



Admissions Policy

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Equality Statement: We have carefully considered and analysed the impact of this policy on equality and the possible implications for our stakeholders with protected characteristics, as part of our commitment to meet the Public Sector Equality Duty (PSED) requirement to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations in our community.



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Scope

The scope of this policy establishes the distinct admissions frameworks for the Helix Learning Trust. For special schools, this document serves as the formal admissions policy and procedure. For mainstream schools, it outlines the mandatory requirements and procedures they must follow when establishing and reviewing their own individual admissions policies. This policy sets out how we set each school's admissions policy.

This policy **aims** to:

- Explain **how to request** a place at the school
- Set out the school's **arrangements for offering places in response to consultations from appropriate Local Authorities**

Legislation and statutory requirements

This policy follows relevant advice from the Department for Education (DfE):

- SEN Code of Practice (2014)
- [School Admissions Code](#)
- School Admission Appeal Code

As a Trust, each school within the Trust is required by its funding agreement to comply with these codes, and with the law relating to admissions as set out in the School Standards and Framework Act 1998.

This policy complies with the Trust's Funding Agreement and Articles of Association.

Part One–Special School Admissions; Strathmore, Clarendon and Capella

Admissions Process

Prior to deciding if you wish to send your child to any of the Trust schools, you should contact the individual school directly and enquire about a visit. Each school has different arrangements for hosting visits.

Special Schools within The Helix Learning Trust will admit pupils where the school is named by a local authority on the child's Education, Health and Care Plan (EHCP).

Children are placed at schools by the Local Authority A through a process that includes parental preference and professional advice, followed by consultation with the Helix Learning Trust. This process seeks to ensure that schools can meet individual child's needs and that such a placement is in keeping with the guidance laid down by the SEN Code of Practice, particularly regarding the educational needs of other children in the school.

The majority of places at our schools will be commissioned by Achieving for Children (AfC) who provide Children's Services for the London Borough of Richmond-upon-Thames and the Royal Borough of Kingston.

Parents must make a request to their Local Authority for a place at their preferred school. All requests for places must come from the pupil's own Local Authority.

In collaboration with AfC, the Special Schools do not consider places for Out of Borough pupils until after February 15th in the academic year preceding a September start date.

Prior to naming the school, the Local Authority must, in line with their statutory obligations, consult with the school through The Helix Learning Trust.

The Trust will receive consultations for places at an AfC & Helix Pupil Consultation Panel held once every two weeks (term time). Representatives of all the schools in the Trust will consider the consultations and agree how to further identify if the individual schools can meet needs. This process applies to all consultations from all authorities.

Schools will respond to formal consultations within 15 days from the date of the Trust Pupil Consultation Panel unless school holidays require a delay in responding which the school will request.

The response will also indicate the level of support the school assesses the pupil to need (Banding Level) and any specific arrangements the Local Authority is required to provide to cater for the pupil's needs (e.g. commissioning additional therapy or specialist equipment).

The school will also consider all documents submitted by the Local Authority, including the Education, Health and Care Plan (with appendices), and the most recent annual review report which must include reports from all professionals who have supported the pupil, e.g. Therapists, Educational Psychologists, Social Workers, Hospitals (from within the previous 12-month period). In addition, the following documentation will be considered where available:

- Other school reports, including assessments of attainment and any standardised test results
- The most recent reports from medical professionals
- Therapy and Education reports completed by independent professionals

These documents will then be considered by the school's admissions team, which will include the Headteacher.

To formulate a response to the Local Authority's formal consultation request, the team will assess if they can meet the needs of the pupil (which will usually involve visiting the pupil in their current setting or at home). The school will then offer a place providing that:

1. The placement is appropriate for the age, ability, aptitude and special educational needs of the child or young person

2. The attendance of the child or young person is compatible with efficient education of others, and the efficient use of resources

Where a pupil does not have an EHCP, the Local Authority will consult the School on an Assessment Placement. On receiving this request, the school will (in agreement with parents / carers) undertake a home visit to initially assess if we can meet the pupils needs. If the school believes that it is appropriate for an Assessment Placement, we will inform the Local Authority and arrange for the pupil to begin attending as soon as possible. An assessment will be completed within the 20 weeks set out in the SEND Code of Practice (2014) and a Banding Level allocated indicating the level of support the school assesses the pupil to need.

The above arrangements are set out in a Memorandum of Understanding between the Helix Learning Trust and Achieving for Children. This is reviewed annually and has clear routes for any escalation and resolution of disputes.

Admissions Criteria

The needs of the pupils will meet one or more of the below criteria

- The pupil will have an Education, Health and Care Plan.
- The pupil's main presenting need is one of either
 - persistent speech, language and/or communication difficulty and that this is the primary barrier to learning and the development of life and social skills (primarily met by Capella House School).
 - moderate learning difficulties and additional complex needs including Autism (primarily met by Clarendon School and The Gateway).
 - or Severe and Profound Learning Difficulties including those with a dual diagnosis of autism and/or physical/sensory disabilities (primarily met by Strathmore School).
- The pupil requires integrated Speech and Language and/or Occupational Therapy intervention to support their learning and developmental needs.
- There is an appropriate peer group for the pupil.

In addition, the following may be considered;

- Parents have expressed a preference for a placement in one of our schools.
- Whether the pupil might require additional supervision or support in order that pupil's learning needs can be met.
- Any needs in addition to their main presenting need for which one of our schools cater and which may include;
 - Autism
 - Specific learning difficulties
 - Sensory impairments
 - Medical needs
 - Motor dyspraxia

- Anxieties
- Difficulties with attention and memory
- Difficulties with friendships and social relationships
- Poor problem-solving and independence skills
- Poor self-image and low self-esteem

Each school will carefully consider the placement of pupils displaying non-neurotypical behaviour within the context of the overall needs of the pupil's potential cohort and the school as a whole with reference to the attendance of the child or young person being compatible with efficient education of others, and the efficient use of resources.

In-Year Applications

You can enquire about a place for your child at any time. If there are no spaces available at the time of your enquiry, you will need to find alternative appropriate provision and liaise with your Local Authority.

Appeals

If a Local Authority decides not to name the school on the child's Education, Health and Care Plan, or if the school is named against the parent's wishes, parents should first approach the Local Authority to discuss the decision.

They may also have the right of appeal to the First-tier Tribunal (SEN and Disability) operated in accordance with the SEND Code of Practice. The application forms and guidance can be found on www.justice.gov.uk/tribunals/send

Monitoring arrangements

This policy will be reviewed and approved by the Trust annually, following a review of each school's admissions arrangements.

Equal Opportunities

The Helix Learning Trust adheres to all applicable education and equality legislation including The Education Act 1996, The Children and Families Act 2014, the SEND Code of Practice (2014) and The Equality Act 2010 and any future amendments.

Appendices

Other school policies and further information can be found via the school's website:

www.capellahouse.org.uk

www.clarendon.richmond.sch.uk

www.strathmore.richmond.sch.uk

Part Two Introduction – Mainstream Schools Admissions Policy Approach

The Helix Learning Trust is the admissions authority for all the mainstream schools within the trust and is responsible for ensuring that these schools are compliant with the School Admissions Code, the School Admissions Appeal Code and this Policy. This policy outlines how Helix Mainstream Schools set and establish their admissions policy. In implementing this Policy the Local Governing Body, Headteacher and school staff must take account of any advice given to them by the Chief Executive Officer or Compliance Officer and/or Board of Trustees. Where a school joins the Helix Learning Trust with pre-existing determined admission arrangements, these will apply until their first review, which will take place under this policy.

It is the responsibility of the Governing Body and Headteacher of each school to ensure that this Admissions Policy and the associated admission arrangements are adhered to by the school and its staff.

If there is any question or doubt about the interpretation or implementation of this policy, please contact the Trust on Enquiries@helixlearningtrust.org.uk

Statutory Requirements

Each mainstream school will have its own admission arrangements and these arrangements must be in accordance with the School Admissions Code, the School Admissions Appeal Code and this policy.

This policy outlines the Trust procedures for establishing each school's admissions policy.

In-Year Admissions

Local authorities must publish information on their website by 31 August at the latest each year to explain how in-year applications can be made and how they will be dealt with from 1 September onwards in that year. This includes setting out which schools they will coordinate the applications for and which schools will manage their own in-year admissions. They must also set out contact details for any admission authority that manages its own in-year admissions.

To enable local authorities to do this, own admission authority schools must inform the local authority by 1st August at the latest each year on whether they intend to be

part of the local authority's in-year coordination scheme for the period to 31st August.

Our phase and in-year admissions are currently handled by the Local Authority.

Published Admission Number (PAN)

The admission arrangements must state the Published Admission Number (PAN) for the school at each of reception, Year 7 and/or Year 12 as appropriate.

The Local Governing Body will set the Published Admission Number (PAN) for each relevant age group (reception, year 7 and/or year 12) for their school each year.

PAN increase

An increase in PAN does not in itself require consultation on the admission arrangements; however, the proposed PAN increase should be submitted to the Board of Trustees and the CEO will notify the Local Authority as soon as possible.

PAN decrease

A PAN decrease requires consultation and the determination procedure for a change in the admissions arrangements of the school needs to be followed.

Appeals

When an admission authority informs a parent of a decision to refuse their child a place at a school for which they have applied, it must include the reason why admission was refused; information about the right to appeal; the deadline for lodging an appeal and the contact details for making an appeal. Parents must be informed that, if they wish to appeal, they must set out their grounds for appeal in writing.

Determination Procedures

The school's admission arrangements must be maintained and reviewed in accordance with this Policy, the School Admissions Code and the School Admissions Appeal Code.

Each school in the Helix Learning Trust will have its own admission arrangements that will be determined by their Local Governing Body unless changes are made to the arrangements in which case they will be determined by the Board of Trustees in accordance with the determination procedures explained below.

The school's Headteacher will coordinate their school's admission arrangements with the appropriate local scheme in cooperation with their Home Local Authority and/or other local schools.

The Headteacher must begin to review the admission arrangements in the summer term before the determination year starts and consult with the CEO in case any changes need to be proposed, in readiness for the first Board of Trustees meeting in September.

No changes to admissions arrangements

- AUTUMN 2 of the determination year, Headteachers submit the proposed admissions arrangements to their Local Governing Body, the Admissions Authority shares the proposal with the Local Authority for feedback and to ensure the admissions policy is compliant.
- SPRING 1 - Determination decisions are minuted during the LGB meeting by the end of January and go to board of Trustees in January. The Compliance Officer ensures that the determined admissions arrangements are shared with the LA by the 28th February and published on the respective school website by the 15th March.

Changes to admissions arrangements requiring consultation

- AUTUMN 1 of the determination year, the CEO submits the proposed changes to the Trustees. AUTUMN 2, Headteachers share the proposed changes, approved by Trustees, with the LGB. The proposed admissions arrangements are published on the respective school website by the last week of November in order to complete the 6 weeks consultation by the 31st January. The Compliance Officer ensures that the proposed admissions arrangements are published on the school website and the Headteacher shares the information with parents. The Compliance Officer also liaises with the Local Authority to ensure the consultation details are shared with the relevant list of stakeholders.
- SPRING 1, once the consultation is completed, the arrangements are determined by the LGB by the 28th February to be published as the determined admissions arrangements by the 15th March.

7th year consultation

- AUTUMN 2 of the determination year, Headteachers submit the proposed admissions arrangements to their Local Governing Body. The proposed admissions arrangements are published on the respective school website by the last week of November in order to complete the 6 weeks consultation by the 31st January. The Compliance officer ensures that the proposed admissions arrangements are published on the school website and the Headteacher shares the information with parents. The Compliance officer also liaises with the Local Authority to ensure the consultation details are shared with the relevant list of stakeholders.
- SPRING 1, once the consultation is completed, the arrangements are determined by the LGB by the 28th February to be published as determined admissions arrangements by the 15th March.

The Admissions Authority will be responsible for disseminating any statutory updates in between determination years and ensuring that Headteachers apply them. Any such changes will need to be communicated to the Trustees and LGB as part of the updating process of those documents.

Helix Learning Trust School Admissions Arrangements

The admission arrangements of each school in the Helix Learning Trust must, for applications for each of reception, Year 7 and/or Year 12 as appropriate:

- i. Give a place to all children who have an Education, Health and Care Plan (EHCP) that names the school.
- ii. Set out oversubscription criteria for each relevant age group that will be applied if there are more applications than places, and the order in which the criteria will be applied.

Those criteria must be described in the arrangements, in order of priority, and in accordance with the Schools Admissions Code and this Policy. The Helix Learning Trust uses Helix Learning Trust school admissions arrangements templates that support this compliance.

The admission arrangements must describe arrangements for:

- Applications for a place in a nursery class (if applicable).
- Deferred entry arrangements for Reception.
- Applications for students outside of the normal age group.
- Sixth Form admissions (if applicable)
- In-Year admissions.
- Waiting lists for where there are more applicants than places available, maintained in accordance to the oversubscription criteria.

The admission arrangements must also explain:

- How to make an application and how offers are notified.
- Information about the right of appeal
- Definitions/explanation of:
 - Sibling
 - Home address
 - Parent
 - Looked after children & previously looked after children
 - Which school gate(s) will be used for measuring the distance from home to school

Priorities and oversubscription criteria

The admission arrangements of each school in the Helix Learning Trust must give priority for admission in accordance with this Policy as set out below.

Education Health and Care Plan (EHCP)

Students who have an Education Health and Care Plan (see definition for EHCP) that names the school will be allocated a place before other applicants are considered. In this way, the number of places offered, as set out below will be reduced by the number of children with an EHCP that has named the school.

Oversubscription criteria

- In accordance with the Admission Code, places will be offered firstly to looked after children or previously looked after children [see definitions for looked after children & previously looked after children] in all our schools.
- Each school's own admissions arrangements will state the order of priority for the subsequent criteria, including the following (in no particular order):

- any siblings of pupils enrolled at that school at the time of admission (see definition of sibling)
- children of staff (see how the children of staff criterion is determined)
- children with exceptional family, medical or social circumstances (the claim needs to be made via AfC)
- distance between the school and the child's home (see the definition of home and the explanation on measuring the home to school distance)

The admission criteria do not give priority to parents who wish to apply to one of our single sex schools solely on the grounds that they require a single sex education for their child.

Procedures

Applying for a place

The closing date for applications in the normal admissions round for Primary Schools, Secondary Schools and External Candidates for the Sixth Form is the 15th January for the following September.

To apply for a place at a Primary/Secondary school, parents must do so online or complete and return the Common Application Form to the Local Authority where they live by 15th January. It is advisable to keep a copy of the form before submitting it.

Late applications will be treated as published in the LA (Kingston) primary admission booklet. Any late applications made directly to any school on the common application form will be forwarded to the LA immediately. All late applications will be considered after those received on time.

A child attending Nursery of a school is not guaranteed a place for the Reception class and Nursery parents must apply separately and in the same way as all other applicants.

Applicants will be notified on 16th April (or the next working day) for primary schools and on the 1st March (or the next working day) for secondary schools in line with the Local Authority timetable as to whether the Governors are able to offer a place or not. Unsuccessful applicants will be sent details of the appeals procedure and will be

placed on an order of priority waiting list using the over-subscription criteria set out in this document.

Sixth Form applications are handled by the relevant school and all details including entry criteria are published on their website.

Tie-breaker

If there are more applicants within each criterion, distance from home to school will be used

as a tie-breaker (see criterion 5) and will be measured using the local authority's computerised geographical information system.

For applicants who live the same distance from the school, including applicants from the same block of flats, random selection by the drawing of lots is used as a final tie-breaker which will be supervised by someone independent of the school.

If a parent applies for entry into the same year group for more than one child and there is only one place available, the parent will be asked to decide who should have the place. The names of the remaining siblings will be added to the waiting list in accordance with the sibling criterion (criterion 2).

Where a child from a multiple birth is admitted to the school under this policy, then any sibling of the same multiple birth who lives at the same home address and who applied to the school at the same time and for the same year group, will be admitted even though this may raise the number in the year group above the school's PAN.

Deferred entry or part-time attendance in Reception year

Once a place has been offered, the child will be entitled to a full-time place in the September following their fourth birthday. However, parents can defer their child's entry to school until later in the school year or to attend part-time, but only until the child reaches compulsory school age in that school year. The latest their child can start school is at the beginning of the summer term of that school year. Once a place has been offered, parents can confirm the arrangements with the Head teacher of the school.

Admission outside of the child's normal age group

Parents may seek a place for their child outside of their normal age group:

- **For example**, if the child is gifted and talented or has experienced problems such as ill health.
- **For primary school applications:**
 - For summer born children, if it is agreed that they can be educated in reception or move to Year 1 after their fifth birthday. Parents will need to re-apply in the following year for entry into Reception or Year One in the following September.
 - Later transfers may be permitted as part of a review of Special Educational Needs and Disabilities (SEND) where all parties are in agreement that this will be in the best interests of the child's educational development and will be beneficial for the pupil concerned and where the school feels that it has the resources and ability to meet any identified needs of the child.

Parents seeking admission to an age group outside of their child's normal age group, must still make an application for a school place by the closing date. They will also need to submit a separate written request, it is important for parents to note that they will have the responsibility for providing what they can in order for the school to make a decision.

Each request will be carefully considered in accordance with the current School Admissions Code and a decision will be based on the circumstances of each case and in the best interests of the child concerned. The School's decision will take into account:

- the parent's views;
- any available information about the child's academic, social and emotional development;
- where relevant, their medical history and the views of a medical professional;
- whether they have previously been educated out of their normal age group;
- any evidence that the child may naturally have fallen into a lower age group if it were not for being born prematurely; and
- the views of the Headteacher.

Applications outside of the normal admissions round (In-Year Admissions)

Applications outside of the normal admissions round must be made to Kingston School Admissions and will be dealt with in accordance with our In-Year scheme. Any applications will be considered by the Governors' Admission Committee (established in response to requests) using the criteria set out in this document. If all places have been filled then parents will be offered the opportunity to place their child on the waiting list in criteria order. This does not prevent parents from exercising their right to appeal against the decision not to offer a place.

Please read the local authority's in-year transfer brochure before making your application which sets out the application process and your responsibilities as the applicant.

Please note:

- A child has the right of admission in the school if there are places in that year group unless the school can demonstrate to an independent appeal panel that there would be prejudice to the education of others.
- Admission of pupils over PAN is undertaken on the understanding that the other local schools act accordingly.
- According to the Infant Class Size Regulations, a primary school should not be asked to admit more than one over number except under limited exceptional circumstances. As classrooms vary in size and some rooms are too small to take extra pupils, judgements will be made on an individual basis. These children would remain an 'excepted pupil' for the time they are in an infant class or until the class number falls back to the current infant class size limit.

The excepted children are:

- a) children admitted outside the normal admissions round with Education, Health and Care Plans specifying the school;
- b) looked after children and previously looked after children admitted outside the normal admissions round;
- c) children admitted after initial allocation of places, because of a procedural error made by the admission authority or local authority in the original application process;
- d) children admitted after an independent appeals panel upholds an appeal;
- e) children who move into the area outside the normal admissions round for whom there is no other available school within reasonable distance;

- f) children of UK service personnel admitted outside the normal admissions round;
- g) children whose twin or sibling from a multiple birth is admitted otherwise than as an excepted pupil;
- h) children with special educational needs who are normally taught in a special educational needs unit attached to the school, or registered at a special school, who attend some infant classes within the mainstream school

Special Educational Needs and Disabilities (SEND)

If a child is undergoing an assessment of special educational needs and a parent does not know what the outcome will be by the closing date of application, they should apply for a school place using the common application form (see below).

Admissions of pupils with an Education and Health Care Plan (EHCP)

The admission of pupils with an Education and Health Care Plan is dealt with by a completely separate procedure. This procedure is integral to the making and maintaining statements by the pupil's home local authority. Details of this separate procedure are set out in the Special Educational Needs Code of Practice. Further help or advice on this can be obtained from the home local authority.

Children with an EHCP, where the school has been named, will be allocated a place before other children and are considered within the published admission number during the normal admissions round. The number of places available will be reduced by the number of children with an EHCP that has named the school.

If an application is received for a child with an EHCP naming a specific school outside the normal admissions round, the child must be admitted to that school even if it is full. The SEND consultation and Code of Practice process is followed in these circumstances

If a child has an EHCP which does not name a school, the admissions criteria will be applied to their application in line with the published arrangements.

Waiting List

For Primary and Secondary Schools, the Local Authority will keep our waiting list in rank order as identified by the published oversubscription criteria. The waiting list for the current academic year will be held in criteria order (regardless of when an application is received) until the end of June in that academic year at which point it will be disbanded. All applicants will be required to apply for a place for the following year from 1 June onwards regardless of when they apply–this is to ensure the correct application form is available in the event of appeals.

The Local Authority will not be able to provide waiting list information during July and August while applications are processed and waiting lists are created.

In January, the School Admissions Officer will write to parents who will need to respond in writing if they wish to remain on the waiting list. Helix Learning Trust Schools will keep names on the waiting list until the beginning of June each year and notify Achieving for Children of any names that need to be removed during the year. Placing a child's name on the waiting list is not a guarantee that a place will become available. Neither does it prevent parents from exercising their right to appeal against the decision not to offer a place.

Parents should note that when the admission criteria has been applied to any new applicants the rank position of children on the waiting list may change to reflect a new applicant's position. (The admissions code requires schools to state that each added child will require the list to be ranked again in line with the published oversubscription criteria. Priority must not be given to children based on the date their application was received, or their name was added to the list. Looked after children or previously looked after children allocated a place at the school in accordance with a Fair Access Protocol must take precedence over those on a waiting list.)

The Fair Access Panel may make placements over the admission number if the school is full, for children who are deemed to be 'hard to place'. Any children placed under the Fair Access Protocol (see [definition](#)) will have priority over any children on the school's waiting list. ([See Section 3.14–3.22 of the admissions code](#))

Please refer to the Sixth Form Admission Arrangements for their Waiting List procedure.

False Information

a) Where the Governing Body has made an offer of a place at this school on the basis of a fraudulent or intentionally misleading application from a parent, which has effectively denied a place to a child with a stronger claim to a place at the school, the offer of a place will be withdrawn.

b) Where an offer has been withdrawn, the application will be re-considered, by the governing body and a right of independent appeal offered if the place is refused.

Appeals

Parents whose applications for places are unsuccessful may appeal to an Independent Appeal Panel set up in accordance with section 85(3) of the School Standards and Framework Act 1998. Appeals must be made in writing and must set out the reasons on which the appeal is made. Appeals should be made to the Admissions Officer of the school at the school address. Parents have the right to make oral representations to the Appeal Panel.

Infant classes [YR to Y2] are restricted by the legislation to 30 children. Parents should be aware that an appeal against refusal of a place in an infant class may only succeed if it can be demonstrated that:

- the admission of additional children would not breach the infant class size limit;

or

- the admission arrangements did not comply with admissions law or had not been correctly and impartially applied and the child would have been offered a place if the arrangements had complied or had been correctly and impartially applied;

or

- the panel decides that the decision to refuse admission was not one which a reasonable admission authority would have made in the circumstances of the case.

Appeals should be made to the school enquiries.

Definitions And Explanations

The Helix Learning Trust ensures compliance with the School Admissions Code which is the statutory guidance that schools must follow when carrying out duties relating to school admissions. The School Admissions Code can be found [here](#).

Admission authority

The authority responsible for setting and managing admission arrangements for a particular school.

Admission criteria

The rules used to prioritise the order in which children are offered school places.

Children of staff

The School Admissions Code allows priority for children of staff in either or both of the following circumstances:

1. Where the member of staff has been employed at the school for two or more years at the time the application is made.
2. Where the member of staff is recruited to fill a **vacant post for which there is a demonstrable skill shortage**.

Education, Health and Care Plan (EHCP)

An education, health and care plan is for children and young people who have special educational needs and disabilities and where an assessment of education, health and social care needs has been agreed by a multi-agency group of professionals. It is available from birth to age 25. If a child has an EHCP naming a specific school, they must be offered a place at the school in accordance with the Education Act 1996 and the Special Educational Needs Code of Practice.

Fair Access Protocol

The school participates in the local authority's Fair Access Protocol (FAP) to allocate places to vulnerable and other children in accordance with the School Admissions Code 2014. Admitting pupils under the protocol may require the school to admit above the planned admission number for the relevant year group. A placement made via the FAP will take priority over any children on the waiting list.

Home

Home will be the child's ordinary place of residence and will be deemed to be a residential property at which the parent or persons with parental responsibility for

the child resides at the closing date for receiving applications for admission to the school.

In cases of shared care (both parents hold parental responsibility and care is split or shared), the Local Authority will determine the principal parental address to be that of the parent who undertakes the majority of care during the school week. In cases where shared care is exactly equal, the Local Authority will consider all available evidence that you provide to support your application to determine the principal parental address.

In the absence of a formalised legal care arrangement, the Local Authority will usually determine the principal parental address to be the address where a parent who holds parental responsibility permanently lives along with the child.

Please refer to the Local Authority's address verification policy in their school admissions brochure.

Please note that it is the duty of parents to inform the school and/or the Local Authority if the child's address changes after submitting an application.

Looked after children

Looked after children are children who 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 (as defined in Section 22(1) of the Children Act 1989) at the time of making an application to a school. Evidence will be verified by the LA before applications are passed to schools.

Measuring home to school distance

The Council has a standard method of measuring home to school distance in a straight line

using the local authority's computerised Geographical Information System using data supplied by Ordnance Survey (OS).

- The starting point is a grid reference point, which is supplied by Ordnance Survey. Residents

of every floor level in a particular block of flats are given an identical start point, regardless of

the distance to ground floor level.

- The end point is measured to the school gate(s) designated in the admissions arrangements of the school.

Oversubscribed

Where there are more applications than places available. The admission criteria will be applied to all applications to determine who will be admitted into the school.

Parent

This is defined in the Education Act 1996 as either any person who has 'parental responsibility' (as defined in the Children Act 1989) for the child or young person, or any person who has care of the child or young person.

Previously looked after children

A child who was previously looked after but immediately after being in care became adopted from local authority care or or subject to a child arrangement order under the terms of the Children Act 1989 or or special guardianship order. A special guardianship order is defined in section 14A of the Children Act 1989 as an order appointing one or more individuals to be a child's special guardian or special guardians. This provision includes 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.

Published admission number (PAN)

This is the maximum number of pupils that a school is required to admit into the first year of entry (Reception, Year 7 or Year 12). A school must admit up to this number.

Sibling

Children are considered siblings if they have a brother or sister, including an adopted, foster, half- or step- brother or sister, living at the same address. A sibling would need to be attending the school at the time of admission of the child for whom a place is sought.