

ADMISSIONS POLICY 2020/21.

Responsible Person:	Leesha Whawell
This is sometimes referred to as:	Admission Policy
It is related to the following:	School Admissions Code and School Appeals Code and Equality Objectives
To be read in conjunction with the following:	Special Educational Needs and Disability Policy Pupil Premium and CLICC
Reviewed: October 2019	Next Review: February 2019
Points for review: Discuss results and feedback from monitoring and evaluation. If changes are required / felt necessary - public consultation to be undertaken in accordance with the School Admissions Code, if no changes, annual determination of the policy and notification of such to WBC.	

Evendons Primary School aims to serve its local community by providing high quality education within an inclusive framework. It will incorporate no faith criteria in its admissions code. We believe that parents who choose this school for their child will do so knowing that it is a school which will provide their children with 21st-century skills focusing on entrepreneurial competencies and thus preparing them for a life in a rapidly-evolving society.

The school motto is ***'Nurture, Inspire, Flourish'*** and reflects our vision of providing a fun and vibrant learning environment with a focus on academic excellence in English and Science, Technology, Engineering and Mathematics subjects, whilst encouraging creativity in the Arts and camaraderie in Sport, and nurturing respect for others and the environment. This will be achieved in an inclusive environment, welcoming children from many different faiths and backgrounds. The school will adopt a holistic approach to ensure the personal and social, as well as academic, development of each child.

Evendons Primary School aims to be a 'walking' school as the children are likely to be drawn from the immediate vicinity of the school. We will expect our children to walk, scoot or cycle to school wherever possible.

Admissions Criteria

The total pupil admissions number (PAN) will be 54 (two forms of entry of 27 children in reception year group). Wokingham Borough Council's school admissions team will manage the application and allocation process on behalf of Evendons Primary School. This means parents/carers wanting their children to attend the school must apply to their home Local Authority as they would for any other state-maintained school.

In Year transfers

Parents who wish to transfer their child to Evendons Primary School during the 2020/21 academic year will need to apply to Wokingham Borough Council admissions team, who will co-ordinate in year transfers.

The School opened in September 2014 and in 2020/21 will have two classes across all year groups.

The governing body of Evendons Primary School is its own Admissions Authority. The Admissions Policy will be in full accordance with the School Admissions and Appeals Codes.

The Evendons Admissions Policy closely follows that of Wokingham Borough Council's oversubscription criteria for community schools. Evendons Primary school has a designated catchment area, of all postcodes with a central point within 1.5 miles circular from the central point of postcode RG41 4AA.



The map above shows the approximate designated area for Evendons Primary School. All postcodes that fall in the designated area will be provided to Wokingham Borough Council. A list

of all the postcodes in catchment is available on the Evendons Primary School website



<http://www.evendons-primary.co.uk/parents-info/admissions/catchment-area-check-2/>.

If there are fewer than 50 applications for any year group, all applicants will be offered a place.

Where the number of applications for admission is greater than the published admissions number for any relevant age group, Evendons Primary School will consider applications against the criteria set out in the sub-paragraphs following. This does not apply to those children whose statement of Special Educational Needs⁽¹⁾ (SEN) or Education, Health and Care plan names Evendons Primary School, who will be admitted first.

Oversubscription Criteria:

The following oversubscription criteria will be applied in order of priority where the school receives more preferences than places available. All preferences will be treated on an equal basis:

A) 'Looked after children and children who were looked after, but ceased to be so because they were adopted or became the subject of a child arrangements order or special guardianship order' (previously looked after children) (see note 1).

B) Families who have exceptional medical or social needs as the grounds for their child's admission to a particular school (see note 2).

C) Children whose permanent home address is inside the school's designated area and who has a sibling at the school at the time of the application; who is expected to be attending the school when the child will enter the school. (See notes 3 and 4).

D) Children of staff in either or both of the following circumstances:

a) where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or

b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

E) Children whose permanent home address is inside the schools' designated area.

F) Children whose permanent home address is **outside** the schools' designated area and who has a sibling at the school at the time of the application; who is expected to be attending the school when the child will enter the school. (See notes 3 and 4).

G) Any other children

Note 1

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 definition in section 22(1) of the Children Act 1989).

A previously looked after child is a child who was looked after by the local authority but ceased to be so because they were adopted, or became the subject of a child arrangements order or special guardianship order. This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see section 46 adoption orders). It also includes children who have been provided with child arrangement orders (previously known as residence orders) under the provisions of section 14 of the Children and Families Act 2014 which amends section 8 of the Children Act 1989 and children with a special guardianship order appointing one or more individuals to be a child's special guardian under section 14A of the Children Act 1989.

Applications received under the Criterion A must be made by the person with parental responsibility for the child (e.g. the child's social worker, acting on behalf of the local authority for a looked after child) and will need to be supported by the following official documentation, as applicable:

- Confirmation by the home local authority that the child is looked after or
- Confirmation by the local authority that last looked after the child confirming that the child was previously looked after immediately prior to the issuing of one of the orders detailed above.

Note 2

When submitting applications under criterion B (exceptional medical or social needs as grounds for a child's admittance to a particular school), this must be supported by written evidence from an independent professional aware of the case relating to the child, parent/carer or other children living at the same address (e.g. doctor, hospital consultant or psychologist for medical grounds or registered social or care worker, housing officer, the police or probation officer for social needs). This evidence must be specific to the school in question; it must show why this school is the most suitable; what facilities will benefit the child, and why no other school can offer the same support.



Your application cannot be considered if you do not declare that you are applying under this criterion and you do not provide written independent professional evidence. All supporting documentation must be received by 15 January 2020 for consideration prior to the main allocation of places .

An admissions panel will consider the supporting evidence provided and will advise the applicant of its decision; the panel's decision is final. Any evidence received by the school admissions team after 15 January will not be taken into account in the main allocation of places but will, if agreed by panel, affect the applicant's position on a school's waiting list after offer day.

It should be noted that all schools have the resources to work with special educational needs and common childhood complaints such as asthma or allergies.

Note 3

A sibling is a brother or sister (that is, another child of the same parents, whether living at the same address or not), or a half-brother or half-sister, step-brother or step-sister, or adopted or foster children living at the same address.

It includes children who at the time of application have a sibling for whom the offer of a place at the preferred school has been accepted, even if the sibling is not yet attending.

Note 4

Occasionally a parent with more than one child can express a preference for their designated area school (s) for the older child, but the local authority is unable to meet this preference. The local authority will then allocate a place at a lower ranked preferred school or the closest available school with places. In this case, the parent may then prefer to send younger sibling(s) to the same school as the older child attends. In such instances, the allocated school may be regarded as if it were the designated area school for subsequent siblings and would be treated as meeting criterion C (sibling resident inside the designated area). Parents must notify the school admission team at the time of application that they consider this exception applies. Where there is an application for the actual designated area school (s), designated area status would still be applied.

Our admission arrangements take into account the requirements of the Equalities Act. Living in the designated area does not guarantee a school place, as there may be more applications from parents living in the designated area than places available.



The definitions above were taken from 'Determined Coordinated Primary and Secondary admissions schemes and policy 2019-2020', for Wokingham Borough Council. This document can be found at

<http://www.wokingham.gov.uk/schools-and-education/school-admissions/admission-arrangements-2019-2020/>

The Trust have sought to make the above criteria as objective as possible. However for category B and any other cases where judgement is needed as to which criteria the application meets, a panel of at least two officers from Wokingham Borough Council will consider the application and supporting evidence provided. The panel's decision and reasons will be recorded, for the purpose of advising the applicant of its decision; the panel's decision is final. Any evidence received by the school admissions team after 15 January will not be taken into account in the main allocation of places but may, if agreed by panel, affect the applicant's position on a school's waiting list.

Distances

Priority will be given within any of the above oversubscription criteria to the applicant whose permanent home address is nearest to the school in terms of radial (straight line) distance.

Distances will be measured consistently and will be measured as a straight line between the Local Land and Property Gazetteer (LLPG) address points for the respective home address and school, using the Easting and Northing for each address point. These are then used to calculate the distance, to three decimal points, between the two address points using a 'direct distance mathematical routine' within the Capita ONE system used by the council's School Admissions Team into which the LLPG address points are imported. This calculates the distance from the values created through this process using Pythagoras' Theorem by measuring the distance in metres between the Easting and Northing for each end address point then multiplied by 0.000621317 to convert to miles. It should be noted that this calculation may not be exactly the same as that created by a Geographical Information System (GIS) product as the GIS product may build in a formula to allow for the curvature of the earth. This curvature does not begin to affect distance values until the distance is least 10 miles.

In the unlikely event that two or more children live at the same distance (measured as stated above) from school (including for example, flats within the same building) and there are fewer places available, random allocation will be used to decide which child will be allocated the remaining place(s). This will be by supervised drawing of lots, carried out by at least two Children's Services staff members.

Split living arrangements

Where a family claims to be resident at more than one address, justification and evidence of the



family's circumstances will be required e.g. formal residence order, child arrangements order or legal separation documentation. The application must be completed by the parent, at an address which is owned, leased or rented, where the child lives for the majority of the school week. This is based on the number of school nights a child spends at the home (Sunday night 1800hrs to Friday 0900hrs).

Where there is an equal split or there is any doubt about residence, the School Admissions Team will assess and make a judgement about which address to use for the purpose of the allocation of a school place where necessary requesting further information e.g.

- Any legal documentation confirming residence
- The pattern of the residence
- The period of time over which the current arrangement has been in place
- Confirmation from any previous school or early years setting of the contact details and home address supplied to it by the parents
- Where the child is registered with the GP
- Any other evidence the parents may supply to verify the address

It is recommended that consensus is reached by both parents and child on the school preferences to be expressed and it should be noted that only one offer letter will be sent to the main applicant unless otherwise requested and agreed by both parents.

The information provided to determine the home address will be considered by an admissions panel of at least two officers and their decision is final.

Applicants from abroad

An application for a school place can be made from applicants applying for a school place for their child from abroad, provided that they can provide evidence of their right of abode. The address used will be the address where the child is living at the closing date for applications unless evidence is provided that the family is returning to a property that they own by January 15, 2020. Third party written evidence confirming the details and timing of the relocation will be required. Adjustments will be made to any waiting lists, if the family returns later, prior to the start of school. Further advice on the documentation required can be obtained from the School Admissions Team at Wokingham Borough Council.

Service Families

Families of UK service personnel (and other Crown servants) who are **not yet living** in the area will be able to make an application if it is accompanied by an assignment order declaring a relocation date and intended address. In the absence of a new home postal address, the authority will use the former Hazebrouck Barracks (co-ordinates: Easting 476869 and Northing 166249) as the postal address to determine distance to a preferred school. A letter from the Commanding Officer or garrison headquarters will be required confirming the living arrangements for families who are being housed at the army quarters at Arborfield Garrison but



are assigned to another base.

Pupils with a Statement of Special Educational Needs or an Education, Health and Care (EHC) Plan

Admission arrangements for pupils with a statement of special educational need or EHC plan will continue to be managed by the Special Educational Needs Team. Parents are invited to complete the common application form and where identified, preferences will be shared with the Special Educational Needs Team.

Multiple births or children with birth dates in the same academic year

Where the application of oversubscription criteria results in splitting twins or other siblings from a multiple birth in the same school year; places will be offered even if this will result in the school going above admission number.

Where the application of oversubscription criteria results in children with dates of birth in the same school year in the same family, places will be offered even if this will result in the school going above the admission number with one exception; where to do so will result in the school breaching infant class size legislation at Key Stage 1 (e.g. class size must not break 30 children to 1 qualified teacher). In this instance, the places will be allocated by the drawing of lots carried out by at least two Children's Services staff members/or two Evendons Primary School Trust representatives. In such instances, parents will be offered the place and will need to decide whether they wish their children to be split or consider placement together at an alternative school after allocation.

Verification of information

Home address

Applications are processed on the basis of the child's single permanent home address living with parent(s) or a carer/legal guardian at the closing date for applications. An address will not be accepted where the child was resident other than with a parent or carer unless this was part of a private fostering or formal care arrangement.

Checks will be made to determine whether an address declared on the application form is that of a second home with the main home being elsewhere. Some residential arrangements will be considered to be temporary arrangements. The Council will consider the available evidence to determine if, on the balance of probability, the declared home address is the child's permanent home. Where the applicant, or their partner or spouse reasonably considered to be living with them as a single family unit own another property, have previously lived in it and chose not live in it (including where a home is rented out to a third party) the owned property will ordinarily be considered to be the permanent home. Special circumstances that might lead to the declared address being considered as a permanent home despite another home being owned or otherwise available for occupation will need to be declared at the point of application by parents.



Without being exhaustive these might include:

- an owned property being a considerable distance from the preferred school, indicating that the family had permanently relocated to the new home, or
- that the owned property is uninhabitable and cannot reasonably be made habitable in the period leading up to admission to the school or
- that the owned property is in the process of being sold and the family live permanently in the declared property or
- that following divorce or separation the family home cannot be occupied by the applicant or otherwise treated as the child's permanent home

Where the declared address is rented and the applicant has no claim on any other property the declared address may be considered to be a temporary address if there is evidence the applicant has chosen to rent the property solely for the period necessary for a child to be admitted to a particular school.

Applicants should note that should any evidence arise after a child has been offered a place or admitted to a school that indicates that the declared home was not a permanent home, the place may be withdrawn, even when a child has started school.

Reference to council tax records will be made to determine a single address for consideration of a place under criteria C or E. It is for the applicant to satisfy the local authority that they live at the address stated.

After allocation, if an applicant moves from the property they have used in their application to another property which is within or nearer to the designated area of the preferred school; the address of the property they originally owned and declared on application will be the address used for determining their designated area, unless this house has been sold or rented out for 12 months prior to the closing date for applications.

Applicants will be asked to declare that the address used is expected to be their place of residence beyond the date of the pupil starting school. Applicants are required to advise of any change of circumstance at any time prior to the child starting school. If you do not declare such arrangements, or a different address is used on the application where the child does not usually live; it will be considered that a false declaration has been made and it may be decided to decline to offer a place at a particular school, or to withdraw the offer of a place. In deciding whether a place was allocated on the basis of a misleading or fraudulent application, an admissions panel will consider any supporting evidence giving reasons why the move was necessary prior to the child starting school.



It is important to declare if there is to be a change of address prior to the child starting school. If the applicant already own a property which is in the process of being sold, we are able to accept the address of the new property only on submission of the appropriate evidence in support e.g. exchange of contracts letter on both the new property and, where possible, disposal of their current property. The deadline for submission of evidence to support a move is January 15, 2020. If the move takes place later or evidence is submitted later, the local authority will only be able to consider this information after the initial allocation of places has taken place and treat the new address for waiting list purposes.

A temporary address cannot be used to obtain a school place. Temporary addresses will only be considered where evidence is provided of a genuine reason for the move e.g. flooding or subsidence.

The local authority reserves its right to carry out further investigation and require additional evidence and to reject applications or withdraw offers of places, if it believes it has the grounds to do so. In such cases, the applicant will have recourse to putting their application through the independent appeals process.

Compulsory School Age

For admission to the 2020/21 academic year, the local authority will offer all children a full time school place from the September following their fourth birthday.

Parents may request that their child attends part-time until the child reaches compulsory school age, the start of the first school term after their fifth birthday. Parents may defer their child's admission to the school until later in the school year or until the child reaches compulsory school age in that school year.

Where parents choose to defer their child's admission, or take up the place part-time but later wish to increase it to full-time before their child has reached statutory school age, this must be discussed with the Headteacher to agree the effective date. A half-term's notice is required, running from the end of a full-term or half-term holiday.

Where parents do not wish to take up the allocated place until the next school year, the place will not be held. A fresh application would have to be made and there would be no guarantee that a place would be available at the school.

Children are normally allocated to their chronological year group. Where a parent considers that their summer-born child (with birthdays between 1 April and 31 August) will not be ready and would like their child to work a year behind; the admissions authority (in Evendons Primary School this is the Governing Body) would consider such requests in accordance with their policy



relating to admission outside the normal age group (shown below). In order that such requests (supported by evidence from relevant professionals) can be fully considered, the parent will be asked to submit their request together with an application to Wokingham Borough Council for the normal age group by the deadline. This ensures that if the request is refused, the child's application for preferred schools will not be disadvantaged and the request can be considered appropriately including the views of the preferred schools either prior to the offer date or after. The parent will be informed of the implications of making such a request.

If the request is agreed, their application for the normal age group may be withdrawn before a place is offered. If their request is refused, the parent must decide whether to accept the offer of a place for the normal age group, or to refuse it and make an in-year application for admission to year one for the September following the child's fifth birthday. Where a parent's request is agreed, they must make a new application as part of the main admissions round the following year. Requests to continue working out of normal age group would need to be made whenever the child moves schools.

An admissions panel will make decisions based on the circumstances of each case and in the best interests of the child concerned. (Where preferences are expressed for own admission authority schools such as Evendons Primary School, the parent must submit information to each school for consideration.) Consideration will include taking account of the parents' views; information about the child's academic, social and emotional development; where relevant, the child's medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. The views of the head teacher, the admissions team at the Local Authority (Wokingham Borough Council) and the child's early years setting will also be taken into account.

When informing a parent of the decision on the year group to which the child should be admitted, the parent will be notified of the reasons for the decision and where possible, the decision will be made prior to the offer date for the child's chronological year group.

Where it is agreed that a child will be admitted out of the normal age group and, as a consequence of that decision, the child will be admitted to a relevant age group (i.e. the age group to which pupils are normally admitted to the school) the local authority and admission authority must process the application as part of the main admissions round on the basis of their determined admission arrangements only, including the application of oversubscription criteria where applicable. The parent has a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school but it is not their preferred age group.



Admission outside normal age group

Requests from parents for school places outside a normal age group will be considered.

Each case will be considered on its own merits and circumstances and will only be agreed by an Admissions panel, following consultation with the Local Authority, parents, schools concerned (both current and preferred) and any relevant professionals asked for their opinion by the panel, that to do so would be in the pupil's interests. Parents will be informed of their statutory right to appeal. This right does not apply if they are offered a place in another year group at the school.

Applications after the normal admissions rounds (In-Year applications)

Evendons Primary School will be participating in the co-ordinated in-year admissions scheme for Wokingham Borough Council and therefore in-year applications for the school should be made by completing the application form available from Wokingham Borough Council. The school will participate in Wokingham Local Authority's In-Year Fair Access protocols which may mean children are admitted over the admission number. Full details of the in year admissions scheme can be found on the Wokingham Borough Council website: www.wokingham.gov.uk/admissions.

Waiting list

Waiting lists will be maintained by the local authority if the school has more applicants than places available. The waiting list will be maintained until the end of year 6 to fill places that may become available during the school year. No account is taken of the length of time spent on a waiting list.

Positions on waiting lists may go up or down due to pupil withdrawals or new or revised applications received; therefore waiting lists will be reviewed and revised:

- Each time a child is added to, or removed from, the waiting list
- When a child's changed circumstances will affect their priority
- When parents respond to periodic requests to see if they wish to remain on the waiting list
- At the end of a school year; should there be a change in the determined oversubscription criteria

Children who are the subject of a direction by the local authority to admit or who are allocated to a school in accordance with a Fair Access Protocol will take precedence over those on a waiting list.



The maintenance of waiting lists for Evendons Primary School is a bought in service from Wokingham Borough Council.

Parents will be able to apply online to Children's Services for each year if they wish to be placed on the waiting list for that year. It is the responsibility of parents to ensure that the school admissions team is informed in writing if they want their child's name to be removed from the waiting list or if their circumstances have changed from the original application.

Waiting list information will be available in accordance with the published timeline.

Late applications

If the school is fully subscribed, late applicants will be placed on the waiting list according to the relevant criteria above.

Applications made after the closing date but before offer date

The closing date for applications for school places in the normal admission round will be January 15, 2020. Children's Services will, as far as possible, accept applications that are received 'late' for a good reason, e.g. when a single parent has been ill for some time, or a family has just moved into the area or is returning from abroad, provided they are received before January 15, 2020. Changes to existing applications received after January 15, 2019 will be considered as 'late' and considered after the allocation.

If no evidence is provided it will be reasonably assumed that an application could have been made by the closing date and the application will not be processed until after the offer date and main allocation of places. These late applications will be processed by the date given in the scheme.

Applications made after the offer date but before August 31, 2020

All late applications will be processed by the application of the admissions criteria where necessary. Where possible a place will be offered at a preferred school with places available. If this cannot be achieved a place will be allocated at the designated area school (if there are places available) or the most accessible school to the home address with vacancies if they live in the Wokingham Borough. No offer will be made to those children living outside of the Borough as it is the responsibility of the home authority to provide a school place. Parents retain the right of appeal.

Change of preference

Parents who wish to amend their application **before** the closing date will be allowed to do so as long as they put their request in writing to the School Admissions Team or amend their online



application by the closing date.

Parents who wish to amend their application **after** the closing date should put their request in writing to the School Admissions Team at Wokingham Borough Council. No consideration will be given to their request until after the offer date.

It should be noted that if an alternative school place has been allocated by the local authority as no parental preference received by the closing date could be met, that any changes of preference can adversely affect access to assistance with school transport.

Exclusions

We will follow Wokingham Borough's Protocol for Exclusions (Managed Transfers and Reintegration), including their appeals process.

Appeals procedure

Applicants who are not allocated a place at Evendons Primary School will have the right of appeal. The appeals process for the school will be managed by Wokingham Borough Council as an acquired service. Further details of the appeals process would be sent to the applicant if they are not offered a place, this will also be available from Wokingham Borough Council's Admissions team.

Appeals against the decision not to admit a child should be sent on the appropriate appeal form within 20 school days from the date of the on-line notification refusing a place. Applicants will be informed where the admission of additional children would breach the infant class size limit.

The local authority will not consider any further application for admission, nor is there any automatic right to a further appeal for admission within the same academic year (September 1 to August 31) unless there is an **exceptional** situation resulting in a significant change of circumstances relevant to the application.

Appeals are normally heard for the year group applied for, to start in that year group; if a parent wishes to appeal for the next year group (applicable after the May half-term prior to a September start), a parent will be asked to submit a new application form for that year group. The later application will supersede the previous application. Children's Services can then ensure that there are no new circumstances to take into consideration prior to the issuing of a letter refusing the school place.

June / July 2020

Deadline for appeals to be heard

* Dates may change to the next working day if the School Admissions Code is revised permitting national closing dates to be adjusted if the date falls on a weekend.

Allocation of Ewendons Primary School places for prior years

	Children with Statements of Special Education Need or Education, Health and Care Plans and Criterion A - looked after or previously looked after children	Criterion B - exceptional medical or social needs	Criterion C - children of founders	Criterion D - Siblings living inside designated area	Criterion E - Designated area	Criterion F - Siblings living outside designated area	Criterion G - Any other children	Published admissions number	Number allocated	Number of preferences (1st, 2nd, 3rd & 4th preferences combined) for the school received by the deadline
2018/19	2	0	0	27	23	0	0	54	54	225
2017/18	2	0	0	25	23	0	0	50	50	216
2016/17	0	1	0	17	32	0	0	50	50	289
2015/16	1	0	1	11	37	0	0	50	50	234

2018/19

The last child offered under criterion E lived 0.938 miles from the school according to the local authority's computerised mapping system.

There were insufficient places for the remaining 30 children (22 in criterion E, 1 in F and 7 in criterion G) and these children have been provisionally placed on the waiting list pending confirmation from the parents that they wish their child to remain on the waiting list for the school.

2017/18

The last child offered under criterion E lived 0.643 miles from the school according to the local authority's computerised mapping system.

There were insufficient places for the remaining 38 children (26 in criterion E, 1 in F and 11 in criterion G) and these children have been provisionally placed on the waiting list pending



confirmation from the parents that they wish their child to remain on the waiting list for the school.

2016/17

The last child offered under criterion E lived 0.922 miles from the school according to the local authority's computerised mapping system.

There were insufficient places for the remaining 39 children (28 in criterion E and 11 in criterion G)

2015/16

19 children living in the designated area could not be allocated. The last child allocated lived 0.866 miles based on radial distance.

Appeals information: Lodged 1, Rejected 1