



Admission Arrangements 2020 – 2021

Reedswood Primary Academy

E-ACT (the “Academy Trust”) is the admissions authority for Reedswood Academy. The Academy Trust will comply with the requirements of the Funding Agreement, the School Admissions Code and the Admission Appeals Code, and recognises that its ‘relevant area’ is Walsall since this is the local authority area within which the Academy is located.

Date of Approval: September 2020

Date of Review: September 2021

Unless there are legislative or regulatory changes in the interim, this policy will be reviewed annually as per the Admissions Code. Should no substantive changes be required at that point, the policy will move to the next review cycle.

Where the admission arrangements have not changed from the previous year there is no requirement to consult, subject to the requirement that admission authorities must consult on their admission arrangements at least once every 7 years, even if there have been no changes during that period.

Academy context

The Reedswood Academy is based in Walsall in the authority of Walsall

Our Published Admission Number (PAN) is 60 for Reception. The maximum PAN for each year group is e.g. Tiny Two’s (maximum 24) Nursery, Reception, Y1 to Y6 (60 per year group maximum) with a total PAN of 504

How to apply for a place

Reedswood E-ACT Primary Academy is part of the co-ordinated admissions arrangements operated by Walsall Council and the Local Fair Access Protocol.

For Year Reception admissions the Council will co-ordinate admissions, allocate places to the academy and inform families.

Parents/carers should apply using Walsall Council’s schools’ admission process and are not required to complete a Supplementary Information Form to apply for a place.

For Year Tiny Two’s and Nursery, parents will apply directly to the academy through placing their child’s name on a waiting list. Places are then allocated based on availability. Parents can apply for a place using a form on the academy website, or contacting the academy office directly. Parents must apply to Walsall Council for their funding code if they wish to access the Time to Start funding for 2 year olds or the 30-hour funding for 3 and 4 year olds.

They must then submit this code to the academy to allow the academy to claim the correct funding.

Procedures for admitting students to the Tiny Twos at Reedswood E-ACT Primary Academy

Entitlement1

Not every child aged 2 is eligible for 'Early Education for Two Year Olds'. The current eligibility criteria have been set by the government.

Places are available to children of parents who are in receipt of the following income-related benefits:

- Income support
- Income-based Jobseeker's Allowance
- Income related Employment and Support Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- The 'Guarantee' element of State Pension Credit
- Child Tax Credit
- Those who are in receipt of Working Tax credit and have an annual income that does not exceed £16,190*
- Or a child who is looked after by the local authority * Subject to change.

1. Every entitled 2-year-old can have up to 15 hours' free early year's education in the term following their 2nd birthday.

2. Parents/carers can be offered flexibility in how they take up the 15 hours per week but this may depend on agreement, ability and arrangements made with providers. Parents are allowed to split their entitlement between different settings. Parents do not have a right and so will not be allowed to defer allocation of sessions to following weeks or terms.

3. Children will take up places at the start of the term, moving children from one nursery setting to another midterm is not recommended unless there is evidence of exceptional circumstances for doing so, or if the family have moved into the area.

For admission purposes the start of the term is defined as 1st September, 1st January and 1st April

4. Children will be able to purchase extra sessions in the private or voluntary sector once they have taken up the full 15-hour entitlement. As the Early year's provision within a school is registered, the school may also decide to charge for extra sessions should they wish to provide wrap around care.

Mid-year admissions

For children wishing to move to the academy during the academic year, or outside of the normal transfer phase these are known as 'mid-year' admissions.

Mid-year applications can now be made directly to our academy or Walsall LA.

Our academy uses Walsall Local Authority Mid-Year admission application forms and these can be obtained by contacting us on 01922 721323. Once completed this must be returned directly to our academy.

Our academy will then liaise directly with parents/carer and the local authority as required. Parents/carers will have the right to appeal a decision should their child be refused a place.

Admissions Criteria

Applications for children with an Education, Health and Care Plan (EHCP) or a Statement of Special Educational Need are made by the Local Authority SEN team. The placement of such children is made after a process of consultation between parents, the Academy and the Local Authority. Children with an EHCP (or a Statement of Special Educational Need) receive priority over others for admission to the school named on their Plan (or Statement).

Oversubscription Criteria

If there are fewer applicants than there are places available for Nursery/Reception entry in September 2022, everyone who applies will be offered a place.

Sometimes, however, there are more applications for our Academy than there are places available. This is described as oversubscription. If there are more applicants than there are places available after the admission of pupil with an Education, Health and Care Plan or statement of special educational needs naming the school, the following criteria will be followed, in order, to determine who will be offered a place:

1. Looked after children

Looked after children are children who are in the care of a local authority or provided with accommodation by the authority in accordance with section 22 of the Children Act 1989.

2. Siblings

Where there are siblings in attendance at the academy and who will still be on roll in the year of entry. Sibling refers to brother or sister, half brother or sister, step brother or sister or the child of the parent/carers partner where the child for whom the place is sought is living in the same family unit at the same address as that sibling.

3. Medical

Pupils for whom a place at the school is essential on medical grounds as supported in writing by a medical practitioner (applications will be subject to verification).

4. Geography

Children living closest to the school as measured in a direct line from the home address to the school. The home address is where the child spends the majority of the time and is living with the person who has parental responsibility and is the main 'carer' as defined in section 576 of the Education Act 1996 (documentary evidence may be requested). Home to school distances will be measured in a direct line from the front door on the home address to the central point of the main school building using the Local Authority's computerised mapping system. This criterion will also be used as a tie-break in criterion 2 if the school is oversubscribed within this criterion except in the case of looked after children. In criteria 2, and 3, where two or more

children live in a flat or other multi-home dwelling and it is not possible to determine which applicant lives closest to the preferred school as measured in a direct line from the building to the school; the available place(s) will be allocated by drawing lots. Where a child lives with parents that have shared responsibility for the child, the “address” shall be considered as the home which the child resides for the majority of the school week.

5. Children of members of staff at Reedswood (subject to verification by the Academy)

OPERATION OF WAITING LISTS

The Academy will operate a waiting list for each year group. Where, in any year, Reedswood E-ACT Primary Academy receives more applications for places than there are places available, a waiting list will operate until the end of the first term after the start of the school year. Any parent can ask for his or her child’s name to be placed on the waiting list.

An applicant’s position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant they will be allocated to students on the waiting list in accordance with the oversubscription criteria. The waiting list will be renewed termly.

Tie-breaker

To follow Local Authority guidance

Twins, Triplets and other children of multiple births

To follow Local Authority guidance

Split residence

Where a child lives with parents that have shared responsibility for the child, the “address” shall be considered as the home which the child resides for the majority of the school week.

Admission to the Nursery

The timeline and oversubscription criteria for a place in a nursery class are the same as for a reception place. The council does not co-ordinate applications for nursery places.

Applications for a nursery place must be made as per Walsall published key dates – by January 2021. If the nursery is oversubscribed, the Academy’s Oversubscription Criteria will be applied.

Deferred Entry for Reception

Children reach compulsory school age on the first day of the term following their fifth birthday. However, we provide full time places for pupils in a reception class from September in the year before children reach their fifth birthday. If parents prefer their child to start school later than 1 September 2020 they have the option of deferring the child's entry until later in the 2020/21 school year. Parents opting for this must notify the school in writing of the date they wish their child to start in a reception class. Parents are not able to defer entry beyond the beginning of the term following their child's fifth birthday or beyond the academic year for which admission is sought. The effect of this is that the place is held for that child and is not available to be offered to another child.

Late Applications

Late Applications and changes after the closing date Application forms must be received by January 2021. Applications received after the closing date will be considered as late applications and will be processed after places have been allocated to applicants who applied on-time. However, in very exceptional circumstances applications received after the closing date may be considered as on time. Applicants who consider they have exceptional circumstances that prevented them applying between applications opening in September and published closing date should provide independent written evidence explaining why the application was late no later than 5pm, 10 working days after the closing date. Additionally, any changes to the application (e.g. order of school preference or change of preferences) received after the closing date will be treated in the same way as late applications.

Changes of Address after the closing date

Changes of address will only be considered after applicants are resident at the new address and evidence to demonstrate this has been supplied. Applications will not be processed from an intended future address except in the case of Crown servants and UK service personnel. Evidence must be received by no later than 5pm, 10 working days after the closing date for the new address to be used when processing the application and calculating home to Academy distances. Any change of address evidenced after no later than 5pm, 10 working days after the closing date will not be included until after national offer day.

Notification and acceptance of places

This is the timeline of notification and acceptance and the onus is on the person making the application to a notify Walsall Local Authority to accept or decline the offer:

www.walsall.gov.uk/school_admissions

Waiting Lists

Waiting lists are not maintained on a 'first come - first served' basis. Waiting lists are kept in the priority order as explained in the oversubscription criteria. Places are offered from the waiting list throughout the year. When a place becomes available, it is offered to the first child on the list and if it is accepted all other children will move up the list. Children may also move down the waiting list if another family, with a higher priority under the oversubscription criteria, ask for their child's name to be added to the list. Applicants, who ask for their child's name to be placed on the waiting list for another school, after a school place has been allocated, are indicating they prefer this school to the Academy. If at a later date a place is offered from the waiting list, this new offer will supersede any previous offer, which will then be withdrawn.

Lists will be maintained throughout the school year. A child's position on the waiting list does not depend upon the time they have been on the list but will be determined by how they meet the oversubscription criteria. This means that a child's position on the list can go down as well as up, depending upon the child's circumstances and those of other applicants. The waiting list will be closed each year and will not roll over. A new application will have to be made for a new academic year.

In-year applications

Applications received outside the normal admissions round will be considered in line with the oversubscription criteria. A place will be offered at the Academy provided there is a vacancy in the appropriate year group. The address used to process the application will be the address where the parent and child normally live and they must be living there at the time of application. Admission of one child to the Academy does not give a right of admission for brothers or sisters, if places are not available for all at the same time.

Applications can be made by applying directly to the Academy. Once the application is made, the Academy will allocate a place as per our oversubscription criteria when a place becomes available. Please note that you will need to accept the place within 7 days or you will lose the offer of a place and considered to have declined a place.

Please note that you may be asked for further proof if applying under medical/social needs etc. You will be placed on the waiting list and places will be allocated as they become available and prioritised according to our over subscription criteria.

Appeals Procedure

Parents can choose to appeal against the decision of the Academy Trust not to offer their child a place at the school. Walsall Local Authority administer any admissions appeals on behalf of the Academy Trust. To appeal against the decision not to offer their child a place, parents must complete the appeal forms that are available on the Walsall Local Authority website www.walsall.gov.uk or from the Walsall Admissions Team 01922 652585. To be

considered in the first round of appeals, the notice of appeal must be received by the Council by their specified date. The appeal will be heard by an independent appeals panel constituted and operated in accordance with the School Admissions Appeals Code. Parents will receive written notification of the date and time of their appeal hearing, which they can attend to explain their case. If they wish, parents may be accompanied by an adviser or friend. Following the appeal, the Clerk to the appeals panel will write to parents with the decision.

Fair Access Protocol

The Academy complies with Walsall Local Authority Fair Access Protocol (FAP). The purpose of the FAP is to ensure that, outside the normal admissions round, unplaced children who fall into the specified categories are offered a place quickly, so that the amount of time any child, especially the most vulnerable, who remains out of education is kept to a minimum. The FAP will only be used once the in-year admissions process has been exhausted.

Admission contact details

Academy contact: Postbox.reedswood@e-act.org.uk

LA contact: schooladmissionsadvice@walsall.gov.uk

Appendix 1

Definitions

Distance

Children living closest to the school as measured in a direct line from the home address to the school. Home to school distances will be measured in a direct line from the front door on the home address to the central point of the main school building using the Local Authority's computerised mapping system

Home Address

The home address is where the child spends the majority of the time and is living with the person who has parental responsibility and is the main 'carer' as defined in section 576 of the Education Act 1996 (documentary evidence may be requested).

Children who are looked after or were previously looked after

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). This includes children who 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). Child arrangements orders are defined in s.8 of the Children Act 1989, as amended by s.12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

Medical or social needs of the child

Pupils for whom a place at the school is essential on medical grounds as supported in writing by a medical practitioner (applications will be subject to verification).

Sibling

Where children live as brother and sister in the same household they are treated in the same way as siblings for admissions purposes. This includes a child's brother or sister, half brother or sister, adopted/foster brother or sister, step brother or sister living in the same family unit at the same address. It does not include cousins or other extended family members who live in the same household. In the case of twins, triplets and other multiple-birth children, if one child can be offered a place in the school, other multiple-birth children will be allocated a place in the school. Where twins are concerned and one twin has a Statement of Special Educational Needs or Education, Health and Care Plan that names the school the other twin will be treated as having a sibling link for that academic year.

Parent

This means the parent who has parental responsibility as defined in the Children Act 1989, or the person in the household who is defined as a parent for the purposes of Section 576 of the Education Act 1996. This could include a person who is not a biological parent but who has responsibility for her or him (such as a child's guardians) but will not usually include other relatives such as grandparents, aunts, uncles etc unless they have all the rights, duties, powers and responsibilities and authority, which by law a parent of a child has in relation to the child and their property.

APPENDIX 2

All Nursery children are entitled to a 15 hour funded place.

Nursery 30 Hour Funded Place:

Children of parents who meet the following criteria, may be entitled to a 30 hour funded place (upon completion of application through www.gov.uk and presentation of an eligibility code to the school). It is the parent's sole responsibility to complete the application and submit the eligibility code and date of birth to the school by the deadline stipulated. Parents will be required to enter their national insurance number into the data base.

Criteria for 30 hours funded place, as given by the DfE:

Parents of three and four year olds will need to meet the following criteria in order to be eligible for 30 hours' free childcare and will need to confirm that they remain eligible every three months:

- They earn or expect to earn the equivalent to 16 hours at National Minimum or Living Wage over the coming three months
- This equates to £120 a week (or circa £6000 a year) for each parent over 25 years old or £112.80 per week (or circa £5,800 a year) for each parent between 21 and 24 years old.
- This applies whether you are in paid employment, self-employed or a zero-hour contract.
- The parent (and their partner where applicable) should be seeking the free childcare to enable them to work.
- Where one or both parents are on maternity, paternity, shared parental or adoption leave, or if they are on statutory sick leave.
- Where one parent meets the income criteria and the other is unable to work because they are disabled, have caring responsibilities or have been assessed as having limited capability to work.
- Where a parent is in a 'start-up period' (i.e. they are newly self-employed) they do not need to demonstrate that they meet the income criteria for 12 months.
- If a non-EEA national, the parent must have recourse to public funds.

All parents that are interested in a 30 hour funded nursery placement are required to indicate to the school that they will be submitting an application to www.gov.uk as they meet the criteria for 30 hours' free childcare.

This must be done by completing the school's Nursery Full-Time Place Application Form and submitting it to the school before the deadline date specified. Full-time places cannot be guaranteed if applications are received after the deadline date.

Parents are still eligible for 15-hour free childcare even if they do not meet the above criteria for 30 hours. The following website provides further clarity.

<https://www.gov.uk/help-with-childcare-costs/free-childcare-and-education-for-2-to-4-year-olds>