

### **Introduction and Rationale**

St Martin's Academy Chester, is a fully inclusive, publicly funded primary school that enables all children regardless of ability to learn in an environment that caters for their needs. Responsibility for the admission of pupils rests with the Academy Trust, Chester who follow the nationally agreed Schools Admission Code. Through compliance with the School Admissions Code and Appeals Code we ensure that our admissions policy is fair and transparent.

### **Application for Admissions in September 2018**

We have a **PAN** (Planned Admission Number) of **25 pupils** in each year group. St Martin's Academy will admit up to 25 pupils in reception each September.

The Academy complies with School Admissions legislation requiring all Local Authorities (LAs) to co-ordinate admission arrangements in their area. Co-ordinated admission schemes provide a way for ensuring that every parent living in a Local Authority (LA) receives an offer of one, and only one, school place on the same day with letters being posted out on 16 April. Parents should formally accept or decline the place offered by the date stated in the LA Starting School Booklet.

As an Academy, we are our own admission authority, applying its own admission criteria as detailed below. However, all parents will only have to fill in their own Local Authority Common Application Form and will receive their offer from the LA in whose area they live.

### **Over-subscription Criteria**

When the academy is over subscribed, where more applications are received than there are places available, after the admission of pupils with a *Education Health Care Plan* naming the school, priority for admission will be given to those children who meet the criteria set out below, in order:

- 1. A 'Looked After Child' or a child who was previously looked after but immediately after being looked after became subject to adoption, a child arrangements order 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. Siblings** – A child, who on the date of admission, have elder brothers or sisters, stepbrothers or stepsisters, half-brothers or half-sisters, adopted brothers or adopted sisters living together at the same address already on role at the academy. If the academy cannot accommodate all siblings for whom an application has been received, all sibling applications will be prioritised in the order of Criteria 5.
- 3. Children of members of staff** – will have priority where the academy is oversubscribed. A staff member, regardless of role, must have been employed by the Academy Trust for two or more years, at the time the application for admissions is made.
- 4. Remaining Allocation** - The remaining allocation will be evenly split between a distance criteria and random allocation. In the event of an odd number of places remaining, the split will be weighted in favour of the distance criteria. Half will be allocated based upon straight-line distance measurement from the centrally plotted Basic Land and Property Unit point (BLPU) of the child's home address to the centrally plotted BLPU of the school as defined by Local Land and Property Gazetteer (LLPG). The remaining half will be allocated by ballot drawn by an independent adjudicator unconnected to the academy.

A child's permanent address is their place of normal residence during term time. Where parents or carers live at separate addresses and or multiple residences exist for the child, the address of the child or parents or carers for these purposes is that registered with their GP. St. Martin's Academy Chester will consider the child's address to be where they are living at the closing date for applications and proof of residence can be requested at any time during the admissions process.

**Tie Break**

If in criteria 2 to 5 as detailed above a tie break is necessary to determine which child is to be admitted, the child living closest to the school will be given priority for admissions. Distance is measured as explained in Criteria 5. Random allocation, undertaken as explained in Criteria 5, will be used as a tie-break decider should the distance between a child's home address and that of the academy be the same in any two or more cases.

**Deferred Entry for Infant Children.**

Parents offered a place at the academy in reception have a right to defer the date their child is admitted, or take the place up part-time, until the child reaches compulsory school age. Places cannot be deferred beyond the final term of the school year for which the offer was made. Children reach compulsory school age on the prescribed day following their 5<sup>th</sup> birthday (or on their 5<sup>th</sup> birthday if it falls on a prescribed day). The prescribed days are 31<sup>st</sup> August, 31<sup>st</sup> December and 31<sup>st</sup> March.

**Admission of Children Outside their Normal Age Group.**

Parents may request that their child is admitted outside their normal age group. When such a request is made, the Academy Trust will make a decision on the basis of the circumstances of the individual case and in the best interests of the child concerned, taking into account the views of the Head of School and any supporting evidence provided by the parent(s).

**In-year Applications, all year groups.**

Applications received within the school year for places in all year groups will be considered using the oversubscription criteria. Further information is available from the academy.

Places will be offered for the school year commencing each September.

**Offer of Places**

Letters or e-mails informing parents or carers of the outcome of their applications will be sent out by Cheshire West & Chester Council on 16 April each year or on the next working day when this falls on a weekend or bank holiday. If parents are found to have provided false or incorrect information or have omitted material information in order to gain an advantage for admission into the academy, the Academy Trust will reconsider the application against the correct information when it becomes known. This may lead to the application being given a lower priority for admission and could lead to the withdrawal of an offer of a place.

**Appeals procedure**

Parents or carers whose applications for places are unsuccessful will be given an opportunity to appeal against the decision to an independent appeals panel. Full details of the procedures in relation to this are available from the Academy website. Appeals are dealt with fairly by an independent appeals panel, in accordance with the School Admission Appeals Code. The appeals panel decision is binding on all parties.

**Waiting List**

Where in any year St. Martin's Academy Chester receives more applications for places than there are places available, a waiting list will operate which St. Martin's Academy Chester will maintain until the end of the academic year. Any child's position on the waiting list will be determined by the oversubscription criteria. Priority will not be given to children based on the date their application was received or the date their name was added to the list.