

Eastwood Primary School and Nursery

Admission Arrangements 2019/20

The Admission limit: 60 in all year groups

If at the closing date for applications, there are not enough places for all those who have expressed a wish to have their child admitted to the school, places will be allocated using the admission criteria below. This will not apply to children with a statement of Special Educational Needs (SEN) or Education, Health and Care Plan (EHCP) as the statement/plan names the school and the child must be admitted to the named school. The admission criteria (explanatory notes follow):

- 1) Looked after children and previously looked after children;
- 2) Pupils who have a sibling attending the school;
- 3) Pupils of Staff;
- 4) Pupils who live in the catchment area served by the school;
- 5) Remaining applications
(refer to explanatory notes below)

Explanatory notes

Statement of Special Educational Needs (SEN) and Education Health and Care Plan (EHCP)	A Statement of Special Educational Needs is a statement made by the local authority under Section 324 of the Education Act 1996, specifying the special educational provision required for that child. If the school is oversubscribed, the admission of pupils with a Statement of Special Educational Needs or Education, Health and Care Plan where the school is named in the Statement or Plan, is mandatory.
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Looked after children and previously looked after children	Children who are in the care of local authorities as defined by Section 22 of the Children Act 1989. In relation to school admissions legislation a 'looked after child' is a child in public care at the time of application to the school.' Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a Child Arrangements Order or Special Guardianship Order).
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Looked after and previously looked after children are given the highest priority for each relevant age group and in all ranking for all schools.

Siblings	Siblings are considered to be an older brother or sister, half-brother or half-sister, step-brother or step-sister, adopted brother or sister, living at the same address, who attends the school at the time of application with a reasonable expectation that he or she will still be attending at the time of the proposed admission. In every case, the child should be living in the same family unit at the same address.
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In the exceptional situation where one twin or one or two triplets are refused a place, in order to keep family members together the additional pupil(s) will be admitted even if this results in the admission limit for the year group being exceeded (2.15g The School Admissions Code).

Distance measuring tool	In the case of over subscription in any one category "straight line" distance will be used to measure the distance between the pupil's home and the nearest pupil entrance to the school. Distances will be measured using the Local Authority's computerised measuring system. The pupils living closest will be given priority. If
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the pupil's home is a flat the distance will be measured to the main external entrance to the building.

Tie-Break to be used to decide between two applications that cannot otherwise be separated:

If the same distance is shared by more than one pupil, and only one place is available, the place will be awarded on the basis of a computerised random allocation process (supervised by someone independent of the Council / governing body). In the case where the last child offered is a twin or sibling of a multiple birth sibling both children will be offered and the sibling will be an 'excepted pupil'.

Distance where parents have separated

The distance is measured the same for all applications. The primary admission booklet provides further details, in summary,

Only one application can be received. The Academy or LA should not have the details of both parents or know of the marital status of the parents. If more than one application is received from parents, applications will be placed on hold until such time that:

- 'an application is made that both parents agree to; or
- 'written agreement is provided from both parents; or
- 'a court order is obtained confirming which parent's application takes precedence'.

Details on address checks and which address is relevant are also provided in the admission booklet. In all cases the child's normal place of residence is applicable for the purposes of the application.

Catchment area

A postcode list is available at www.southend.gov.uk/admissions and a map is provided in Appendix 1 below.

Pupils of staff

Children will be ranked in admission criteria 3 if they are children of staff in either or both of the following circumstances:

- a) where the member of teaching or professional staff has been employed at the school for two or more years at the time at which the application for admission to the school is made; and/or
- b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

Over and Under age applications (including children admitted outside normal age group)

Parents may seek a place for their child outside of their normal age group, (usually during the school year and not at the point of admission), for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to reception rather than year 1.

All other applications for over or under age in-year will be handled in line with the School Admissions Code 2014, 2.17 (a & b).

Such requests for Schools in Southend-on-sea are directly to the school and the school advises the LA of their decision. **Requests for year 3 and 6 must have been submitted by the parent and considered by the admission authority before the closing date for applications to year 7, i.e. 31st October and 15th January for year 3 of any given year.** Admission authorities must ask parents to submit a full request with any relevant documentation and should make decisions on the basis of the circumstances of each case and in the best interests of the child concerned.

This will include documenting the following:-

- of the parent's 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;
- and whether they may naturally have fallen into a lower age group if it were not for being born prematurely.
- They must also take into account the views of the head teacher of the school concerned.

When informing a parent of their decision on the year group the child should be admitted to, the admission authority must set out clearly the reasons for their decision. (2.17a School Admissions Code 2014).

In circumstances where a child transfers from another school already 'outside of normal age group', the Academy will support any over or under age application where the above has been met and the Academy is satisfied that the child should continue to be educated out of normal age group.

Arrangements for appeals:

If it is not possible to offer the child a place at the school, the parent can contact the school to enquire about lodging an appeal.

In-year admissions

To apply for a school place during the academic year, or for Years 1-6 and during the year for the reception year group parents will need to complete an In-Year Application Form (available from the school office).

The Nursery Admission limit: 52. The Nursery have three intakes in the academic year. September, January and April. Pupils can be admitted in the term after their 3rd birthday without reference to ability or aptitude. In the case of oversubscription within any one of the above categories, priority will be given according to the date when the pupil was placed on the waiting list. Whenever a space becomes available during the school year, this policy will be followed to determine which pupil will be offered that space.

Proposed catchment area for 2019 onwards – Southend-on-Sea Borough Council, West of the borough map

