



# Admissions Policy

---

The Palmer Academy  
2017/18

## Introduction

Primary Academies in the REAch2 Academy Trust family follow the same Admissions criteria as Reading Borough Council. REAch2 Academy Trust currently runs three Academies which have the agreed admission numbers for the year 2017/2018 and subsequent years set out below:

- The Palmer Academy, Reading 60 in Year R
- Civitas Academy, Reading 60 in Year R
- Ranikhet Academy, Reading 60 in Year R

## Before applying

### Cohort

Applications for children born between 1-9-2012 and 31-8-2013 will be considered for admission to a reception class 2017-2018 as part of the routine admission round.

Parents/carers of children outside the above age ranges, who wish their child to be considered for admission, must submit an application providing information to support their request. Their request will be considered by the Service Manager for Special Education Needs in accordance with Reading Borough Council's policy for placing children outside their chronological age. The request will only be granted in exceptional circumstances which are in the best interest of the child. This would normally be children who are either, gifted and talented or children who have developmental delays due to premature birth, illness or other difficulties. The application must be supported by at least one educational professional (e.g. Educational Psychologist/pre-school specialist support teacher) and professional reports for medical or psychological needs.

Applications for places in REAch2 Academy Trust will be considered according to the co-ordinated admission scheme of Reading Borough Council for 2017-2018.

### Nursery to Reception class

Children do not automatically transfer from nursery to a Reception class so you must complete an application for a Reception place. Attending a nursery attached or affiliated to a school does not guarantee your child a place at the school.

### Class sizes

Every school has a 'standard' or set number of children it admits each year. In addition, the local authority and all schools are required by law to ensure that there are no more than 30 pupils with a single school teacher in each Reception, Year 1 or Year 2 class. The entry numbers for REAch2 Primary Academies are outlined on page 2.

## Oversubscription Criteria

Applications for Primary Academies in REAch2 Academy Trust family will continue to be considered in line with Reading Borough Council's oversubscription criteria for community primary school.

The oversubscription criteria take no account of the parents'/carers' order of preference and applications for each school named by the parents/carers will be ranked according to the criteria set out below:

## Special Educational Needs

Children who have a statement of Special Educational Needs or Educational Healthcare Plan are placed in schools through the arrangements set out in the SEN Code of Practice and not through any admission criteria. Governing bodies are required by section 324 of the Education Act 1996 to admit a child with a statement that names that particular school. Parents of children with statements and EHC plans should contact their child's casework officer for further information. Children who have a statement or EHC plan naming a school will be allocated a place even if that school is full. If the number of applicants without statements of educational needs naming the school is higher than the number of places available, the following rules are applied in the order of priority set out below to decide who will be offered a place.

Category	Description
1)	Looked after Children in the care of a Local Authority or Children who were looked after but ceased to be so because they were adopted (or became subject to a child arrangement order or special guardianship order) immediately after they had been looked after. Provided appropriate evidence is submitted – <b>Please see Note 1</b>
2)	Children who have strong medical or social grounds for admission. <b>Please see Note 2</b>
3)	Children whose permanent home address is in the catchment area of the school and have a sibling who is expected to be attending the school when the child starts school. <b>This category may apply in other circumstances please see notes 3 and 4 below</b>
4)	Children whose permanent home address is in the catchment area of the school
5)	Children whose permanent home address is not in the catchment area of the school but have a sibling who is expected to be attending the school when the child starts school. <b>Please see Note 5 below</b>
6)	Other children

### Note 1 – Category 1 – Adopted Children

A previously 'looked after' child is a child who was looked after, but has been adopted or became subject to a child arrangement order or special guardianship order immediately following having been 'looked after'. These are children adopted under the Adoption Act 1976 (Section 12) and children adopted under the Adoption and Children's Act 2002 (Section 46). The Children and Families Act 2014 amended the Children Act 1989 and replaces residence orders with child arrangement orders. Confirmation from the Local Authority that the child is in care or was in care from the Local Authority that last looked after the child must be submitted to the School Admission Team.

### Note 2 – Category 2 Medical/ Social Reasons

Children with a chronic medical condition or strong social grounds in the family will be considered in this category provided a written request from a professional (i.e. Educational Psychologist, Social worker, Doctor) supporting the child or family is submitted. The request must state that the named school is the only school for the child because of the medical or social reasons of the

child or family and that no other school can meet their needs. It is not enough for the professional to report what the parent/carer told them. No individual officer will take responsibility for determining whether a case is ranked category. A panel of officers will make the final decision

### **Note 3 – Category 3 - Siblings**

Children whose home address is in the former catchment area of a school and have a sibling at the school and that sibling was admitted to the school from the same address will be treated as category 3 of the over-subscription.

### **Note 4 – Category 3 - Siblings**

On occasions, where parents/carers have requested places at their catchment area school for their child it has not been possible to offer a place because the school was oversubscribed and the child was admitted to a lower preference school, or allocated a place by the authority at an alternative school. Where this has happened applications for younger siblings will be treated as catchment area and considered as category 3. This includes children admitted to a bulge class. Parents/carers are advised to inform the Admission Team at the time of application if they consider this exemption applies.

### **Note 5 – Category 5**

This category covers siblings of children attending a school that is not the catchment area school for the home address. The older sibling was either admitted to school from the current address as the school parents had chosen or the family have moved out of the catchment area after the older child was admitted.

## **Applying**

If you live in the Borough of Reading we recommend that you apply online at:  
<http://www.reading.gov.uk/schoolsadmissions>

To speak to local authority regarding admissions, please contact Reading Borough Council on 0118 937 3777

Alternatively, if you would like to get in contact with someone from our Academies, please feel free to contact the school offices:

The Palmer Academy:	0118 9375481
Civitas Academy:	0118 9375053
Ranikhet Academy	0118 9015520

## **Start date**

There is a legal requirement to offer a full-time place to every child whose parents wish to take up that option from the September following a child's fourth birthday. The school term starts for community schools in September 2017. Schools can admit the children earlier if they wish and individual schools will inform parents about their admission arrangements. The place offered is full-time and parents have a right to expect that their child will start full-time. Schools may include an induction period of part-time provision but that should not be longer than two weeks. If these arrangements are difficult for parents/carers then schools must be prepared to take children full-time from the beginning of term in September 2017.

## Deferring a place

Places offered in a Reading school are on a full-time basis from September 2017 as a “rising 5” admission. Children do not need to be in statutory education until the September, January or April after their fifth birthday. When children are offered “rising 5” places, parent/carers may defer the place until **January 2018 or April 2018** or until their child reaches statutory school age whichever is earlier, but may not defer after **April 2018** as admissions beyond that are in the next school year. Parents will then need to re-apply for a place in Year 1, which may not have any places because the places will have been allocated to children in the previous year.

## Part-Time Admission

If parents/carers consider it is in their child’s best interest to attend school on a part-time basis their request will be considered. If parents choose this option they cannot insist on part-time provision that is individually tailored to their needs. They will be offered a minimum of 12-15 hours spread over every morning or similar depending on what meets the school’s needs. Parents/carers must discuss this with the Headteacher to agree the best arrangements.

## Waiting Lists

After **16 April 2017** ‘waiting lists’ will be created for Reading schools where it has not been possible to offer a place at the parents/carers first or a higher preference school. A child’s position on the waiting list is determined according to the over-subscription criteria and will be re-ranked when new children are added to the list as a result of late applications or change of preference. When a place becomes available this will be offered to the next child on the waiting list. After the **1 September 2017** children identified for placement as part of the Fair Access Protocol can be placed above those on the waiting list. Positions on the waiting lists may go up or down due to pupil withdrawals, new or revised applications. **Reading Borough Council will keep waiting lists until end of July 2017 (End of Term 6 for reception classes)**. After this date the waiting lists will be abandoned.

Parents/carers must then re-apply for a place in Year 1 as an In Year Admissions application. Waiting lists for admission to Y1-Y6 will be held until 31 December 2017 after that parents/carers must contact the Admission Team to request that their child remain on the waiting list until July 2018. After which the waiting list will be abandoned and parents/carers must re-apply for a place in September 2018. The waiting lists will be ranked according to the over-subscription criteria. Once a child has started school, unless there has been a change of home address, any place offered from the waiting list will be from the beginning of the next term. Reading Borough Council will co-ordinate offers with other local authorities until **the 31 August 2018** the end of the admission round.

## **Catchment area**

The catchment area of the schools can be seen from attached maps. These are a guide only. Exact catchment area information for individual addresses can be found on Reading Borough Council's website [www.reading.gov.uk](http://www.reading.gov.uk) - My Reading tab at top of the page.

## **Tiebreaker**

If a school does not have enough places for all children in a particular category, places will be allocated to those living nearest the school. The distance is measured as a straight line between the Ordnance Survey data point for the child's home address and the school using Reading Borough Council digital mapping software. In the rare event that it is not possible to decide between the applications of those pupils who have the same distance measurement then the place will be offered using random allocation. A member of Committee services staff for Reading Borough Council will supervise the selection process.

## **Multiple births (twins, triplets etc)**

Our policy for school admissions is that places are offered according to the oversubscription criteria. In the event that this would result in splitting a multiple birth family the following rules will apply:

Where this occurs each case will be considered and in most cases the other child/children will be offered a place provided the admission will not prejudice the provision of efficient education and efficient use of resources e.g. if the application of this resulted in a class of 36 children with one teacher in a small classroom this would have serious implications to the school.

In the event that siblings with a different date of birth but in the same year group are split by the over-subscription the following will apply During Key Stage 1 when admission would take a class over 30 (up to and including Year 2) – one child will be offered a place, selected by random selection which will be made in the presence of a representative of Reading Borough Council's Committee services (It is, open to the parents to decline this offer and seek places for all their children at another school or suggest the place is given to one of the other siblings). The other sibling(s) name(s) will put on the waiting list and will be offered the next available place(s). If admission of the other siblings will not contravene infant class size regulations then each case will be considered and in most cases the other child/children will be offered a place provided the admission will not prejudice the provision of efficient education and efficient use of resources.

## **Parent/Carers**

A parent/carer is any person who has parental responsibility or care of the child. Parental responsibility for a child is set out in the Children Act 1989.

## **Home address**

If the permanent address of the parent/carer and their child, that is taken to be the address of the parent/carer who receives child benefit for the child and must be the address where the child spends the majority of their school week in cases where the child lives at a different address for some days of the week. Temporary addresses cannot be used to obtain a school place whilst retaining a previous permanent home within Reading unless evidence is produced to

show that this address is no longer available to the family i.e the property has been rented out. Where an application has been submitted which shows a new temporary address evidence of a rental agreement of at least a year that goes beyond 1 September 2017 will have to be submitted. Where a family claims or it is evident that a child is resident at more than one address, justification and evidence of the family's circumstances (e.g. legal separation) will be required. Reading Borough Council reserves the right to seek additional evidence of proof of address including the use of the data held by Reading Borough Council Tax. The home address is taken to be the address on the **16 April 2017** and any change of address after submitting the application must be notified to the Admissions Team at Reading Borough Council and the application will be reviewed using the new address. Any place offered based on misleading information with the intention of deception or fraud concerning a permanent home address will have the place withdrawn.

### **Siblings**

Siblings are older siblings for purposes of admission criteria during the routine admission rounds. In Year applications will consider younger siblings but not a sibling attending the nursery class of a school.

Siblings are children who have either the same mother or father, or they are children who live together in a family unit and with their parent/carer(s). Siblings must live at the same permanent home address as each other. If they do not live at the same address, then they are not treated as siblings