



Battle Primary Academy

Empowering Opportunity

Name of Policy	Admissions Policy
Scope of Policy	Students applying for a reception place in September 2020
Approved by	Board of Trustees
Date of Approval	November 2019
Review period	One Year
Review Date	November 2020

Admissions Policy for Admissions from September 2020

Introduction

This admissions policy is for Battle Primary Academy, a co-educational Academy for children from 4 – 11 years in Reading. Applications must be submitted to the home Local Authority of the child and they will be processed according to the published admission arrangements of that Authority.

The Governing Body of the school, not Reading Borough Council, is responsible for deciding on admissions to this school, but works closely with Reading Borough Council as the co-ordinating authority for admissions to all schools including academies. Details of Reading Borough Council's co-ordination arrangements are available from www.reading.gov.uk/schoolsadmissions

Pupils are normally admitted at the beginning of the school year in which they reach their fifth birthday, without reference to ability or aptitude. The school also welcomes children with disabilities. Parents/carers whose children were born between 1 September 2015 and 31 August 2016 may apply for them to be admitted to the Foundation Year from September 2020. Parents may also request that their children attend school part time up until the point where they become of compulsory school age. In such instances the parents should discuss arrangements with the Principal. There are 60 places available for September 2020 in Reception (see below).

Parents/carers may request that the entry of a child whose fifth birthday falls between 1 September 2020 and 31 March 2021 is deferred to later in the school year 2020/2021 when the child reaches compulsory school age (the term beginning in January, April or September after the child's fifth birthday). Under such circumstances, the school will hold the place for that child. However, this opportunity to defer entry, with the school holding the place does not apply to a child whose fifth birthday falls between 1 April 2020 and 31 August 2021. If the child has not been admitted to the Reception Year in school year 2020/2021, a separate application for a Year 1 place in the 2021/2022 school year must be made. Year 1 may not have places available as children will have moved up from reception classes.

If the school is undersubscribed then all children who apply for places will be admitted.

Nursery Funded Places

A child will be eligible for admission to the Nursery class in the term after they turn 3 years old. Admission is subject to an application being made and places being available. There are 26 full time equivalent places in the Nursery, with each session lasting 3 hours. These will be allocated according to the criteria below and not whether the applicant requires a 15 or 30 hours place.

We offer three different models for the allocation of these places subject to availability.

The models we offer are:

- Full Day Place, AM & PM Session (30 Hours) 08.30 – 14.30
- AM Sessions 5 mornings a week (15 Hours) 8.30 - 11.30
- PM Sessions 5 afternoons a week (15 Hours) 12.30 – 15.30

Specific numbers for each type of place will be decided, depending on demand, and will be at the Local Governing body discretion.

We also offer a top up hour for those who attend a full day, this is charged at an hourly rate. Further details are available on request from the school office.

Oversubscription Criteria

Nursery

Places will be first allocated to students with statements of special educational need or an Educational Health Care Plan (EHC). Then, if there are more applicants than places for the school, the remaining places will then be offered in the following order of priority:

1. Looked after children are children who are in the care of a local authority or provided with accommodation by that authority in accordance with section 22 of the Children's Act 1989 and children who were looked after but ceased to be so because they were adopted (or became subject to a residence order) immediately after they had been looked after. Appropriate evidence should be submitted to confirm previously looked after children. This would be confirmation by the local authority that last looked after the child confirming that the child was looked after immediately prior to the issuing of one of the following orders:
 - a. adoption order
 - b. residence order
 - c. special guardianship order
2. Students with exceptional medical, social, or other needs that can only be met by providing a place at Battle Primary Academy rather than any other school.
3. Students with a sibling in attendance at the Academy and who will be expected to still be on at the date of entry. A Sibling refers to brother or sister, step brother or sister or the child of the parent/ carer's partner where the child for whom the place is sought is living in the same family unit at the same address as that sibling. It also refers to any child who lives with parent/carers within a family unit at the same address.
4. Students who live closest to the Academy. Distances are measured from the ordnance survey data point of the home and equivalent data point of the school. This will be measured using the computerised system of Reading Borough Council.

Applications made under criterion 2 will only be considered if supporting evidence from an appropriate professional or other suitably qualified person (eg doctor or social worker) is attached to the application form.

Reception to Year 6

Places will be first allocated to students with statements of special educational need or an Educational Health Care Plan (EHC). Then, if there are more applicants than places for the school, the remaining places will then be offered in the following order of priority:

1. Looked after children are children who are in the care of a local authority or provided with accommodation by that authority in accordance with section 22 of the Children's Act 1989 and children who were looked after but ceased to be so because they were adopted (or became subject to a residence order) immediately after they had been looked after. Appropriate evidence should be submitted to confirm previously looked after children. This would be confirmation by the local authority that last looked after the child confirming that the child was looked after immediately prior to the issuing of one of the following orders:
 - a. adoption order
 - b. residence order
 - c. special guardianship order
2. Students with exceptional medical, social, or other needs that can only be met by providing a place at Battle Primary Academy rather than any other school.
3. Students with a sibling in attendance at the Academy and who will be expected to still be on roll in the year of entry. A Sibling refers to brother or sister, step brother or sister or the child of the parent/ carer's partner where the child for whom the place is sought is living in the same family unit at the same address as that sibling. It also refers to any child who lives with parent/carers within a family unit at the same address.
4. Students who are currently on roll and are regularly attending the school's nursery.
5. Students who live closest to the Academy. Distances are measured from the ordnance survey data point of the home and equivalent data point of the school. This will be measured using the computerised system of Reading Borough Council.

Applications made under criterion 2 will only be considered if supporting evidence from an appropriate professional or other suitably qualified person (eg doctor or social worker) is attached to the application form.

Admission Number

The admission number for each cohort is 60.

Students from multiple births (eg twins/triplets)

Should the parents wish the children of multiple births to attend the same school and where one has been offered a place, then all should be admitted.

Split residence

Where a student lives with parents that have shared responsibility for the child, the “residence” shall be considered as the home which the child resides for the majority of the school week (Sunday night to Thursday night inclusive). Where the child is split equally throughout the school week then the “residence” shall be defined as the home which the child is registered with their GP, or alternatively where benefits, related to the named child, are paid.

Closing date and initial notification date

The closing date for applications will be 12th January 2018 with initial notification on 16th April 2018.

Late applications

Applications received after the set closing date will be accepted but will not normally be considered for a place at the school until after the initial offer date.

Tie break

Where several children have applied to the school and all have the same criterion, then the school places shall be allocated via random allocation.

Operation of Waiting lists

The Academy will operate a waiting list for each year group. Where in any year Battle Primary Academy receives more applications for places than there are places available, a waiting list will operate until the end of December. Any places offered from the school’s waiting list will be offered strictly in accordance with the above admission criteria and will not work on a first come first served basis. If a parent wishes their child to join the next year’s waiting list at the end of the school year they must contact Reading Borough Council Admissions Team via <http://www.reading.gov.uk/inyearadmissions>.

Appeals

The Local Authority will notify in writing those parents who are Reading residents and who have not been allocated their higher preferred school(s) how to access their right of appeal and in the case of academies to whom they should write. Please note that you are only entitled to one appeal, per year-group, per school, per academic year unless there is a material change of circumstances.

In Year Admissions

Battle Primary Academy will follow Reading’s procedures for in year admissions. Applications will be considered in accordance with above oversubscription criteria. In the event that it is not possible to offer a place, the waiting list and appeals procedures described above will apply.

Fair access protocol

The school is committed to taking its share of vulnerable students who are hard to place, in accordance with locally agreed protocols. Accordingly, outside the normal round of admissions, the local governing body is empowered to give absolute priority to a student where admission is requested under any local protocol which carries the agreement of the local authority for the current admission year. The governing body has this power even when admitting such a student would exceed the normal admission number.