

# **Admissions policy**

## **Lyncrest Primary 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.

**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.**

**Challenging behaviour** is behaviour:

- Is unlikely to be responsive to the usual range of interventions to address pupil misbehaviour
- Or, is of such severity, frequency or duration that it is beyond the normal range that schools can tolerate
- That significantly interferes with the pupil's or other pupils' education, or
- Jeopardises the right of staff and pupils to a safe and orderly environment.

A child reaches **compulsory school age** on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

### **Fair Access Protocols (FAPs)**

The purpose of FAPs is to ensure that unplaced and vulnerable child, and those who have difficulty securing a school place in-year are found and offered an appropriate school place as quickly as possible. It may only be used to place specific categories of vulnerable children where they are having difficulty in securing a school place in-year, and it can be demonstrated that reasonable measures have been taken to secure a place for them through the ordinary in-year admission process. FAP must treat all schools in a fair, equitable and consistent manner.

Admission authorities will have a representative who is authorized to discuss and make decisions on placing children into schools, and to admit children in accordance with the FAP, even if the school is full. Admission authorities can refuse an in-year admission on the basis of challenging behavior but should only do so if:

- It has a particularly high proportion of either children with challenging behavior or previously permanently excluded pupils on roll compared with other local schools; and
- It considers that admitting another child with challenging behavior would prejudice the provision of efficient education or the efficient use of resources.

Children who may be admitted via the FAP include:

- Children on a child in need plan or child protection plan or have had either of these within 12 months at the point of being referred to the FAP
- Children living in a refuge or other relevant accommodation
- Previously looked after children where the LA hasn't been able to promptly secure a school place
- Children in formal kinship care arrangements.

As well as these specific categories, FAP may also be used to place:

- Children to whom a school place has not been sought due to 'exceptional circumstances' (it's up to the LA to decide whether this is the case, based on the circumstances)
- Children who have been out of education for 4 weeks or more, and for whom there are no places available at any school within a reasonable distance of their home
- Children in alternative provision who need to reintegrate into mainstream education, or who have been permanently excluded but are deemed suitable for mainstream education.

Children with unsupportive family backgrounds for whom a place has not been sought are no longer included.

## **4. How to apply**

For applications in the normal admissions round you should use the application form provided by your home local authority (regardless of which local authority the schools are in). You can use this form to express your preference for a minimum of three state-funded schools, in rank order.

You will receive an offer for a school place directly from your local authority.

Please note pupils already attending our nursery will not transfer automatically into the main school. A separate application must be made for a place in Reception.

## **5. Requests for admission outside the normal age group**

Parents are entitled to request a place for their child outside of their normal age group and may do so in writing to the head teacher.

Decisions on requests for admission outside the normal age group will be made based on the circumstances of each case and in the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

### **Parents' views**

**Information about the child's academic, social and emotional development**

**Where relevant, their medical history and the views of a medical professional**

**Whether they have previously been educated out of their normal age group**

**Whether they may naturally have fallen into a lower age group if it were not for being born prematurely**

**The headteacher's views.**

Parents will always be informed of the reasons for any decision on the year group a child should be admitted to.

## **6. Allocation of places**

### **6.1 Admission number**

The school has an agreed admission number of pupils for entry, agreed with West Northants County Council.

### **6.3 Oversubscription criteria**

For current oversubscription criteria, please contact West Northants County Council.

## **7. In-year admissions**

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

For the 2023 Academic year, Local authorities (LAs) must publish information on their website by 31<sup>st</sup> October on how in-year admissions can be made and will be dealt with from 1<sup>st</sup> November 2023 until 31<sup>st</sup> August 2024, including details on:

- Which schools the LA will co-ordinate applications for
- Which schools will manage their own in-year application, with their contact details

Non-LA admission authorities must:

- Inform their LA by 1<sup>st</sup> October whether they want to be part of the LA's in-year co-ordination scheme (if it is offered) and sent the LA all the information it needs to publish on its website, including application forms.
- Set out their website by 31<sup>st</sup> October how in-year applications will be handled
- Provide their LA with details of the number of places available at their schools no later than 2 school days after being asked to do so.

Whoever is managing in-year admissions must:

- Provide a suitable application form for parents
- Notify parents of the outcome of their in-year application in writing within 15 school days (although, they should aim for 10 school days), detailing any reason for refusal and information about the right to appeal.

For all subsequent years, LA's will publish information on their website by 31<sup>st</sup> August each year.

Non-LA admission authorities must inform the LA by 1<sup>st</sup> August each year whether they want to be part of the LA's in-year co-ordination school and set out on their websites, by 31<sup>st</sup> August each year, how in-year applications will be handled. Additionally, they will provide the LA with details of places available no later than 2 days after being asked.

## **8. Appeals**

If your child's application for a place at the school is unsuccessful, you will be informed why admission was refused and given information about the process for hearing appeals. If you wish to appeal, you must follow the appeals procedure set out by the Northamptonshire County Council.

## **9. Monitoring arrangements**

The governing body will review the effectiveness of this policy annually.