

North Yorkshire County Council  
**Gladstone Road Primary School**

“Learning, caring, growing together”

## **Admissions policy**

### **Aim**

The school seeks to admit pupils fairly and equitably with procedures that enable children to transfer from one setting to the school environment as smoothly as possible. The Maximum admission Limit (MAL) is 120 (2015/16) pupils which is reviewed by the governors annually. Three places are generally retained for children who move into the area.

Decisions on admissions are made by the Local Authority and **not** by the school.

Parents/ carers may appeal any decision on the allocation of school places by contacting the Local Authority

The school follows the Local Authority admission policy for community and voluntary controlled schools (Academic Year 2015/16). This is set out below.

All governing bodies are required by law to admit to the school a child with a statement of special needs (SEN) or education health and care plan (EHCP) that names the school. This is not an oversubscription criterion. This relates only to children who have undergone statutory assessment or education health and care assessment and for whom a final statement of special educational needs or education health and care plan has been issued.

If the number of applications exceeds the published admission number, after the admission of children where the school is named in the statement of special educational needs (SEN) or education health and care plan (EHCP) the following oversubscription criteria will apply.

Children in higher numbered priority groups will be offered places ahead of those in lower numbered priority groups. All applications within each priority group will be considered equally (i.e. **all** applications, regardless of order of preference).

#### **Priority Group one**

Children and young people in public care for whom the school has been expressed as a preference and previously looked after children, that is children who were adopted (or subject to residence orders or special guardianship orders) immediately following having been looked after. This applies to all looked-after children, including those who are in the care of another local authority. In the case of previously looked after children, proof that the child was previously in the care of a local authority will be required to support the application.

#### **Priority Group two**

Children the authority believes have exceptional social or medical reasons for admission to the highest preference school. We will only consider applications on social or medical grounds if they are supported by a professional recommendation from a doctor, social worker, or other appropriate professional. The supporting evidence should set out the particular social or medical reason(s) why the school in question is the **only** school that can meet your child's needs and the difficulties that would be caused if the child had to attend another school. Panels of professionally qualified people will consider all applications made under priority group two. Unsupported applications will **not** be considered under the social / medial criterion.

#### **Priority Group three**

Children living within the normal area of the school.

#### **Priority Group four**

Children living outside the normal area of the school.

Children in higher numbered priority groups will be offered places ahead of those in lower numbered priority groups. All applications within each priority group will be considered equally (i.e. all applications, regardless of order of preference).

### **Tie break**

If there are not enough places for all the children in one of these priority groups, we will give priority first to those with a sibling at the school in September 2015 (in all cases sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling) and then to those living nearest the school.

If within a priority group there are not enough places for all those with a sibling at the school in September 2015, we will give priority to those children with a sibling living nearest the school.

All distance measurements are based on the nearest route recognised by the County Council's electronic mapping system from a child's home address to school. The measurement is made from a fixed point within the dwelling, as identified by Ordnance Survey, to the nearest school entrance using footpaths and roads. The routes measured to determine the allocation of school places will be those recognised by the electronic mapping system used by the school admissions team.

A home address means the place where your child lives permanently for most of the time. If the residency of your child is split between two parents, we consider the home address to be the one where the child lives for the majority of the week. When a child lives equally with both parents, with both parents' agreement, they can elect one of their two addresses to be used for allocating a school place.

We may be able to meet your preference for a place at a school that does not serve the local area you live in. In this case, you will normally be responsible for travel arrangements and the costs of your child's travel to and from school.

(From NYCC policy for 2015/16. Dec 2014)

### **Arrangements at Gladstone Road Primary School**

Children can be admitted at the beginning of the academic school year (1st September – 31<sup>st</sup> August) in which they become 5. Parents who feel that their child may not be ready for school in September are welcome to discuss other arrangements with the head teacher.

### **Enrolment of Pre-School Children**

Parents may enrol children on the school waiting list at any time by contacting the school administrator, tel. 372566 and are welcome to make an appointment to look round the school. During the autumn term prior to September admission, preference forms will be sent to all families who have enrolled their child. Completed forms must be returned to the Area Education Office by the deadline date so that places can be allocated.

### **Admission of school age children**

Families who move into the area are required to apply to the Local Authority for a place at the school.

Address : – **Harrogate Education Office - CYPS**  
**Jesmond House**  
**31/33 Victoria Avenue**  
**Harrogate**  
**HG1 5QE**  
**Tel: 01609 533679**

### **Admission of Reception children**

The following arrangements are made to ensure a smooth transition from nursery, playgroup or home for each child.

Early in the summer term admission forms are sent to all parents of children who have been offered places by the Local Education Authority. Parents are required to bring these forms to school within the given period together with their child's birth certificate.

- June The Foundation Stage Leader and staff, visit local pre-school settings.
- June Parents invited to a New Starters' Evening held in school.
- July Parents and children invited to an Open Morning in school to meet their class teacher.
- July Parents invited to School's Open Evening at 3 pm for parents of all children in school.
- Sept. Parents must provide names and details of adults to contact in the event of an emergency.

### **First three weeks at school**

All the reception children will be **part time** for the first two weeks.

The morning session will be from 9.15 – 11.30am

The afternoon session will be from 12.40 – 2.55pm

This arrangement will mean that the playground is not so crowded when children arrive in the morning and the staff will have time to get to know children in smaller groups.

On the first day, parents are asked to bring morning children at 9.15 am and afternoon children at 12.35 pm.

Following the period of part time school all children will be **full time**, starting school at 8.50am and finishing at 2.55pm, unless parents indicate other arrangements following discussion with the head teacher.

See also the school policy for Transition which details a range of activities for pupils at all points in their school career including transfer into school at other times.

Anne Swift

March 2015

Next review April 2018