



Danesfield School

## **DANESFIELD SCHOOL ADMISSIONS POLICY 2022-2023**

The school is an age 4-11 primary, co-educational school. Pupils are admitted without reference to gender, ability or aptitude. It is a Foundation school where the Governing Body is the admitting authority with admission decisions delegated to a responsible committee of which the Head Teacher is a member. The school will admit children to Reception classes at the beginning of the academic year (1<sup>st</sup> September to 31<sup>st</sup> August) in which they have their fifth birthday. Transfers from other local schools will normally be admitted at the start of the next half term but the school retains the right to admit at an alternative date by mutual agreement. This policy will come into effect on 1 Sep 2022 (for In Year applications) and will be followed for applications for Reception made during 2021-22 for pupils starting Reception in September 2022.

### **Co-ordinated Admission Arrangements and Timetable**

Applications for admission to Reception classes in September each year will be dealt with under the Buckinghamshire Coordinated Primary Admissions Scheme. While admission decisions are made by the Governing Body, completed applications should be returned to County Hall and the letter offering a place at the school will be sent by the Council on behalf of the Governing Body. Details of the dates for timely applications and how late applications are handled are on the Council website. The timetable relating to September 2021 admissions is attached.

### **Number of Pupils Admitted**

The schools Published Admissions Number (PAN) is 60. Children will be offered places in Reception classes in September each year by means of the Coordinated Primary Scheme. If Danesfield has more places available than applications received then all children will be allocated a place. If there are more applications received than the places available then the places will be allocated in accordance with the following over subscription criteria.

### **Over Subscription Criteria**

1. Looked After Children or a child who was previously looked after but immediately after being looked after became the subject of an adoption, residence or special guardianship order.<sup>1</sup>
2. Children who have exceptional medical or social needs, which can only be met at this school, supported by written evidence from an appropriate professional person.
3. Children whose normal home address is within the catchment area of the school on the date of admission. Proof of residence will be required in accordance with the guidance given by Buckinghamshire Council (BC). Legal guidance from

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<sup>1</sup> 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. This covers accommodated children and those who are in care under a Care Order/interim order. This can include: living with family or friends, in foster care, a children's home, residential school, special school or in supported lodgings.

BC, effective from 1st December 2017, states that Holiday Homes<sup>2</sup> will not qualify as in-catchment even when stated as a sole residence;

4. Children who have a parent that is a member of staff at the school where the member of staff has been employed in the school for 2 or more years at the time at which the application is made; or the member of staff is/or has been recruited to fill a vacant post for which there is a demonstrable skill shortage as determined by the Governing body.

5. Children who, on the date of admission, will have a sibling<sup>3</sup> attending the school.

6. Any further places will be awarded according to the journey distance between the family's normal home address and the school's nearest entrance gate: closest first, measured in accordance with the Ordnance Survey Integrated Transport Network (ITN) database provided by BC.

*Note: Many schools in Buckinghamshire have transferred to a straight line distance measurement. Danesfield will continue with 'journey distance'.*

Normal home address is determined as where the child sleeps for the majority of the school week (Monday – Friday). This must be where the parent or legal carer of the child lives with the child and be the primary residential property that is owned, leased or rented by the child's parent/s or person with legal care and control of the child.

Where a child has two homes due to parental responsibility being shared by two people who live apart, the address used will be the one at which the child resides for the majority of time during school terms, as confirmed by written evidence from both parents/guardians.

The ranking of children within each category 1 to 6 will be determined using the remaining criteria in the order set out.

The Governing Body reserve the right to request sight of evidence of home address within the first months of starting school to ensure that the child continues to reside at the application address.

If a place at the school is offered and it is then discovered that the offer was made based on fraudulent or misleading information (for example, a false claim to living in the catchment area), and this denied a place to a child with a stronger claim, the Governing Body will withdraw the offer of a place; this has happened in previous years. An offer of a place can be withdrawn even after a child has started school.

From 1 January 2021 overseas nationals entering the UK who wish to apply for a state-funded school need to check that they have a right of abode or check that the conditions of their visas permit them to [access a state-funded school](#). You may need to apply for a [certificate of entitlement](#). Having a [right of abode](#) means you're allowed to live in the UK without any immigration restrictions.

### **Catchment Area**

The catchment area is defined by the County map at the following link:

[Danesfield School Catchment Area Map](#)

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<sup>2</sup> Dwellings that cannot have full 12 month occupancy or are 2nd homes.

<sup>3</sup> A sibling is a brother or sister, which, for admission purposes, means one of two or more individuals who have one or more parents in common, or any other child (including an adopted child) who permanently lives at the same address and for whom the parent also has parental responsibility.

The County website has a post code checking facility to confirm whether a particular residence is in the catchment area, noting that Holiday Homes will **not** qualify as in-catchment.

### **Children with Special Educational Needs**

Children with Education, Health and Care Plans that name Danesfield School as the school to which the child will be admitted will not be refused if we have the capacity to accept them.

### **Infant Class Size Legislation**

The Department for Education's School's Admissions Code incorporates Statutory restrictions on 'Infant Class Size' (eg the teacher: pupil ration should not be above 1:30). Danesfield Governors and staff believe that large classes are detrimental to a good education and therefore the Governors' Admissions Committee will apply any of the 'Infant Class Size' restrictions and regulations to all year groups.

The School's Admissions Code 2014 identifies Service children as being 'excepted' from the 1:30 Infant Class Size Regulations. The Governor's Admissions Committee will only go above 30 children in any class if the child falls into this 'excepted' group. Furthermore, the committee will have regard to the educational impact to the remaining cohort if this happens more than twice per class.

### **Service Children**

In accordance with the Department for Education's School's Admissions Code, Service Children moving into the catchment area that have a confirmed address or quartering area will be considered in advance of the family arriving even if it takes a year group above PAN. (See para on Infant Class size regulations above). For a child moving into the MOD Service housing to the West of the school, oversubscription criteria No 6 (the distance tie-breaker) will not be used. For these children if a child's position on the Expressed Interest list cannot be determined within criteria 1-5 then the date that the allocation of a particular house is confirmed will be used as a tie-breaker. (This is to negate the rank-based allocation process used by the MOD).

### **Fair Access Protocol**

The school observes and operates the fair access protocol in consultation with the Local Authority. This protocol is designed to ensure that there is access to education for children who have no school place. All applications for Service family's pupil premium will be considered under Fair Access.

### **In Year Applications**

All applications for admission at any other time than normal entry into Reception should be made directly to the school on an application form to be obtained from the school office or website, and forwarded directly to the school, together with proof of address. This will ensure the speediest handling of the application. The Admissions Committee will only accept applications and may allocate a school place from parents/guardians moving to the catchment area in advance of the move on receipt of a notice from the Landlord, or signed property contract confirming both that the move will take place before the date of admission and that the child will continue to reside at the new address for a minimum of 6 months from the date of admission. All applications will be considered within 10 working days of receipt.

### **Expressed Interest List**

Parents/guardians whose applications have not been successful may request that children's names be placed on the Expressed Interest list which is ranked using the

Over Subscription Criteria above applied in the order set out. If and when further places become available (for example because a family with a child at the school or to whom a place has been offered moves away and the cohort drops below PAN), these are offered to children at the top of the Expressed Interest list. It should be noted that children can be added to or removed from the Expressed Interest list at any time (for example because a family moves to the area) with the result that the ranking of a child already on the list may move up or down.

The order of the Expressed Interest list will only be confirmed prior to allocation of any places which become available. Placing a child's name on a Expressed Interest list does not affect the parent/guardian's right of appeal against an unsuccessful application.

### **Deferred Entry in Reception Year**

The school will offer places on a full time basis from the start of the Autumn Term. Parents of children younger than five have the right to defer entry or attend on a part time basis until no later than the start of the term after the child's fifth birthday. In the majority of cases the school finds that children benefit from starting at the beginning of the school year, rather than starting part way through it. Any parent who wishes to defer a place should discuss it first with the Head Teacher. The school will hold a place for a child who defers entry within the academic year, however, if a child is eligible, and their parents chose to defer entry until the start of the next academic year, a place will not be held, since the school have a legal obligation to fill all available places during the Reception year.

### **Pupils with Disabilities**

Children with disabilities will be treated no less favourably than other applicants for admission. Danesfield will make reasonable adjustments to ensure that pupils with disabilities are not placed at a substantial disadvantage in accordance with the Disability Rights Commission Code of Practice.

### **Twins and Multiple Birth Groups**

In cases where there is one remaining place and the next child on the Expressed Interest list is one of a twin, triplet or other multiple birth group then both twins (or all the siblings in the case of multiple births) will be admitted and whilst that child is in the class they will be an 'excepted' pupil under the Schools Admissions (Infant Class Sizes) (England) Regulations 2012 which permit Key Stage 1 class sizes to exceed 30 following the admission of a twin for as long as necessary until a child leaves the class at which point the class size will remain at the lower figure.

### **Visiting Arrangements**

Prospective parents/guardians are most welcome to make an appointment to visit the school to talk to the Head Teacher and see the school at work. All new Reception pupils may spend part of an afternoon in school before they start school. Parents/guardians of children entering Reception classes in September are invited to attend open days which will be promulgated on the website. These meetings form no part of the admissions process.

## **BUCKINGHAMSHIRE CO-ORDINATED PRIMARY ADMISSION SCHEME *Timetable for Processing Applications for Admission to Reception in September 2022***

3 <sup>rd</sup> November 2021	Primary Portal opens at 11am for Buckinghamshire residents only

15 <sup>th</sup> January 2022	Reception online applications primary portal closes at midnight
31 <sup>st</sup> January 2022	<p>The latest date for moving into or within Buckinghamshire (and providing evidence to show that they are resident) for us to use this address for the first round of allocations.</p> <p>Final date for agreed special cases to be considered as timely (moving house is not considered to be a special case).</p> <p>Applications or changes of preference received between 16 January and 29 January that are not deemed to be special cases will be processed for 16 April but will not be considered until all of the timely applications have been processed (late applications but included in the 1<sup>st</sup> round)</p>
19 <sup>th</sup> April 2022	National Primary Allocation Day. Emails sent to online applicants Letters posted to paper applicants. Auto Opt onto Waiting List.
2 <sup>nd</sup> May 2022	Closing date for acceptances from 1 <sup>st</sup> round. New applications for the 2 <sup>nd</sup> round and mover address evidence for the 2 <sup>nd</sup> round. Online portal closes.
20 <sup>th</sup> May 2022	2 <sup>nd</sup> round allocations emailed. Waiting list emails sent out.
3 <sup>rd</sup> June 2022	Closing date for acceptances from 2 <sup>nd</sup> round. Changes of preference and mover address evidence for 3 <sup>rd</sup> round.
24 <sup>th</sup> June 2022	3 <sup>rd</sup> round allocations emailed
	<b><i>Please note that if all places are accepted after the 1<sup>st</sup> round, there may not be any further allocation rounds</i></b>

This policy was pushed for consultation December 2020.