

# Supporting Notes on Admissions Policy, Criteria and Procedures for In-Year Admissions

## General

1. As a C of E, voluntary aided (VA) school, the Blue School Governing Body is responsible for all admissions decisions. All applications will be considered equally against the criteria. The onus is on the family to ensure their forms are accurate, up to date and returned to the School by the closing date. The expected timetable for consideration of applications is set out below.

For application into the Reception Class, there is an independent Local Authority administered appeal procedure for unsuccessful applicants. The forms of unsuccessful candidates will be kept at the School for future reference.

2. The Governors would strongly recommend parents who are offered a place to keep their child at the School until the end of Year 6 in order to benefit fully from being part of The Blue School.

3. **Notes on terms used in the criteria:**

- a) **Active membership** will be verified by the appropriate Vicar/Minister/Religious Leader on the form provided by the school. The Vicar/Minister/Religious Leader will be advised that active membership must be for at least 2 years, with attendance at least fortnightly by at least one parent at the time of application. The two year period is the period immediately before application.

## **Faith School Admissions Variation Arrangements**

The Governing Body of The Blue School has agreed the following statement in order to clarify how its faith-based oversubscription criteria will be interpreted whilst churches are/were closed or attendance at church is/was unsafe due to COVID-19. This statement has been shared with churches in order to ensure that determinations made by relevant ministers concerning church attendance are being made on a consistent basis.

If a parent/carer attended a given church prior to the closing of churches for public worship, then where a parent/carer has not subsequently attended worship at a given church for a given period, a parent/carer will be considered to have attended worship at that church for that period where either of the following apply:

1. The church was closed for public worship
2. By returning to church, the parent/carer would not be taking account of government guidance concerning shielding and protecting persons either moderately or extremely clinically vulnerable to COVID-19.

b) **By Christian**, the Governors mean any church accepted and registered with *Churches Together in Britain and Ireland*, who can be contacted at:

Inter-Church House 35-41 Lower Marsh London SE1 7SA  
Telephone: 020 7523 2121 Fax: 020 7928 0010  
E-mail: [info@ctbi.org.uk](mailto:info@ctbi.org.uk)

or with the *Evangelical Alliance*, who can be contacted at:

Whitefield House 186 Kennington Park Road London SE11 4BT  
Telephone: 020 7207 2100 Fax: 020 7207 2150  
E-mail: [infor@eauk.org](mailto:infor@eauk.org)

The onus is on the family to provide evidence that their church is registered with Churches Together or the Evangelical Alliance.

c) **Siblings**

This includes brothers, sisters, step brothers and step sisters and fostered children living at the same address. The attendance of these **in the main school** at the time of entry will increase the priority of an applicant within the category.

d) **Distance**

For all schools where the Admissions Authority (the Governing Body) has a policy to use the LA's measuring system, the route from home to school has been measured using the "**shortest designated route**".

It starts from a point of measurement in the "**foot print**" or "**seed point**" of the home address. The footprint or "seed point" is provided by Local Land and Property Gazetteer (LLPG) from information compiled by the Local Authority. From the "foot print" or "seed point" the route firstly connects to the nearest point of the digitized network, namely the road on which the house is situated. The positioning of front doors, driveways and back gates are not relevant to the route or the measurement and are not programmed to be used by the measuring system.

The digitized network is constructed from road data supplied by Ordnance Survey called the Integrated Transport Network (ITN). The Integrated Transport Network has been accurately digitized to measure along the centre of the road.

The network starts from a point in the property provided as the child's address and continues by the shortest available route to the nearest of the school gates which is used by pupils to enter the school grounds. Blocks of flats are treated as one address. In blocks of flats, priority will normally be given to the lowest flat number.

The shortest designated route is established using an algorithm within the bespoke software used by the LA. This software is called Route Finder and is produced by Higher Mapping Solutions ([www.highermappingsolutions.com](http://www.highermappingsolutions.com)). This programme integrates with the LA's database (ONE) which is supplied by Capita Children's Services ([www.capita-cs.co.uk](http://www.capita-cs.co.uk)).

Other measuring systems may give a different measurement but the LA cannot take a measurement from another measuring system.

### **Guidance Notes**

**The "shortest designated route" is not necessarily a driving route because it may use in whole or in part a non-drivable route (e.g. footpaths). The "shortest designated route" is also not necessarily a walking route for example where roads are used the measurement is along the centre of the road not along the edge (pavement or equivalent) of the road.**

#### **e) Tie breaker.**

In the highly unlikely event that children identically fulfill all the above criteria, the School's policy of a 'tie breaker' will come into effect. Places will therefore be awarded by means of 'random allocation'. This process will be supervised by a person who is independent of the school.

#### **(f) Definition of 'family'.**

The expression 'family' relates to the child's permanent legal carer. This includes **either** a parent or parents or permanent legal carer/s or permanent legal guardian/s.

#### **(g) 'Looked after children and previously looked after children'**

Children who are looked after by a local authority or were previously looked after but immediately after being looked after, became subject to an adoption, child arrangements, or special guardianship order. 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).

Previously looked after children include those 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 child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

An adoption order is an order under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders). A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

### **Waiting Lists**

Parents will be notified in writing within 15 school days of the outcome of their application. Where an application is refused, the school will set out the reason for refusal. Applicants who are unsuccessful will be added to a waiting list and parents are advised to complete an annual up to date application form confirming their wish to remain on the waiting list.

This list will be maintained in the order of the published oversubscription criteria and each added child will require the list to be ranked again in line with the above. If a place becomes available it will be offered to the next child on the waiting list.

### **Appeals**

In the event that it has not been possible to offer a place at The Blue School, the applicant will be advised of the reason and their right of appeal. Appeals will be heard in accordance with the provisions of the Schools Standard and Framework Act 1998 and the Education Act 2002, together with the Schools Admissions Appeal Code. Appeals will be heard by an independent appeals panel who will adjudicate on all appeals. Details of this process can be obtained from the school.

## Admission of children below compulsory school age

### **Summer born - delayed admission**

Parents of summer born children (born between 1 April and 31 August) may not want their child to start school until the September following their fifth birthday. However, these applications will be considered for Year 1 not Reception. If a parent wants their application to be considered for Reception, they may **request** that they are admitted **outside of their normal age group** – to reception rather than year 1.

The **request** must be made at the same time as making the online application for the child's actual age group and supporting documentation uploaded clearly stating '**Out of Cohort**'. If the request is not made at the same time as the online application, we may not be able to consider this at a later date. Parents are encouraged to discuss how their child's needs can be met in the Reception class at age 4 with the Headteacher.

The Blue School Governing Body will decide based on the circumstances of the case and in the best interests of the child. The request must set out the reasons why the request is being made and must be accompanied with relevant evidence which may include the parents' views and the following;

- Recent information about the child's academic, social and emotional development
- Recent medical history, the views of a medical professional
- Whether they have previously been educated out of their normal age group
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely

The views of the Headteacher will be an important part of this consideration. We will also gather information from any professionals involved with the child e.g. nursery education provider, educational psychologists, to consider whether any of the following apply;

- whether the child shows significant delay in intellectual development/education skills, across all subject areas, to an extent that curriculum differentiation (with appropriate SEN resources) is not reasonable

- whether the child's physical maturity places them in a position of being developmentally different from their peer group
- whether the child shows an equivalent delay in emotional development and social skills, appropriate for a younger peer group.

If it is agreed that the child can delay entry, a new application will need to be made for the following September and this will be considered along with all the applications for admission in that year. It is not possible to reserve a place for the following year. Therefore, there can be no guarantee of a place being available at the school, as this is dependent on the number of applicants that year.

If the request is not agreed, parents must decide whether to accept the place offered in the child's normal age group or refuse it and make an in-year application for the September following the child's 5th birthday.

Parents have a statutory right of appeal against the refusal of a place at a school for which they have applied. This right **does not apply** if the child is offered a place at the school but it is not in the preferred age group.

### **Deferred Admission**

Parents may also request to defer their child's start for a term or two (until they are of compulsory school age.) Applications must be made online as usual by the closing date. If a place at The Blue School has been allocated, parents will need to write to the Headteacher to arrange the deferred admission.

The child must take up the school place that has been allocated within this year group. If they do not take up the place, they will need to reapply again and, if the application is successful, the child will be allocated a place in Year 1 (not Reception) the following year.

### **Part-time admission**

Reception class places are allocated as full time from the September after the child's fourth birthday. However, parents may choose to consider part time admission. This may be preferable to deferring the child's entry until later in the school year as this will give them the opportunity to settle in gradually and start to make friends at the same time as other children in the class. Parents will need to discuss this with the Headteacher so that the child's experiences,

readiness for school and individual needs can be understood and the Headteacher can plan how they can fit part-time admission into the organisation of the school.