



Admissions policy

Abbots Farm Junior School

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1. Aims

This policy aims to:

- Explain **how to apply** for a place at the school
- Set out the school's **arrangements for allocating places to the pupils** who apply
- Explain **how to appeal** against a decision not to offer your child a place

2. Legislation and statutory requirements

This policy is based on the following advice from the Department for Education (DfE):

- [School Admissions Code](#)
- [School Admission Appeals Code](#)

The school is required to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#).

3. Definitions

The **normal admissions round** is the period during which parents can apply for state-funded school places at the school's normal point of entry, using the common application form provided by their home local authority (Warwickshire County Council).

Looked after children are children who, at the time of making an application to a school, are:

- In the care of a local authority, or
- Being provided with accommodation by a local authority in exercise of its social services functions

Previously looked after children are children who were looked after, but ceased to be so because they:

- Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
- Became subject to a child arrangements order, or
- Became subject to a special guardianship order

4. How to apply

Please follow the link below that provides you with information about the admissions process.

<http://www.warwickshire.gov.uk/primaryschool>

Or contact the School Admissions Service via:

Email: admissions@warwickshire.gov.uk

Telephone: 01926 742037

Address: Saltisford Office Park, Ansell Way, Warwick, CV34 4UL

Please note, pupils attending Abbots Farm Infant School will not transfer automatically into the junior school. A separate application must be made for a place.

5. Allocation of places

5.1 Admission number

The school has an agreed admission number of **66** pupils for entry in each year group.

5.2 Oversubscription criteria

All children whose statement of special educational needs (SEN) or education, health and care (EHC) plan names the school will be admitted before any other places are allocated.

If the school is not oversubscribed, all applicants will be offered a place.

In the event that the school receives more applications than the number of places it has available, places will be given to those children who meet any of the criteria set out below, in order until all places are filled.

1. Highest priority will be given to looked after children and all previously looked after children who apply for a place at the school.
2. Children living in the priority area who have a brother or sister at the school at the time of admission.
3. Children living in the priority area who have a brother or sister at the partner infant schools at the time of admission.
4. Other children living in the priority area.
5. Children from outside the priority area who have a brother or sister at the school at the time of admission.
6. Children from outside the priority area who attended the partner infant school immediately prior to transfer.
7. Other children from outside the priority area.

5.3 Tie break

In the case of 2 or more applications that cannot be separated by the oversubscription criteria outlined above, the school will use the distance between the school and a child's home as a tie breaker to decide between applicants. Priority will be given to children who live closest to the school. Distance will be measured in a straight line from the child's home address to the school's front gates on Abbotts Way. A child's home address will be considered to be where he/she is resident for the majority of nights in a normal school week.

Where the distance between 2 children's homes and the school is the same, random allocation will be used to decide between them. This process will be independently verified.

6. In-year admissions

You can apply for a place for your child at any time outside the normal admissions round.

If there are spaces available in the year group you are applying for, your child will always be offered a place.

If there are no spaces available at the time of your application, your child's name will be added to a waiting list for the relevant year group. When a space becomes available it will be filled by one of the pupils on the waiting list in accordance with the oversubscription criteria listed in section 5.2 of this policy. Priority will not be given to children on the basis that they have been on the waiting list the longest.

Applications for in-year admissions should be sent to the following address:

School Admissions Service
Saltisford Office Park,

Ansell Way,
Warwick,
CV34 4UL

7. Appeals

If your child's application for a place at the school is unsuccessful, you will be informed by Warwickshire County Council why admission was refused and given information about the process for hearing appeals. If you wish to appeal, you must set out the grounds for your appeal in writing and send it to the following address:

School Admissions Service

Saltisford Office Park,

Ansell Way,

Warwick,

CV34 4UL

admissions@warwickshire.gov.uk

You can find details of the school's appeals timetable on the following webpage:

<https://www.warwickshire.gov.uk/schools-and-learning/admissions>

8. Monitoring arrangements

This policy will be reviewed and approved by the headteacher and governing body every year.

Whenever changes to admission arrangements are proposed (except where the change is an increase to the agreed admission number), the governing board will publicly consult on these changes.