

ASHTON WEST END PRIMARY ACADEMY



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ADMISSION ARRANGEMENTS FOR ASHTON WEST END PRIMARY ACADEMY 2019-2020 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 2018**.

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 2018. 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 2019**, 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 2019**, 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 **8 February 2019**.

Notification of offers of a single school place will be sent out to parents on **16 April 2019**. 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>.