

ASHTON WEST END PRIMARY ACADEMY



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ADMISSION ARRANGEMENTS FOR ASHTON WEST END PRIMARY ACADEMY 2017-18 ACADEMIC YEAR

Introduction

Ashton West End Primary Academy is an inclusive school and welcomes children from the local community. We believe that strong parental or guardian involvement is essential for the success of every pupil and all parents, guardians and pupils will be invited to meet with staff at the Academy after a place has been offered.

These admission arrangements do not apply to those children being admitted for nursery provision (please see our Nursery Admission Arrangements document). Having a child in our nursery does not guarantee entry into our Reception Classes and a separate application for Reception Admission will have to be made to Tameside Local Authority.

Criteria for Admission

Children become of compulsory school age in the term following their fifth birthday but can apply to start at Ashton West End Academy at the beginning of the school year in which they reach five years of age.

If you are offered a place and your child has their fifth birthday part way through the school year (September to July) you have the right to defer entry to the beginning of the term after which they have had their fifth birthday, or to attend school on a part-time basis until that point. However, you cannot defer a place until the following year.

Admissions Procedure

If you are a Tameside resident you must make your application to Ashton West End Academy to Tameside Local Authority. You should put your child's name down at any Tameside primary school by the beginning of **October 2016**.

Tameside primary schools will forward details of all the children who have been registered with them to the Local Authority Admissions Team, who will send out details of how to apply in **November 2016**. Details will include where to view Starting Out and a letter explaining how to make your application. You should use your application to apply for Ashton West End Academy and any primary school, whether this is in Tameside or in another Local Authority area. Application details may also be obtained from the Admissions Section at Tameside MBC. Starting Out will be available on Tameside's website.

If you are not a Tameside resident but wish to apply to Ashton West End Academy you must make your application to the Local Authority where you live. Applications must be returned in accordance with your own local authority's specific instructions and not to Tameside.

THE PROCESS

The application will invite parents to indicate a preference for up to 6 schools, and then to rank the schools in order of preference, parents will also be able to give reasons for each preference.

Your application must be submitted by the closing date of **15 January 2017**, with any supporting information / evidence if appropriate.

Ashton West End Academy will follow the timetable set out in the coordinated admissions scheme. Late applications will be dealt with as late and ranked after all applications received by the deadline.

Changes to preferences, ranking order, or pupil details, will not be allowed after the closing date of **15 January 2017**, except in exceptional circumstances, for example, if the family has recently moved address. Evidence must be provided to support the request. An intention to change address cannot be considered until the move has actually taken place and proof is available, or parents may provide a solicitor's letter confirming an exchange of contracts on a property, or a tenancy agreement and proof of disposal of current property. No changes can be considered even where there are exceptional circumstances, once information has been exchanged with other admission bodies because the allocations process has commenced. In the case of primary schools this cut-off date is the **10 February 2017**.

Notification of offers of a single school place will be sent out to parents on **17 April 2017**. These notifications will also inform parents of their right of appeal, and who to contact, if an application has not been successful.

Parents will not receive multiple offers.

Ashton West End Primary Academy has an admission number of 60 pupils for entry into Reception. All applicants will be admitted if 60 or fewer apply.

Where applications for admission to Ashton West End Academy exceed the number of places available, the following criteria will be applied, in the order set out below, to decide which children to admit.

CRITERIA FOR ALLOCATING PLACES TO OVERSUBSCRIBED SCHOOLS

Children with statements of special educational needs where Ashton West End Academy is named will be allocated places before the oversubscription criteria are applied.

The criteria for over-subscription for community and voluntary controlled primary schools are:

- 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)

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 Ashton West End Academy 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.

3. Sibling

This will apply where there are brothers or sisters attending Ashton West End Academy at the time of application, who will still be attending at the time of admission, i.e. in the September when a pupil is admitted to Reception. Preference will be given to pupils living nearest to the school.

The sibling criterion includes; natural sisters/brothers; half-sisters/brothers; step sisters/brothers; adopted sisters/brothers; sisters/brothers of fostered children; children of the parent/carer's partner, and in each case living at the same address. This allows for the admittance of children whose siblings will still be attending the preferred school.

4. All other applications on distance

Preference will be given to pupils living nearest to the school

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.

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.

WAITING LISTS

If the school is oversubscribed a waiting list will be maintained. The waiting list will operate until the end of the relevant school year. Parents who have expressed the school as a preference and have not been offered a place at the school, will automatically be placed on the waiting list. All pupils on the waiting list will be ranked according to the oversubscription criteria. When a place becomes available children who have been referred under the local authority's Fair Access protocol or who are the subject of a direction by the local authority to admit will be given precedence over any other children on the waiting list. Then any places will be 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. If the circumstances of children on the waiting list change (e.g. they move house) they should inform the school immediately and provide appropriate supporting evidence).

APPEALS

If an application for a place at Ashton West End Academy is not successful parents have the right of appeal to an Independent Appeals Panel. Parents should make their appeal in writing, setting out clearly the reasons they believe their child should attend the academy, and providing any substantiating evidence. Parents will receive information about appeals with the letter confirming which school they have been allocated. This information is also available on the School Admissions webpage <http://www.tameside.gov.uk/admissions>.

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ADMISSION ARRANGEMENTS FOR ASHTON WEST END NURSERY SCHOOL 2017-18 ACADEMIC YEAR

Introduction

Ashton West End Nursery School is an inclusive school and welcomes children from the local community. We believe that strong parental or guardian involvement is essential for the success of every pupil and all parents, guardians and pupils will be invited to meet with staff at the school after a place has been offered.

Criteria for Admission

All children are entitled to a free part-time nursery education place from the term after their third birthday, each child is entitled to a maximum of 15 hours free early years education per week in the year before the child enters Reception class.

In the first instance places will be allocated to Tameside residents who will be four years old between the 1st September of the year prior to admission and the 31st August of the year of admission.

Admissions Procedure

Ashton West End School will admit 52 nursery children for the school year September 2017 to July 2018. The school offers either five morning sessions of three hours each, **or** five afternoon sessions of three hours each during each school week.

Prospective parents should register their interest with the school as soon as possible by completing and submitting an application form which is available from the school office. Forms should be submitted to Ashton West End Academy no later than February of the year the child will start nursery school.

All parents who have returned an application form before the end of February of the year the child will start nursery school will be contacted in writing by Ashton West End Academy in the following month, March. The letter will ask parents to confirm that they wish to take up a place, if available, by returning an enclosed confirmation slip.

The confirmation slip must be returned to the school before the date stated in the letter for the child to be considered for a place. If the confirmation slip is not returned by the specified date the offer will be withdrawn and the place offered to another child.

Oversubscription Criteria

Ashton West End Academy has an admission number of 52 pupils for entry into the nursery. All applicants will be admitted if 52 or fewer confirm their application. Preferences for morning or afternoon nursery sessions will be given in the order in which the confirmation forms are returned to the school.

When the number of applicants exceeds 52 the governing body will apply the following oversubscription criteria, in order:

Allocation of Nursery Places

Places will be allocated to Tameside residents who will be 4 years old between 1 September 2017 and 31 August 2018 in the first instance.

Places should be offered to children who will become 4 years old between 1st September 2017 and 31st August 2018 (and therefore born between 1st September 2013 and 31st August 2014).

Where Ashton West End Academy receives less applications from Tameside residents who will be 4 years old between 1 September 2017 and 31 August 2018 than there are places available, all must be offered places. Where the school receives more applications from Tameside residents who will be 4 years old between 1 September 2017 and 31 August 2018 than there are places available the following oversubscription 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 criterion 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 2018 and has brothers or sisters attending the school 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 the school.*

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 the preferred school.

4. Age

Priority will be given to children in the following order:

- 1 Children who will be 4 years old by 31st December 2017
- 2 Children who will be 4 years old by 31st March 2018
- 3 Children who will be 4 years old by 31st August 2018

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 the school.

Distance will be measured as a straight line from the child's home address to the main gate to the school property using the LA's school admissions data mapping software, which uses a Geographical Information System based on Ordnance Survey.

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.

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.

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

Where Ashton West End Academy still has nursery places available after the main allocation process has been completed, the Governing Body will 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 2017 and 31st August 2018 (and therefore born between 1st September 2013 and 31st August 2014) and lives in Tameside. Should a Tameside resident parent request a place after the allocation process and the school has places available, a place will normally be offered.

Waiting Lists

A waiting list will be kept of any children who have not been granted a place and parents contacted if one should become available.

If Ashton West End Academy still has nursery places available after the summer half term 2016, the following will apply

Offering places to children who do not live in Tameside. Where the school 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 2017 and 31st August 2018 (and therefore born between 1st September 2013 and 31st August 2014), according to the over subscription criteria.

If a school still has nursery places available after the start of term in September 2017, the following may apply

Offering places to children who will become 3 years old between 1st September 2017 and 31st December 2017 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 2017 and 31st December 2017 if there are still places available after the start of term in September 2017. Pupils will not be able to start in the nursery until the beginning of the term after they become 3 i.e. January 2018 at the earliest. Pupils accepted into the nursery in this category will not be required to apply for a place in September 2018 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 2017 to start in January 2018

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 school at the time of admission followed by applicants who live closest to the school.

If a school still has nursery places available after the start of term in January 2018, the following may apply

Offering places to children who will become 3 years old between 1st January 2018 and 31st March 2018 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 2018 and 31st March 2018 if there are still places available after the start of term in January 2018. Pupils will not be able to start in the nursery until the beginning of the term after they become 3 i.e. after Easter 2018 at the earliest. Pupils accepted into the nursery in this category will not be required to apply for a place in September 2018 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 2018 to start after Easter 2018

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 school at the time of admission followed by applicants who live closest to the school.

Decisions made by the governing body to allocate places are final and there is no right of appeal against such decisions.