

# **Admissions policy**

## **Quinton Primary School**



**Be Ready, Be Respectful, Be Safe**

Reviewed Feb 2024

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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

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.

## 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 3 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.

Decisions on requests for admission outside the normal age group will be made on the basis of 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

Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round. They will be considered on the basis of the admission arrangements laid out in this policy, including the oversubscription criteria listed in section 6. Applications will not be treated as a lower priority if parents have made a request for a child to be admitted outside the normal age group.

Parents will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents do not have a right to appeal if they are offered a place at the school but it is not in their preferred age group.

## 6. Allocation of places

### 6.1 Admission number

The school has an agreed admission number of 30 pupils for entry in Reception.

### 6.3 Oversubscription criteria

names the school will be admitted before any other places are allocated.

If the school is not oversubscribed, all applicants will be offered a place.

In the event that the school receives more applications than the number of places it has available, places will be given to those children who meet any of the criteria set out below, in order until all places are filled

1. Highest priority will be given to looked after children and all previously looked after children who apply for a place at the school
2. Priority will next be given to children on the basis of social or medical need. The school defines social and medical need as children who have a statement of special educational needs (SEN) or an education, health and care (EHC) plan. The school requires appropriate documentation as supporting evidence if you are making an application on the basis of social or medical need.

3. The Admissions Service at WCC make the final decision for all children from Reception to Year 6 who may be offered a place in the school. For any further details about the criteria used, contact Warwickshire Admissions: 01926 414143

## 7. 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 set out the grounds for your appeal in writing and send it to the following address:

Warwickshire Admissions

Saltisford Office Park

Ansell Way

Warwick

CV34 4UL

01926 414143

Email: [admissions@warwickshire.gov.uk](mailto:admissions@warwickshire.gov.uk)

You will be advised about schools that have places available and given other useful information like reserve lists for those in the transfer year group. Please talk to the admissions service if you have been refused a place at the school you prefer. It's very important to do this even if you are going to submit an appeal.

01926 414143

[admissions@warwickshire.gov.uk](mailto:admissions@warwickshire.gov.uk)

See Appendix 2 for details of the appeal procedures

## 8. Monitoring arrangements

This policy will be reviewed and approved by the headteacher and governing body every year.

Whenever changes to admission arrangements are proposed (except where the change is an increase to the agreed admission number), the governing board will publicly consult on these changes.

# Appendix 1

## Apply for a school place in Reception

## Apply online

If you have an email address, the easiest way to apply for school places is online.

1. [Log in to the Parent Portal or create an account](#) if using it for the first time.
2. Enter your details (new accounts only)
3. A verification email will be sent to in your inbox - click the link and log in (new accounts only)
4. Add your child's details.
5. As proof of address, upload a copy of one of:
  - Council Tax bill for the current financial year
  - utilities bill within the last three months
  - car insurance policy
  - home insurance policy
  - signed and dated tenancy agreement
  - latest mortgage statement
6. Select your preferred schools and upload any supplementary information forms or certificates required
7. Click the submit button.

### What is classed as my child's home address?

1. If at all uncertain, you should read the **Warwickshire County Council Admission Arrangements** to confirm what we mean by a child's home address.
2. Using a fraudulent address can lead to an application being withdrawn completely even after a place is offered.
3. If your child lives at more than one address, then you must agree on an address to use on their primary/infant school application.
4. Once you have submitted the application you will not be able to make any changes.
5. If you move house at any point during the admissions process then you must tell us.

### Your school preferences

- You can apply for up to six schools.
- Name the schools in your order of preference but be aware that you could be offered a place at any of the schools you apply for.
- Think about how your child would get to those schools and get home, as well as the costs involved in travelling.
- We strongly advise you to name more than one school on your application. Naming only one school does not guarantee your child a place at that school or give your child priority for a place over another child.
- We recommend that one of the six schools you name in your preferences is your priority area school.

Of those who applied for Reception places, some could not be offered any of the schools named in their application. Many only listed one school or did not apply for their priority area school. In such cases, the Admissions Service allocates a place at the nearest school to the applicant's home address which has availability, which may be a significant distance away.

## Appendix 2

### Two-Stage School Admission Appeals Procedure: Notes for Parents

Please read these notes carefully

## Contents

1. Date, Time and Place
2. Preparing for the Appeal
3. Attendance at the Appeal
4. Procedure at the Hearing
5. Formality
6. The Decision

### 1. Date, Time and Place

You will be informed of the date, time and place for your appeal, by letter, at least 10 School Days prior to the hearing (unless you have waived your right to this notice period). If possible, the hearing will take place at a venue in your local area.

### 2. Preparing for the Appeal

If you have any special requirements for the hearing, please apply for, fill in and return an appeal form in order that the necessary preparations can be made.

You will receive a copy of the same papers which go to the Appeal Panel, at least a week before the date of the hearing. If you have any additional documents such as a letter or medical report which you want to bring to the attention of the Appeal Panel, please send a copy to the School Appeals Officer (see details below) at least 5 School days before your appeal.

If you wish to produce any additional written documentation you must comply with the deadline stated above. The School Appeals Service will not accept additional information after this date. If you wish to submit further information after this deadline please take 6 copies to the hearing and notify the Clerk as soon as possible upon your arrival.

Please be aware any information provided after this deadline may not be considered at your hearing. The Panel must take account of its significance and the effect of a possible need to adjourn the hearing when deciding if the information is to be considered.

### 3. Attendance at the Appeal

It will be assumed that the date and time you have been given is convenient, unless the School Appeals Service is otherwise informed. If you are unable to attend the appeal please contact the School Appeals Service as soon as possible. You will be given the following options:

- (1) Request that the hearing is rescheduled for a later date
- (2) Send a representative on your behalf (usually a friend or family member)
- (3) Have the appeal heard in your absence.

If you choose to have the appeal heard in your absence, the Panel will make its decision by looking at the written information which has been provided. The Panel will give the same attention to your appeal, whether or not a parent/guardian is present. If you do not come to the hearing, it is important that you provide your full reasons for the appeal clearly in writing. If you do not attend the hearing without giving prior notice, the Panel may make its decision, in your absence, based on the information provided in your appeal form.

If you change your mind, and decide not to go ahead with your appeal, please inform the School Appeals Service as soon as possible. You will be asked to quote your unique reference number (which can be found at the top of any correspondence from the School Appeals Service) and a number of security questions.

You may bring a friend with you for moral support or a representative to speak on your behalf. This can be a Choice Adviser, a locally elected politician, or an employee of the local education authority such as an educational social worker, SEN adviser or learning mentor, provided that this will not lead to a conflict of interest. However, an employee of the school in question or an elected member of the Council, who has a direct role in relation to school admissions, is not allowed to attend in this capacity.

You are free to have legal representation at your hearing if you wish, but this ought not to be necessary. Please inform the School Appeals Service if you wish to call any witnesses or be represented at your hearing.

#### 4. Procedure at the Hearing

The appeal is private and all papers and discussions are treated as confidential. The Panel will invite you into the meeting and the Chair will introduce those present. The Panel will consist of three people, at least one of whom has experience in education and another is a lay member. The Chair may be drawn from either of these categories. It is completely independent of the Admission Authority and will, wherever possible, come from another area of the county. It will have no connection with the school you want your child to go to or the school suggested by the Admission Authority. Also attending the appeal will be a clerk. The Clerk's role is to explain the appeals procedure to all parties and to ensure that the relevant facts provided by the appellant and Admission Authority are recorded, along with the Panel's decisions and reasons. The Clerk is also there to provide advice on law and procedure. The appeal will take place in two stages –

##### STAGE ONE – School Presentation

The Presenting Officer and/or the Admission Authority's Representative will explain why your child has not been offered a place at the school you preferred. They will seek to prove:

(1) that the admission arrangements complied with the mandatory requirements of the School Admissions Code and Part 3 of the School Standards and Framework Act 1998 and were correctly and impartially applied in the case in question; and

(2) that to provide a place at the school you prefer would prejudice the provision of efficient education or the efficient use of resources; You will have the opportunity to ask questions. If there is more than one appeal for the same school, other parents appealing may also be present at this stage. The information presented will not be specific to your child. You, any other parents present, the Presenting Officer and/or the Admission Authority's Representative will then leave while the Panel considers whether the admission arrangements comply with the law and were properly implemented. The Panel will also consider whether the admission of a further pupil to the school would prejudice the provision of efficient education or the efficient use of resources. The Clerk will remain with the Panel to record its decision. If the Panel finds that either:

- the admission arrangements did comply with the law and were correctly and impartially applied in the case in question; or
- they did not comply with the law or were not correctly and impartially applied but had they been the child would not have been offered a place and it finds that the admission of additional children would prejudice the provision of efficient education or efficient use of resources, it will move to the second stage of the appeal.

For individual appeals If the Panel finds that either:

- the admission arrangements did not comply with the law or were not correctly and impartially applied and the child would have been offered a place if they had been; and/or
- an additional admission would not prejudice the provision of efficient education or the efficient use of resources, your child will automatically be offered a place at the school without the need to go to the second stage. For multiple appeals for the same school and year group Where a number of children would have been offered a place, but to admit that number would seriously prejudice the provision of efficient education or efficient use of resources, the panel must proceed to the second stage.

##### STAGE TWO – Individual Hearing

You will have the opportunity to explain in private why you want your child to be admitted to the school you prefer. The Panel, the Presenting Officer and/or the Admission Authority's Representative may also ask questions or make comments. The Panel will consider your reasons for expressing a preference for the school, including what the school can offer your child that the allocated or other schools cannot. It must balance the prejudice to the school against your case for wanting the school place. If the Panel considers your reasons outweigh the prejudice to the school it will allow your appeal. For multiple appeals The Panel will not compare individual cases when deciding whether a case outweighs the prejudice to the school.

However, where the Panel finds there are more cases that outweigh the prejudice than the school can admit, it is required to compare the cases and uphold those with the strongest case.

The Panel will not make any decisions on individual cases until all appeals have been heard for the school.

#### 5. Formality

Although the procedure may sound formal, this process is followed to ensure that appeals are heard efficiently and fairly. The Panel wants you to feel comfortable and have the opportunity to say everything which is relevant to your appeal. It is up to you how you present your appeal. However, it is suggested that when you put your case to the Panel, draw its attention to your main reasons as stated in the papers and, where necessary, provide any new information which you feel the Panel should take into account.

#### 6. The Decision

The Panel will not give its decision at the hearing. It is appreciated, however, that you will be keen to know the result of your appeal, therefore, a dedicated telephone line has been set up for you to contact on the second working day after your appeal (or the second working day after the last appeal if the hearing is over multiple days). The Panel's decision will then be sent out to you in writing. Where possible, this will occur within 5 school days of the hearing.

If there is anything you are not sure about, please contact the School Appeals Service,

On 0845 155 1793,

or write to us at Warwickshire County Council, Shire Hall, Warwick, CV34 4RL

or email [schoolappeals@warwickshire.gov.uk](mailto:schoolappeals@warwickshire.gov.uk) for more information.