

**Blue Kite Academy Trust**  
**Robert Le Kyng Primary School**

**Admissions Policy 2023 – 2024**

Robert Le Kyng Primary School is part of the Blue Kite Academy Trust. The Local Governing Body is the Admitting Authority for the school and is therefore responsible for determining its own admission policy and arrangements in line with the Admissions Code of Practice and Swindon Local Authority's Admissions Schemes. Swindon Local Authority administers all admissions for the school, on behalf of the Local Governing Body for the school.

**Timing of Admission**

Pupils will normally be admitted at age four in the September of the school year in which they reach their fifth birthday. Parents have the right to defer their child's start date at school until the term after their child's fifth birthday. A child must legally be in full-time education in the term following their fifth birthday.

**Admissions Procedure**

Applications must be made through the Local Authority's Coordinated Scheme and all instructions and deadlines in the scheme should be adhered to by applicants. Late applications are dealt with in accordance to the scheme procedures.

Full details of the scheme can be found on their website at [www.swindon.gov.uk](http://www.swindon.gov.uk). In brief the scheme is outlined below:

- Parents / carers are able to make an online application or apply using a hard copy application form. All applications must be submitted to Swindon Local Authority and the Admissions Team. If you make an online application you do not need to also make a hard copy application. Parents can express a preference for up to 3 schools.
- The closing date for all applications is the 15 January 2023. All applications must be submitted by this date.
- Offers will be made to parents by Swindon Local Authority on the 17 April 2023.
- Any child refused a place at a school will be put on a waiting list for that school and informed of their right to appeal against this decision.
- Parents / carers must accept or refuse the offer of a school place by the 28 April 2023.

Please see Appendix 1 for more information on key dates.

**Published Admissions Number (PAN)**

The published admission number for Reception in September 2023 will be 60. The PAN for every other year group at the school is 60.

**Oversubscription Criteria and Catchment Area**

When applications for admission exceed the number of places available in any year group the oversubscription criteria is applied, to decide which students to admit. The oversubscription criteria are used to allocate any places that become available for in year admissions.

A child who has an Education, Health and Care Plan (EHCP) is required to be admitted to the school named on the child's statement.

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1. A looked after child or previously looked after child, and those that have been in state care outside of England. A looked after child or a child that was previously looked after looked after within England and outside of England, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order)
2. Any child who has a sibling attending Robert Le Kyng Primary School at the same time as he or she is due to be admitted
3. Any child living within the school's catchment area;
4. Any child not living in the school's catchment area

#### **Decider**

For Robert Le Kyng Primary School distance will be determined from the applicant's home address to the school on the following basis –

The distance between the applicant's home and school is taken as a straight line between the Local Land and Property Gazetteer (LLPG) address point of the applicant's home address and of the school with those living closest to school receiving higher priority.

This oversubscription criteria listed above will continue to be used to allocate any places that become available for in year admissions.

#### **Definitions and Details**

Children with an Education, Health and Care Plan (EHCP) at the time of allocation are required to be admitted to the school named on their plan. Once an EHCP reaches the formal proposed stage the administration of the admission of the young person becomes the responsibility of Special Educational Needs Assessment Team (SENAT) at which point this policy no longer applies.

#### **Sibling**

A sibling is defined as a child attending Robert Le Kyng Primary School at the same time as he or she is due to be admitted, who is a;

- 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.

Where the sibling of the child making the application is under assessment for an Education Health and Care Plan, then they will be counted as a sibling from the time that the school is named on the final plan.

#### **Catchment Area**

A catchment area is a geographical zone served by a school. The address that determines a child's catchment area is the place where s/he is ordinarily resident with his/her parent(s) or legal guardian(s). Most schools have a catchment area but some addresses fall within areas shared by two or more schools. Children living outside the Borough boundary are treated as if the children live within Swindon but outside the catchment area for the school(s) in question. Maps of each catchment area are held by the LA and can be viewed on request or on the council's website

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### **Distance from School**

In all cases where schools are oversubscribed, distance is as a straight line between the Local Land and Property Gazetteer (LLPG) address point of the applicant's home address and of the school within each oversubscription criteria. If the direct distance measurement does not separate applicants, places will be offered by random allocation.

### **Looked After Child**

Looked After Child 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) at the time of making an application to a school.

This also applies to a 'Looked After Child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements or special guardianship order. If children have ever been Looked After or Adopted or subject to a residency or special guardianship order evidence would need to be provided and the LA reserve the right to ask the parent to provide this.

### **Previously Looked After Child**

A 'previously looked after child' is a child who:

- (a) ceased to be looked after because they were adopted (under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children's Act 2002 (see section 46 adoption orders).
- (b) became subject to a child arrangements order (defined in s.8 of the Children Act 1989, as amended by s.12 of the Children and Families Act 2014) or
- (c) became subject to a special guardianship order (see Section 14A of the Children Act 1989 - an order appointing one or more individuals to be a child's special guardian (or special guardians)).

**Looked After Child and Previously Looked After Child** category also includes Internationally Adopted Previously Looked After Children (IAPLAC). These are children outside of England, who were deemed to have been in the care of the State (or by the 3rd sector where no state provision is available) prior to their adoption.

### **Multiple Births**

The school will endeavour to place siblings born at the same time (e.g. twins, triplets etc). If necessary the school will admit over its PAN to accommodate such children. In the case of Infant Class Sizes (Reception, Year 1 and Year 2) class sizes must not contain more than 30 pupils with a single school teacher. However, additional children may be admitted in limited exceptional circumstances, and in accordance with the School Admissions Code. Twins and children from multiple births are classed as 'excepted pupils' to this legislation. Therefore, if one child of a multiple birth is offered the last available space at the school (according to the PAN), then offers will be made to all the children of that particular multiple birth. Those children would remain an exception to infant class size for the entire time they are in an infant class size or until the class numbers fall back to the current infant class size limit.

### **Home Address**

The home address given on the application form must be the address where the child resides for most of the week with his or her parent or carer. The school will not accept more than one address as the child's home address. The terms of a residency order may clarify the home address. Where necessary to determine which address to recognise and in the absence of a residency order, the school will consider the home address to be with the parent with primary day to day care and control of the child. In reaching this decision, evidence may be requested to show the address to which any Child Benefit is paid and from which the child is registered with a medical GP. If the Child Benefit letter is not available, a copy of the most recent bank statement where the Child Benefit is credited may be taken as residency, or the address stated on the NHS Medical Card of the child. Any other evidence provided by parents will also be considered in reaching a decision on the home address for admissions purposes. This may be necessary for instance where parents do not agree on the child's home address. Parents are urged to reach agreement but where they do not, the school will determine the home address.

### **Waiting List**

If your child has been refused a place at Robert Le Kyng Primary School, he or she will automatically be placed on the school's waiting list. Names can only be removed from the list if a parent has requested that we do so or if a place has been offered. Placing a child's name on a waiting list does not affect the parent's right of appeal against an unsuccessful application. Please note that waiting lists are created according to the over-subscription criteria and no preference is given to the amount of time spent on the list. Your child could move down the list as a result, as well as up. Robert Le Kyng Primary School will keep a waiting list for each year group for one academic year.

### **Late Applications**

The closing date for applications is the 15th January 2023. Applications may be submitted after this date but they will be considered as late application, which means they will not be considered until all the on time applications have been considered. The LA will endeavour to deal with late applications before the offer date, but it may not be possible to do this in every circumstance.

### **Parent/carers**

This is defined as a person with parental responsibility (PR) or legal residency of the child. This could include a person who is not a parent but who has a Court Order giving parental responsibility to them.

### **Shared responsibility**

Where two adults have shared responsibility for a child they should agree before submitting an application form which school(s) to name as their preference(s). In cases of dispute, or where two applications from the adult with whom the child is living are received, the school will ask parents to agree on the school applied for, or if that is not possible the LA will ask the parent to seek a Specific Issues Order through the Courts to gain the authority to make an application.

In the absence of a parental agreement or either of the parents obtaining a Court order determining the issue, the school will be required to decide which preference(s) to be recorded and this will be done by using the application made by the person who lives at the property where the child is resident at their home address as defined below;

(In reaching a decision on the address to use as the 'home address', evidence may be requested to show the address to which any Child Benefit is paid and from which the child is registered with a medical GP. Any other evidence provided by parents will also be considered by the school in reaching a decision on the home address for admissions purposes.)

### **Applications outside the Normal Age of Admission**

Parents may request that their child is admitted outside of their normal age group. They should include a request with their application, specifying any reason why admission out of the normal age group is being requested. The LA will decide based on the circumstances of the case and in the best interests of the child concerned. They will ask parents to provide as much supporting evidence as they wish to say why they are requesting admission outside the normal age group for a child. The following will be taken into consideration:

- the parent's views;
- the views of the school's head teacher;
- information about the child's academic, social and emotional development submitted by the parent;
- information about the child's medical history and the views of a relevant medical professional submitted by the parent;
- whether the child has previously been educated out of their normal age group;
- guidance from the Department for Education on the admission of summer-born children to Reception;
- whether the child may have fallen into a lower age group if it were not for being born prematurely.

Parents should consider the implications of a child being taught out of the normal age group. Any school the child later moves on to will not be obliged to continue to educate their child out of the normal age group. A decision will be reached on which Year Group is appropriate for the child. A decision will then be reached whether a place can be offered as it would for any application in that Year Group. Admission Authorities must make decisions on the basis of the circumstances of each case, informing parents of their statutory right to appeal. This right does not apply if they are offered a place in another year group of the school. In the instance that the child has not started school (or is not statutory school age), or it is before the child needs to apply for a school place, the Local Governing Body may have discretion to decide but would only be used in exceptional circumstances where it would have to be proved that it was in the child's interest. This may have already been considered by the Special Educational Needs Assessment Team (SENAT) through the Early Years Panel.

### **Availability of School Place**

All children are entitled to a full time place in the September following their 4th birthday. Parents can defer the date their child is admitted to school until later in the school year but not beyond the point at which they reach compulsory school age or, for children born between 1 April and 31 August, not beyond the beginning of the final term of the school year for which the offer was made.

Where parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age. Where a parent wishes for their child to attend part time, this should be discussed with the Head Teacher.

### **Delayed Admission to Reception**

Delayed admission is where a summer-born child delays admission into a Reception class until the start of the September after the fifth birthday and not the September after the fourth birthday. This means admission would be out of the normal age group. A summer-born child is one whose birthday is between 1 April and 31 August. Parents of summer-born children can request that admission to Reception is delayed to the following academic year - the start of the next September term will be when the child reaches compulsory school age.

It is recommended that parents visit and contact the school so that they can explain the provision that is on offer to children in the Reception class, how it is tailored to meet the needs of the youngest children and how their needs will be met as they move through the school. This is an opportunity to discuss any concerns parents have about the child's readiness for school. Children in Reception and in an Early Years setting all receive the Early Years Foundation Stage curriculum which is largely play-based learning.

As with any request for admission outside a child's normal age group, the admissions authority will have two decisions to make:

1. it must first decide on the age group the child should be admitted to
2. it then decides whether a place can be offered in that age group.

It can be difficult to reach a decision about the appropriate age group for a child more than a year in advance of admission as it will not be easy to assess how the child will develop in that time. Therefore, it would be helpful for parents to provide as much information on the child as possible, particularly with any relevant professional social or medical evidence.

The process in Swindon is that the parent is encouraged to make an application for the child's normal age group at the usual time and make a request for delayed admission at the same time. This enables the school to reach a decision on age group before the national offer day. If the request is agreed, the application can be withdrawn by the parent before a place is offered and the parent will then make a fresh application in the next normal admissions round. If the request is refused, the application for the normal age group will continue in the process and an offer of a school place will be made on national offer day.

Parents can then decide to accept the school place, defer to a later start date (see below) or defer until their child's admission until Year One for the following September, when they would be statutory school age. Please note that if the parent would like their child to start at the school allocated in Year 1 they would need to start school in the last academic term (April) for the place to be held for their child. Otherwise, the school place will be removed and the parent will need to make a new application for a school place in Year 1. In reaching a decision, consideration will be given to the circumstances of the case as with any request for admission outside the normal age group.

The decision will be made in the best interests of the child and will be set out in writing for the parent. It is recognised, along with the Department for Education, that requests for delayed admission to Reception differ from other requests for admission outside the normal age group as it is only in these circumstances that a child is being admitted to school for the first time. Delayed admission is not an opportunity for a child to retake the Reception year. There is no right of appeal if a parent is offered a place but it is not in the year group they would like. They may make a complaint through the Trust's complaint procedure if they are unhappy with a decision.

**Deferred admissions**

Parents can request that the date that their child is admitted to school is deferred later in the academic year or until the term in which the child reaches compulsory school age. However, please note that the place must be taken up in the same academic year that it was originally offered and admission cannot be delayed beyond the statutory school start date.

Notification of the intention to defer should be given directly to the school as soon as possible once a place has been offered.

**1st September 2018 and 31st December 2018**

Admission will be September 2023 or can be deferred until January 2023

**1st January 2019 and 31st March 2019**

Admission will be September 2023 or can be deferred until January or April 2023

**1st April 2019 and 31st August 2019**

Admission will be September 2023 or can be deferred until January or April 2023

Delayed admission should not be confused with deferred admission which involves putting off admission to the Reception class within the same academic year. Deferred admission children remain in their chronological year group

**Published Admissions Number**

A Published Admission Number (PAN) is agreed for each school annually and defines the number of places available for the year of entry. All applications must be agreed until the PAN has been reached.

**Co-ordinated scheme**

Any application for a place within the normal round of admissions is made through Swindon Borough Council. Catherine Wayte Primary School operates within the LA's co-ordinated scheme. The Local Authority are responsible for determining key dates for the admissions round.

**Appeals Procedure**

Any child who is refused a place at the school has the right to appeal against this decision to an independent panel. Parents would need to complete an appeal form, available from the school, and this would need to be submitted to the clerk of the independent appeals panel. Please contact the school or the Local Authority for further information.

**Fair Access Protocol**

Robert Le Kyng Primary School recognises the Local Authority's Fair Access Protocols and will adhere to these.

**Children of UK Service Personnel**

Applications for children of service personnel with a confirmed posting to the area will be considered in advance of the family arriving in the area provided the application is accompanied by an official letter from the commanding officer that declares a relocation date and a Unit postal address or quartering area address. Until a fixed address is provided, the LA will accept the Unit Postal Address or Quartering address as the Home Address for allocation purposes. All applications must be included in the normal admissions round if possible. The LA will not refuse a service child a place

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because the family does not currently live in the area, and will not reserve blocks of places for these children.

An in-year application will be considered in the normal way and if a reasonable alternative cannot be offered, the child may be admitted as an 'excepted pupil' under the School Admissions (Infant Class Sizes) (England) Regulations 2012. In circumstances where placing a child at a school that is deemed a reasonable alternative would mean admitting above the PAN, the LA will take into account the organisational structure of the school to determine whether it is the best interests of the child and children already attending the school. A reasonable alternative is defined as a school which is within the statutory maximum walking distance of 2 miles for a child who is under 8 years old and 3 miles for a child who is over 8 years old.

### **In-year applications**

Applications for a place at the school outside the normal admission round should be made to Swindon Borough Council using the In-year Admission Form through the In-year Coordinated Scheme.

- Applications will be considered for children who are resident within the United Kingdom with the exception of UK Service Personnel.
- The LA will consider applications on behalf of the school according to the published admission number and oversubscription criteria the school.
- The outcome of the application will be notified by letter. If the child is accepted then it is expected that the place is accepted within 10 days and the parent should contact the school to arrange a mutually agreed start date. The child is expected to start within 28 days.
- If a child is refused they will be placed on the waiting list.

### **Appendix 1 – LA coordinated dates for 2023-24:**

Relevant Year Group	Reception (Yr. 0)
For children born between	1 September 2018 and 31 August 2019
Applications can be made from	1 September 2022
Maximum number of preferences	3
Deadline for on time applications	15 January 2023
Deadline for proof and changes of address to be received	10 March 2023
Offers made to Swindon residents	17 April 2023
Deadline for parents to accept place	28 April 2023