



WEBSTER PRIMARY SCHOOL

Admissions Policy 2019/20

INTRODUCTION

Under the terms of the co-ordinated scheme, the LA is responsible for co-ordinating the admission of all children to Manchester schools and academies. It is the responsibility of the Governing Body of Webster Primary School Academy Trust to draft, consult on and determine our own admission arrangements.

APPLICATION PROCEDURES.

All parents are required to apply to their home Local Authority regardless of where they live. Manchester residents will apply to the Manchester LA. The LA will liaise with other Admission Authorities and LA's where required. Manchester LA will inform parents/carers in writing of the outcome of their application.

Application forms are available from www.manchester.gov.uk/admissions or can be requested by phone on 0161 245 7166. The forms should be returned to:-

School Admissions Service
Manchester City Council
P O Box 532
Town Hall
Manchester
M60 2LA

ADMISSION ARRANGEMENTS

These arrangements are without prejudice in accordance with the DfE School Admissions Code December 2014. These arrangements apply to applicants seeking a place in Reception up to year 6.

Parents /carers of children who are admitted into the Nursery of Webster Primary School, must still apply through the Local Authority if they want their child to transfer to the Reception class in this school.

RECEPTION ADMISSIONS

Parents can request that the date their child is admitted to school is deferred until later in the Academic Year or until the term in which the child reaches compulsory school age (5 years).

PUBLISHED ADMISSION NUMBER

The Published Admission Number (PAN) is the number of places the school has in the year of entry. Places will normally only be offered up to the published admission number. A child will not be refused to the normal year of entry on the grounds of prejudice to the provision of efficient education and efficient use of resources unless the published admission number (PAN) has been reached.

Outside the year of entry the PAN will continue to be applied. However, if circumstances at the school change since the year of entry, a place may be refused even if the admission number (PAN) has not been reached.

The Published Admission Number for entry in the 2019/20 academic year is as follows:

Reception to Year 5; 90 pupils

Year 6; 60 pupils

OVERSUBSCRIPTION CRITERIA

The oversubscription criteria will be applied to all applicants where there are more applicants than places available. All applicants will be placed in a priority order determined by the oversubscription criteria. Places will be offered to the applicants with the highest priority until all places have been offered. The oversubscription criteria for all year groups (Reception to Year 6) is as follows:

1. Children who are 'Looked After' by the Local Authority and children who were previously 'Looked After' by a Local Authority.
2. If a parent/carer has chosen this school because the child has exceptional social or medical circumstances or the parent is disabled, this should be indicated with the reasons for their choice. Parents/carers must provide documented social, medical or psychological evidence in support of the application from an appropriate independent registered professional, which clearly explains why the child should attend this school.
3. Children with older brothers or sisters (including adopted, fostered or step siblings and those living as siblings in the same family unit) attending this school.
4. Distance; children whose permanent home address is closest to the school, will be given priority. This will be measured in a straight line from the child's permanent address to the centre of the school building.
5. If there are more children in any of the individual categories than there are places remaining, then those children who live nearest to the school by a straight line measure will have priority.
6. If siblings from multiple births (twins, triplets etc.) apply for a place and the school would reach its Published Admission Number by admitting one or more of them, the school will offer a place to each of the siblings, even if doing so takes the school above its Published Admission Number.
7. In the unlikely event of a tie-breaker situation, the applicant will be chosen by random allocation.

WAITING LISTS

Waiting Lists will be held in criteria order according to the oversubscription criteria. Waiting lists will not operate on a 'first come, first served' basis. The amount of time an applicant is on a waiting list will not affect their position on it.

Each additional child will require the list to be ranked in line with the published oversubscription criteria. Priority will not be given to children based on the date they applied or when their name was added to the list.

'Looked After' or previously 'Looked After' children, or those previously allocated a place at a school with a Fair Access Protocol, will take precedence over those on the waiting list.

Waiting Lists are maintained at the school and coordinated with the LA. Where places are offered to children by the school the school will notify the LA and update the waiting list accordingly.

IN YEAR ADMISSIONS outside the normal round

All applicants for In Year Admission must be made directly to the LA. The LA will coordinate all such applications. Where an application is received by the school, the school will forward details to the LA. The school will update the LA on a regular basis of any 'In Year' allocations, the numbers on roll and any vacancies.

If the school has more vacancies than applicants then each applicant will be invited to an admissions meeting at the school. Following the meeting:

1. Each child will be offered a start date providing that the child is not considered to meet the criteria of the Fair Access Protocol *or*;

2. If the case has been identified as meeting the 'In Year Fair Access' criteria, the case will be referred back to the LA taken through the 'In Year Fair Access' protocol.

Fair Access Protocol; Manchester LA

The Fair Access Protocol is designed to facilitate the school placement of young people not on the roll of the school, who are seeking admission to a Manchester school/academy, live in the city and who fall into one of the categories listed below. This does not apply if the pupil's admission is during the standard transition process or for non-complex mid-year admission.

As a Statutory requirement, the Protocol is in place because the School Admissions Code December 2014 states that 'Each local authority must have a Fair Access Protocol, agreed with the majority of schools in its area, to ensure that **outside the normal admissions round** unplaced children, especially the most vulnerable, are offered a place at a suitable school as quickly as possible.

IYFAP PUPIL CATEGORIES

The IYFAP is intended to apply to children of compulsory school age who have difficulty securing a school place and who also fall into one of the following categories.

- Children from the Criminal Justice system or Pupil Referral Units who need to be reintegrated into mainstream education.
- Children who have been out of education for two months or more.
- Children of Gypsies, Roma, travellers, refugees and asylum seekers.
- Children who are homeless.
- Children with unsupportive family backgrounds for whom a place has not been sought.
- Children who are carers.
- Children with special educational needs, disabilities or medical conditions (but without a statement).

This list is not exhaustive and the Admissions Team has the discretion to initiate the protocol for any other children who they feel appear unlikely to secure a school place within 4 weeks following the receipt of their application. The application of this protocol does not necessarily mean a child is challenging but instead that they are potentially vulnerable.

APPEALS

Under the terms of the Education Act 1998, there is a right of appeal to an Independent Appeals Panel, against the decision of the school.

Parents will be offered the right of appeal via their Local Authority on National Offer Day (1st March for High Schools and 16th April for Primary Schools).

NURSERY ADMISSIONS POLICY

The Academy has a Nursery Class. Up to 52 - 15 hour places are available in the Nursery Class. The places are split Monday, Tuesday All day and Wednesday Morning, and Wednesday Afternoon, Thursday, Friday All day.

Applications for admission to the Nursery Class should be made on the form available from the Academy.

Children will be admitted to the Nursery Class the term after they turn 3 years old. Once a place is offered, parents and children will be invited to attend a stay and play session, to look around, ask questions and complete the necessary paperwork.

Parents are then given a start date. The Academy stresses the importance of this gradual admission for the general well being of such young children and to differentiate admission depending on the needs of the child.

If there are surplus places, these will be filled up throughout the year.

