher		
Other Related Policies:			
Policy Owner:	Calum Marriott		
Policy model	Compliance		
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Introduction

Wilshere-Dacre Junior Academy (the School) is a primary academy located at Fishponds Road, Hitchin, Hertfordshire SG5 1NS, and is part of REAch2 Academy Trust (the Trust).

The Trust is the 'admission authority' for all of its academies, and has developed an Admission Policy which is compliant with the School Admissions Code 2014 (the Code) and other guidance/legislation using a Trust-wide approach to admissions, following public consultation. The Trust's aim is to ensure all of its academies have simple, consistent admission arrangements that focus on serving the local community and reflect the Trust's vision and values.

More information about the Trust is available on its website: www.reach2.org

The School is a popular school catering for some 250 children. Our vision is to deliver an inclusive school where children love to learn and teachers love to teach. Our school motto is 'Be Extraordinary'.

More information about the School is available on its website: www.wilshere.herts.sch.uk



At REAch2 Academy Trust, our actions and our intentions as school leaders are guided by our Touchstones:

- Integrity** We recognise that we lead by example and if we want children to grow up to behave appropriately and with integrity then we must model this behaviour
- Responsibility** We act judiciously with sensitivity and care. We don't make excuses, but mindfully answer for actions and continually seek to make improvements
- Inclusion** We acknowledge and celebrate that all people are different and can play a role in the REAch2 family whatever their background or learning style
- Enjoyment** Providing learning that is relevant, motivating and engaging releases a child's curiosity and fun, so that a task can be tackled and their goals achieved
- Inspiration** Inspiration breathes life into our schools. Introducing children to influential experiences of people and place, motivates them to live their lives to the full
- Learning** Children and adults will flourish in their learning and through learning discover a future that is worth pursuing
- Leadership** REAch2 aspires for high quality leadership by seeking out talent, developing potential and spotting the possible in people as well as the actual

Published Admission Number (PAN)

The PAN is the number of pupils the school will admit in to Year 3. The admission number for Wilshere-Dacre Junior Academy is 60 pupils.

The school will accordingly admit this number of pupils if there are sufficient applications. Where fewer applications than this are received, the Academy Trust will offer places at the school to all those who have applied.

Applications in the 'normal round' (that is the main cycle of applications for Year 3 places from the beginning of the school year) are administered on behalf of the Academy Trust by Hertfordshire County Council in accordance with the local coordinated scheme.

Equality

The Trust and the School are familiar with, and fully comply with, their duties and responsibilities under the Equality Act 2010 in relation to children with protected characteristics, and this policy has been developed with regard to those responsibilities.

Meaning of 'Parent'

In this policy, the term 'parent' means a natural or adoptive parent of the child, as well as a person who is not the natural or adoptive parent of the child, but who has care of the child, or parental responsibility for the child. This is the legal definition of a 'parent' in education law.

Home Address

The 'home address' is considered to be the address at which the child resides on a permanent basis or is 'ordinarily resident'. This is generally the address of the parent/carer. In some cases, children may be 'ordinarily resident' for the majority of the school week, including overnight, with another relative or carer, such as a grandparent. This may also be the case where a child resides between two parents at different addresses following the breakdown of the parental relationship. Where this is the case, the application may be processed on the basis of that address (where the child resides for the majority of the school week) and proof of address and residence arrangement will be required with the application. The child must be living with the parent, relative or carer 24 hours per day, for the majority of the school week. Arrangements where parents can leave and collect children from another relative or carer on a daily basis will be regarded as childcare arrangements, and the child will not be deemed to be 'ordinarily resident' with that person. In all cases we expect that the adult with whom the child is 'ordinarily resident' receives the child benefit for the child (where eligible).

The exceptions to this rule are the children of UK Armed Forces service personnel with a confirmed posting to their area, or Crown Servants returning from overseas to live in the area, for whom an application for admission may be made in advance of their move where it is accompanied by an official letter that confirms the intended relocation date and a Unit postal address or quartering area address for the child.

Children with an Education Health and Care Plan (EHC Plan)

Children with an education health and care plan (EHC plan) are admitted to school under separate statutory procedures managed by the child's Local Authority, and not under this policy.

Where the child with an EHC plan which names the School will be admitted in the 'normal admission round', they will be allocated places in Year 3 before other applications are processed, which will reduce the number of available places within the published admission number (PAN). At all other times, the child will be admitted even where this means exceeding the PAN.

Oversubscription criteria

When the school is oversubscribed (that is, there are more applications than places available), after the admission of pupils with an Education, Health and Care Plan that names the school, priority for admission will be given to those children based on the criteria set out below, in the order shown:

1. Looked after children and previously looked after children, as set out in definition 1 on page 5.
2. Previously looked after children outside of England.
3. Children with siblings in the school
4. Children transferring from {name feeder school}
5. Children of school staff fulfilling a skills shortage role
6. All other children

Definitions relating to the criteria

1. 'Looked after children' are (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, in England. (see definition in Section 22(1) of the Children Act 1989). 'Previously looked after children' are children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangement order, or special guardianship order. These definitions are set nationally, by the Department for Education.
2. 'Previously looked after children outside of England' who were in state care outside England, and ceased to be in state care as a result of being adopted will be allocated cases under this category. Children will be regarded as having been in state care outside England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society. Applicants under this criterion will also need to fill in a Supplementary Information Form (SIF) evidencing state care outside of England. The SIF is available from the school website or school office.
3. 'Siblings' - For applications made in the normal admission round a relevant sibling is a child who has a brother or sister, adopted brother or sister, stepbrother or stepsister, foster brother or sister, or the child of a parent's co-habiting partner; living in the same family unit in the same family household and address who attends the school in any year group excluding the final year. Biological and adopted siblings who attend the preferred school in any year group excluding the final year will also be treated as siblings irrespective of place of residence. Children residing in the same household as part of an extended family, such as cousins, will not be treated as siblings. For mid-year applications a sibling is a child who has a brother, sister, adopted brother or sister or stepbrother or stepsister living in the same family unit in the same family household and address as a child who attends or has been offered a place at the preferred school at the time of application and determination and with a

reasonable expectation that the sibling will be attending at the time of admission.

4. Strathmore Infant and Nursery School is a named feeder school for Wilshere-Dacre Junior Academy. The school admissions code allows children in year 2 at Strathmore Infant and Nursery School to receive prioritisation for a place in year 3. This is not an automatic transfer and all children will need to make an application via the Local Authority.
5. This option is only available for all staff with a permanent contract to work at the school (and not employees in REAch2 cluster or central teams); it will be subject to confirmation by an independent REAch2 non-executive that, on the evidence available, the member of staff is recruited to fill a post where there is a demonstrable skills shortage. Staff must contact the school Headteacher when applying for a place under this criterion. The Headteacher will provide a letter to the Admission Authority and Local Authority Admissions Team confirming the staff members full time employment.
6. 'All other children' refers to all applicants who do not fall in to any of the categories above.

Tie Breaker

Where the number of applications exceeds the number of places available within any of the categories above, the order in which places will be allocated will be determined by reference to the distance between the child's home address (as defined by this policy) and the School, with those living nearer receiving higher priority.

We measure distances using a computerised mapping system to 2 decimal places. The measurement is taken from the AddressBase Premium address point of your child's house to the address point of the school. AddressBase Premium data is a nationally recognised method of identifying the location of schools and individual residences.

Where it is not possible to separate two or more applications because the children concerned live an equal distance from the School, the order in which places are allocated will be determined by the drawing of lots in front of an independent witness.

Where multiple birth siblings (twins and triplets etc.) from the same family are tied for the final place, we will admit them all, as permitted by the infant class size rules and exceed our PAN.

Late applications

All applications received on or by the 15th January 2021 will be considered equally. Late applications can be accepted for good reasons until 3rd March 2021. All applications received by the Local Authority after the deadline will be considered to be late applications. These will be considered after those received on time. If all available places are allocated to children whose applications were received on time, parents or carers who have made a late application may request that their child is placed on the school's waiting list

Admission of children outside their normal age group, including for 'summer-born' children

Parents or carers may request that their child is admitted outside their normal age group. To do so, they should include a written request with their application, setting out the year group in which they wish their child to be allocated a place and the reasons for their request. When such a request is made, the Admission Authority will make a decision on the basis of the circumstances of the case, based on their professional judgement of what is in the best interest of the child, taking account of the evidence and rationale provided by the parents/carers.

Waiting lists

Where the school receives more applications for Year 3 places than there are places available, a waiting list will operate until 26th June, after which parents/carers must re-apply for a place in Year 3. The waiting list will be maintained by the Local Authority and it will be open to any parent or carer to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.

A child's position on the waiting list will be determined solely in accordance with the oversubscription criteria (not by date in which the child's name was added). Where places become vacant, they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be re-ordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list.

Appeals

Parents have a statutory right of appeal to an Independent Admission Appeal Panel against the refusal of a place at the School for their child. Admission Appeal Panel Hearings are conducted strictly in accordance with procedure and criteria set out in the School Admissions Appeals Code 2012, which is accessible on the Department for Education's website: <https://www.gov.uk/government/publications/school-admissions-appeals-code>

Appellants should contact <https://www.hertfordshire.gov.uk/services/schools-and-education/school-admissions/primary-junior-and-middle-schools/primary-school-appeals> for information about how to appeal. The appeals process is run in accordance with the statutory processes and timescales set out in the School Admissions Appeals Code.

In-year Admissions

Parents or Carers interested in transferring a child in-year should contact the school office or Local Authority Admissions Team for further information.



Supplementary information form to support an application for children previously in care outside of England

Children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted. A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.

Current legal Surname of child	
Any previous name(s) by which the child was known	
Forename(s)	
Current School (if applicable)	
Year Group for which you are applying	
Parent(s) / Carer(s)	
Home address	
Telephone	
Email	
Date of Adoption	
Name of Country and local authority where the child was in state care	
Please list documentary evidence provided to support above application (e.g. birth certificate, adoption certificate)	

Signed _____

Name _____

Date _____

Prior to admission, please return the completed form and documentary evidence to the school office for which you are applying to.