

SILVER SPRINGS PRIMARY ACADEMY

Admissions Policy

2018-19

GENERAL

1. This policy may be amended in writing at any time by agreement between the Secretary of State and the Academy Trust.
2. The Academy Trust will act in accordance with, and will ensure that the Independent Appeal Panel is trained to act in accordance with, all relevant provisions of the School Admissions Code and the School Admission Appeals Code published by the Department for Children, Schools and Families (“the Codes”) as they apply at any given time to maintained schools and with equalities law and the law on admissions as they apply to maintained schools. For this purpose, reference in the Codes or law to “admission authorities” shall be deemed to be references to the governing body of the Academy Trust.
3. Notwithstanding the generality of paragraph 2 of this Annex B, the Academy Trust will take part in the Admissions Forum set up by the LA and have regard to its advice; and will participate in the co-ordinated admission arrangements operated by the LA and the local in-year fair access protocol.
4. Notwithstanding any provision in this Agreement, the Secretary of State may:
 - (a) direct the Academy Trust to admit a named pupil to the Silver Springs Academy on application from a local authority. Before doing so the Secretary of State will consult the Academy Trust.
 - (b) direct the Academy Trust to admit a named pupil to the Silver Springs Academy if the Academy Trust has failed to act in accordance with this Annex or has otherwise failed to comply with applicable admissions and equalities legislation or the provisions of the Codes.
 - (c) direct the Academy Trust to amend its admission arrangements where they fail to comply with the School Admission Code or Admission Appeals Code.
5. The Academy Trust shall ensure that parents and ‘relevant children’ will have the right of appeal to an Independent Appeal Panel if they are dissatisfied with an admission decision of the Academy Trust. The Independent Appeal Panel will be independent of the Academy Trust. The arrangements for appeals will comply with the School Admission Appeals Code published by the DfE as it applies to Foundation and Voluntary Aided schools. The determination of the appeal panel is binding on all parties.
6. The Academy Trust shall prepare guidance for parents and relevant children about how the appeals process will work and provide them with a named contact who can answer any enquiries they may have about the process. The Academy Trust may, if it chooses, enter into an agreement with a LA or any other organisation for it to recruit, train and appoint

appeal panel members, and to arrange for the process to be independently administered and clerked.

- 7 In paragraphs 5 and 6 above, 'relevant children' means:
- a) in the case of appeals for entry to a sixth form, the child, and;
 - b) in any other case, children who are above compulsory school age, or will be above compulsory school age by the time they start to receive education at the school.

ANNUAL PROCEDURES FOR DETERMINING ADMISSION ARRANGEMENTS

Consultation

8. The Academy Trust shall consult the following parties on the Academy's proposed changes to admission arrangements for a minimum of six weeks between 1st October and the 31st January in the 'Determination Year' :
- a) The LA.
 - b) The admission forum for the LA.
 - c) Any other admission authorities for primary and secondary schools located within the relevant area for consultation.
 - d) Any other governing body for primary and secondary schools (as far as not falling within paragraph c)) located within the relevant area for consultation.
 - e) Affected admission authorities in neighbouring local authority areas.
 - f) Parents living in the relevant area for consultation whose children have attained the age of two but are not above compulsory school age and who are or will be eligible to apply to be admitted to the Academy;
 - g) Community groups which the Academy considers relevant;
 - h) Teaching unions if the consultation includes an increase in admission number.

Such consultation shall be in line with the requirements of the Codes and relevant admissions legislation, which at the date of this Agreement is section 89 of the School Standards and Framework Act 1998 as amended, and Regulations under that section.

- 9 From 2011-12, and for subsequent years, consultation in line with paragraph 8 is not required in any year where the following conditions are met:
- a) the admission arrangements were consulted upon in one or both of the previous two years; and
 - b) there have been no changes, or proposed changes, since the last consultation.
- 10 As soon as any changes are made to arrangements, or proposed, the consultation cycle in paragraph 8 must be followed for the next determination year.

Academy Trust Determination of Admission Arrangements

11. The Academy Trust will consider comments made by those consulted in accordance with paragraph 8, including any requests to amend the proposed admission number, before determining the admission arrangements for the Academy.
12. The Academy Trust will determine the Academy's admission arrangements annually by 28 February of the Determination Year and notify consultees listed in paragraph 8 what has been determined within 14 days of that decision being made.

Representations about admission arrangements

13. Where the Academy Trust has determined the Academy's admission arrangements and notified all consultees listed in paragraph 8, if any of those persons or bodies object to the Academy's admission arrangements, including the proposed admission number, they can make representations to the Secretary of State. Any representations must be made by 15th May in the Determination Year.

Secretary of State's Consent for Changes to Admission Arrangements

14. Where the admission arrangements determined in a Determination Year in accordance with paragraph 12 are different from the admission arrangements currently in existence for the Academy, the Academy Trust shall by 15th May in the Determination Year apply to the Secretary of State for him to consent to such amended admission arrangements.

Secretary of State's Power to Accept, Modify or Reject Admission Arrangements

15. Where the Secretary of State has received any representations made in accordance with paragraph 13, the Secretary of State must consult the Academy Trust on such representations. Following such consultation, by 31 July in the Determination Year the Secretary of State may direct that the Academy Trust amends the proposed admission arrangements for the Academy. The Academy Trust shall comply with any such direction.
16. Where the Secretary of State has received an application made in accordance with paragraph 14 seeking his consent to any amended admission arrangements, the Secretary of State must by 31 July in the Determination Year either approve the amended admission arrangements or direct that the amended admission arrangements are not implemented or must be modified. The Academy Trust must comply with any such direction.

Publication of Admission Arrangements

17. The Academy Trust shall each Determination Year publish the Silver Springs Academy's agreed admission arrangements by:
 - a) copies being sent to the offices of the LA;

- b) copies being made available without charge on request from the Academy;
 - c) a copy being uploaded to the Academy's website.
18. The published admission arrangements will set out:
- a) the name and address of the Silver Springs Academy and contact details;
 - b) a summary of the admission policy, including full oversubscription criteria;
 - c) numbers of places and applications for those places in the previous year; and
 - e) arrangements for hearing appeals.

Proposed Changes to Admission Arrangements by the Silver Springs Academy After Arrangements Have Been Published

19. Subject to paragraph 20, once the Academy's admission arrangements have been determined for a particular year and published, the Academy Trust will not make any change to such arrangements unless there is a major change of circumstances and the following procedures have been followed:
- a) the Academy Trust has consulted those who are required to be consulted under paragraph 8 above on the proposed variation;
 - b) following such consultation, the Academy Trust has applied to the Secretary of State to approve the change setting out:
 - i) the proposed change;
 - ii) reasons for wishing to make such a change;
 - iii) any comments or objections to the proposal from those consulted; and
 - c) following such application, the Secretary of State has provided his consent to the proposed variation.
20. The Academy Trust shall following the prior written agreement or direction of the Secretary of State vary the Academy's admission arrangements where such changes are necessary to ensure compliance with the relevant provisions of admissions law or the Codes as they apply to maintained schools. Such changes may be made at any time.
21. Any changes to the Academy's admission arrangements brought about through the variation processes in paragraphs 19 or 20 above must be published within the Academy's prospectus and on its website (if it has one) and be communicated within 7 days to those persons who must be consulted under paragraph
22. The Academy Trust must make arrangements for a parent of a child who has attained the age of two but is not above compulsory school age and who has been, is or will be eligible to apply to be admitted to the Academy to make representations to the Secretary of State that

any aspect of the Academy's admission arrangements does not comply with the relevant provisions of admissions law or the Codes as they apply to maintained schools.

23. Where a representation is made in accordance with paragraph 22, the Secretary of State may, after consulting the Academy Trust, direct that the Academy Trust modify its arrangements for the admission of pupils to the Academy so that they comply with the relevant provisions of admissions law and the Codes as they apply to maintained schools. The Academy Trust must comply with any such direction.
24. Records of applications and admissions to the Academy shall be kept by the Academy Trust for a minimum period of ten years and shall be open for inspection by the Secretary of State.

PROCEDURE FOR ADMITTING PUPILS TO THE ACADEMY

Admission Number

25. The Academy Trust has made no changes to the agreed admission number for Silver Springs Academy. The following is the agreed admission numbers for the Academy for the year 2018/19 and, subject to any changes approved or required by the Secretary of State, for subsequent years:
 - a) The Silver Springs Academy has capacity for 60 pupils in the Reception Class. It has an agreed admission number of 60 pupils per year up to Year 6. Silver Springs Academy will accordingly admit 60 pupils in the relevant age group each year if sufficient applications are received.
26. In any specific year, the Academy Trust may set a higher admission number than the Silver Springs Academy's agreed admission number for an applicable year group. Before setting an admission number higher than its agreed admission number, the Academy Trust will consult those listed at paragraph 8. Pupils will not be admitted in any year group above the published admission number for that year group unless exceptional circumstances apply and such circumstances shall be reported to the Secretary of State.

Process of Application

27. Arrangements for applications for places at the Silver Springs Academy will be made in accordance with the LA's co-ordinated admission arrangements and will be made on the Common Application Form provided and administered by the relevant local authority.
28. The Academy Trust will use the LA's timetable for applications to the Silver Springs Academy each year (exact dates within the months may vary from year to year). This will fit in with the timetable for the co-ordination of admission arrangements within the LA as agreed by the, Admissions Forum.
 - a) By September - The Academy Trust will publish in the Silver Springs Academy's prospectus information about the arrangements for admission, including oversubscription criteria, for the following September (e.g. in September 2016 for admission in September 2017). The

Academy Trust will also provide information in relation to the Silver Springs Academy to the LA for inclusion in the composite prospectus, as required;

b) Autumn Term: notify parents of arrangements for online applications

c) On going: provide opportunities for parents to visit the Silver Springs Academy as required;

d) February - LA applies agreed scheme for own schools, informing other neighbouring LA's of offers to be made to their residents.

e) Spring Term: Academy Trust considers special circumstances

f) April: LA offers made to parents.

The Academy will ensure that parents are made aware of processes to enable parents to apply before LA deadlines.

Consideration of Applications

29. The Academy Trust will consider all applications for places at the Silver Springs Academy. Where fewer than the published admission number(s) for the relevant year groups are received, the Academy Trust will offer places at the Silver Springs Academy to all those who have applied.

Procedures where the Silver Springs Academy is oversubscribed

30. Where the number of applications for admission is greater than the published admission number, applications will be considered against the criteria set out below. After the admission of pupils with statements of Special Educational Needs where the Silver Springs Academy is named on the statement, the criteria will be applied in the order in which they are set out below:

a) **Criterion 1: Looked after Children or children who have previously been looked after but immediately after being looked after became subject to an adoption, residence, 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)

b) **Criterion 2: Children and families with exceptional medical or social needs**

Written evidence must be provided by a suitably qualified professional – e.g. a GP or consultant for medical needs, or a social worker for social needs – the information must confirm the exceptional medical or social need and demonstrate how the specified school is the only school that can meet the defined needs of the child. A panel of officers from Tameside MBC will make a decision as to whether to admit a child under this criterion, using the evidence provided. Parents/carers are responsible for providing all information in support of an application by the closing date, officers of the Council will not ask for

additional information. All information provided will be treated in the strictest confidence.

c) **Criterion 3: Siblings**

Whether siblings attend the school and will still be attending the school at the time of admissions. For admission purposes, a sibling is a child who resides at the same address as the child for whom a place is being requested, and is one of the following:-

- brother/sister
- half-brother/sister (i.e. share one common parent)
- stepbrother/sister (i.e. related by a parent's marriage)
- any other child for whom it can be demonstrated that s/he is residing permanently at the same address (e.g. under the terms of a residence order).

The sibling connection only applies where families have a sibling attending the school at the time of the application as well as at the time of admission.

d) **Criterion 4: Distance**

Preference will be given to pupils living nearest to the school taking into account ease of access to and distance from alternative schools.

Ease of access will be considered when parents provide details of particular reasons that mean their child could reach their nearest school but will have a disproportionately long journey to another school if denied admission to their nearest school. Details must be provided in with the application.

Distance will be measured as a straight line from the child's home address, using the address point assigned by the National Land and Property Gazetteer, to the main gate to the school property. Measurements will be made using the local authority's school admissions data mapping software, which uses a Geographical Information System based on Ordnance Survey.

Where oversubscription occurs in applying either criteria 1, 2 or 3, priority will be given to those pupils living nearest the school, measured as a straight line (as above).

The address from which distance will be measured will be the permanent residential address, at the time of application, of the parent with whom the child is normally resident. Where a child lives with parents with shared responsibility, each for part of a week, the home address is the address from which the child travels to school for the majority of school days per week. If the number of days is exactly equal the home address will be that of the parent who receives the Child Benefit.

In the event of distances being the same for 2 or more applications where this distance would be the last place/s to be allocated, the place will be allocated to the pupil that is nearer using walking distance as measured using the local authority's school admissions data mapping software.

An adoption order is an order under section 46 of the Adoption and Children Act 2002. A 'residence order' is as 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. 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).

In cases where twins, triplets, or other multiple birth siblings are split when allocations take place, they will be allocated a place over the Published Admission Number and will remain excepted pupils for the time they are in an infant class or until the class numbers fall back to the current infant class size limit.

In all cases where a tiebreaker is required the pupil that is nearer using walking distance as measured using the local authority's school admissions data mapping software.

31. There will be a right of appeal to an Independent Appeals Panel for pupils refused transfer and external applicants refused admission.

Operation of waiting lists

32. Subject to any provisions regarding waiting lists in the LA's co-ordinated admission scheme, the Academy will operate a waiting list for each year group. Where in any year the Silver Springs Academy receives more applications for places than there are places available, a waiting list will operate until the end of the relevant school year. This will be maintained by the Academy Trust and it will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.
33. Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria set out in paragraph 30. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria with any places offered to the highest ranked application received by the date the place becomes available. If new or late applications have a higher priority under the oversubscription criteria, they will be ranked higher than those who have been on the list for some time.

Arrangements for Admitting Pupils to Other Year Groups (Including replacing any pupils who have Left the Silver Springs Academy)

34. From 2011-2012 local authorities co-ordinate admissions for in-year applications and for applications for year groups other than the normal point(s) of entry. This will not affect Academies' right to determine which applicants have priority for admission.
35. Subject to any provisions in the LA's co-ordinated admission arrangements relating to applications submitted for years other than the normal year of entry, the Academy Trust will consider all such applications and if the year group applied for has a place available, admit the child unless one of the permitted reliefs apply. If more applications are received than there are places available, the oversubscription criteria in paragraph 30 shall apply. Parents whose application is turned down shall be entitled to appeal.

Appeals procedure

36. Parents who want to appeal against the governors' decision not to offer their child a place at the Academy must appeal directly to the Academy, not through the Admissions Team. Appeals should be addressed in writing to the Admissions Officer at the Academy within 20 school days of receiving the decision letter from the Admissions Team. The envelope should be clearly marked "Admission Appeal".
37. The appeal will be heard by an independent appeals panel. Parents will receive written notification of the date and time of their appeal hearing, which they can attend to explain their case. If they wish, parents may be accompanied by an adviser or friend. Following the appeal, the Clerk to the appeals panel will write to parents with the decision.

Silver Springs Primary Academy Nursery Education Admissions Policy 2018 – 2019

1 Introduction

- 1.1 This policy was written with reference to Statutory Guidance for Local Authorities on the delivery of Free Early Education for Three and Four Year Olds and Securing Sufficient Childcare. The Governing Body must follow this policy so as to ensure consistency for parents in applying for nursery places. The policy has been written in line with TMBC coordinated Nursery Admissions Scheme.

2 Purpose

- To provide clear guidance for Silver Springs Governing Body on Nursery Admissions.
- To ensure a consistent approach to Nursery Admissions.

3 Entitlement to Nursery Education Places

- 3.1 All children are entitled to a free part-time nursery education place. That entitlement is from the term **after** their third birthday. However, provision is made by a range of providers and the local authority aims to provide places in the year before they enter Reception. Some places may be available for three year olds in the term after their 3rd birthday if there are places available.
- 3.2 From September 2013 each child is entitled to a maximum of 15 hours free early years education per week from the term following their third birthday. This entitlement can be delivered flexibly by the school (where it is able to do so and in response to parental demand). If the free entitlement is taken flexibly, it must be no less than two and a half hours per session and no more than 10 hours per day. The full 15 hours entitlement should be over no fewer than 2 days.

4 Roles and Responsibilities

4.1 The Local Authority will:

- distribute Tameside's policy for nursery admissions to all appropriate Governing Bodies
- provide schools with a standard nursery admissions application form
- disseminate information about nursery education providers via the Family Information Service
- provide guidance and support for Governing Bodies offering Nursery provision
- publish timescales for Nursery Admissions annually
- measure distances by request

4.2 The Governing Body / school should:

- keep a record of all parents expressing an interest in a nursery place for their child
- send out application forms to parents of children, who have expressed an interest according to LA timescales.
- make it clear on all correspondence to parents that a place in nursery does not guarantee a place in Reception
- inform parents in writing of an offer or a refusal according to LA timescales
- provide copies of the following leaflets/factsheets to parents who have been refused a place:
 - Free entitlement funding - Directory
 - Admissions to Nursery Classes 2018/2019
 - How to claim your free early education place

4.3 Parents / Carers are expected to:

- register their interest in a particular school by contacting that school
- complete and return an application form according to given timescales
- confirm acceptance of a place

5 Allocation of Nursery Places

- 5.1 Places will be allocated to Tameside residents who will be 4 years old between 1 September 2018 and 31 August 2019 in the first instance.
- 5.2 Places should be offered to children who will become 4 years old between 1st September 2018 and 31st August 2019 (and therefore born between 1st September 2014 and 31st August 2015).
- 5.3 Where Silver Springs Primary Academy receives less applications from Tameside residents who will be 4 years old between 1 September 2018 and 31 August 2019 than there are places available, all must be offered places. When Silver Springs Primary Academy receives more applications from Tameside residents who will be 4 years old between 1 September 2018 and 31 August 2019 than there are places available, the following over subscription criteria must be applied in order:

1. Children in Public Care (Looked After Children)

2. Children with Exceptional Medical Needs or Home Circumstances and / or Special Educational Needs

Written evidence must be provided from a doctor or other agency that he/she has exceptional needs which means that admission to a particular school nursery is essential. A panel of governors will make a decision as to whether to admit a child under this criteria using the evidence provided. All information provided will be treated in the strictest confidence.

It is anticipated that the total number of children allocated places according to these criteria would form only a small proportion of the total number of children attending the Nursery.

- 3. Siblings:** this will apply where the applicant is 4 years old by 31st August 2019 and has brothers or sisters attending Silver Springs Primary Academy at the time of application, who will still be attending at the time of admission. Within the sibling tiebreaker, preference will be given to pupils living nearest to Silver Springs Primary Academy.

The sibling criterion includes; natural sisters/brothers; half sisters/brothers; step sisters/brothers; adopted sisters/brothers; sisters/brothers of fostered children, and in each case living at the same address. This allows for the admittance of children whose siblings will still be attending Silver Springs Primary Academy.

4. Age

Priority will be given to children in the following order:

- 1 Children who will be 4 years old by 31st December 2018
- 2 Children who will be 4 years old by 31st March 2019
- 3 Children who will be 4 years old by 31st August 2019

- 5.4 Where over subscription occurs in applying criteria 4.1, 4.2 or 4.3, a tiebreaker will be applied to all applications remaining within the criteria. Priority will be given to applicants who live closest to Silver Springs Primary Academy.

- 5.5 Distance will be measured as a straight line from the child's home address to the main gate to the Academy property using the Tameside LA's school admissions data mapping software, which uses a Geographical Information System based on Ordnance Survey.
- 5.6 The address from which distance will be measured will be the permanent residential address, at the time of application, of the parent with whom the child lives. Where a child lives with parents with shared responsibility, each for part of a week, the home address is the address from which the child travels to school for the majority of school days per week. If the number of days is exactly equal the home address will be that of the parent who receives the Child Benefit.
- 5.7 In the event of distances being the same for 2 or more applications where this distance would be the last place/s to be allocated, the place will be allocated to the pupil that is nearer using walking distance as measured using the local authority's school admissions data mapping software.

6 Allocating places to Tameside resident children applying after the main allocation procedure has been completed

- 6.1 When Silver Springs Primary Academy still has nursery places available after the main allocation process has been completed, the Governing Body should offer places to subsequent applicants on a 'first come first served basis', as long as that child is of the correct age i.e. will become 4 years old between 1st September 2018 and 31st August 2019 (and therefore born between 1st September 2014 and 31st August 2015) and lives in Tameside. Should a Tameside resident parent request a place after the allocation process and the Academy has places available, a place should normally be offered.

7 Waiting Lists

- 7.1 When Silver Springs Primary Academy has allocated all its nursery places, it may operate a waiting list. If a place becomes available, it should be allocated to a child on the waiting list according to the over subscription criteria.

8 If Silver Springs Primary Academy still has nursery places available after the summer half term 2018, the following will apply

- 8.1 Offering places to children who do not live in Tameside. Where Silver Springs Primary Academy still has nursery places available after the summer half term preceding the September that applicants wish to be admitted, these can be allocated to children who do not live in Tameside and who will become 4 years old between 1st September 2018 and 31st August 2019 (and therefore born between 1st September 2014 and 31st August 2015), according to the over subscription criteria.

9 If Silver Springs Primary Academy still has nursery places available after the start of term in September 2018, the following may apply

- 9.1 Offering places to children who will become 3 years old between 1st September 2018 and 31st December 2019 who live in Tameside. The governing body may decide that it will offer empty places to Tameside resident pupils who will become 3 years old between 1st September 2018 and 31st December 2019 if there are still places available after the start of term in September 2018. Pupils will not be able to start in the nursery until the beginning of the term **after** they become 3 i.e. January 2019 at the earliest. Pupils accepted into the nursery in this category will not be required to apply for a place in September 2019 as they

will automatically continue in the nursery. Places must be offered using similar criteria as for the main allocation:

1 Children in Public Care (Looked After Children)

2 Children with Exceptional Medical Needs or Home Circumstances and / or Special Educational Needs

3 Age

Children who will be 3 years old by 31st December 2018 to start in January 2019

Tiebreaker - Siblings and Distance

Where over subscription occurs in applying criteria 1, 2 or 3, a tiebreaker will be applied to all applications remaining within the criteria. Priority will be given to applicants who have a sibling in the academy at the time of admission followed by applicants who live closest to the academy.

10 If Silver Springs Primary Academy still has nursery places available after the start of term in January 2018, the following may apply:

- 10.1 Offering places to children who will become 3 years old between 1st January 2019 and 31st March 2019 who live in Tameside. The governing body may decide that it will offer empty places to Tameside resident pupils who will become 3 years old between 1st January 2019 and 31st March 2019 if there are still places available after the start of term in January 2019. Pupils will not be able to start in the nursery until the beginning of the term **after** they become 3 i.e. after Easter 2019 at the earliest. Pupils accepted into the nursery in this category will not be required to apply for a place in September 2019 as they will automatically continue in the nursery. Places must be offered using similar criteria as for the main allocation:

1 Children in Public Care (Looked After Children)

2 Children with Exceptional Medical Needs or Home Circumstances and / or Special Educational Needs

3 Age

Children who will be 3 years old by 31st March 2019 to start after Easter 2019

Tiebreaker - Siblings and Distance

Where over subscription occurs in applying criteria 1, 2 or 3, a tiebreaker will be applied to all applications remaining within the criteria. Priority will be given to applicants who have a sibling in Silver Springs Primary Academy at the time of admission followed by applicants who live closest to the academy.

NB: Parents do not have the right of appeal against the decision of the Governing Body to refuse admission to Nursery.