

# Rokeby Primary School



## Admissions Policy

Chair of Trust Board

**Approved: January 2020**

**Review: January 2021**

Person responsible for overseeing the implementation: CEO



Stowe Valley Multi Academy Trust

Registered Office: Southam College, Welsh Road West, Southam, Warwickshire, CV47 0JW

Registered in England No: 10445759. A Company Limited by Guarantee Telephone 01926 812560



## **Rokeby Primary School**

### **ADMISSIONS POLICY**

Stowe Valley Multi Academy Trust is the Admissions Authority for all Academy Schools within the Multi Academy Trust and administered by the relevant Local Authority Admissions Service

The Published Admissions Numbers (PAN) for each Academy School is included in their respective Oversubscription Criteria. Any changes to the PAN requested by a relevant Local Authority or a Local Governing Body will be decided by the Trustees of Stowe Valley Multi Academy Trust

The Stowe Valley Multi Academy Trust adopts the Priority/Catchment Area as defined and published by the relevant Local Authorities

Oversubscription criteria for each of the Academy Schools within the Stowe Valley Multi Academy Trust will be approved by the Trust Board.

In compliance with the Funding Agreements in place between the Stowe Valley Multi Academy Trust and the Secretary of State for the Department for Education, The Stowe Valley Multi Academy Trust will co-operate with the relevant Local Authorities on the co-ordination of admissions.

In the event of an application for In Year Admissions, the application will be determined by a panel of the Local Governing Body of the Academy/School to which the application applies.

All Local Governing Bodies within the Stowe Valley Multi Academy Trust must comply with the In-Year Fair Access Protocol of their relevant Local Authority.

The Stowe Valley Multi Academy Trust Admissions Policy is to be read in conjunction with School Admissions Code 2014

<https://www.gov.uk/government/publications/school-admissions-code--2>



## **Oversubscription Criteria/Admissions Policy for Rokeby Primary School** **2021 /2022**

Stowe Valley Multi Academy Trust is the Admissions Authority for Rokeby Primary School. –Admissions for Rokeby Primary School are administered by Warwickshire Local Authority Admissions Service.

The Published Admissions Number (PAN) for Rokeby Primary School for Reception is 30.

In the event that Rokeby Primary School is oversubscribed, then the following oversubscription criteria will be used when allocating places:

- 1a. Children in the care of, or provided with accommodation by, a local authority within England, and 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);
- 1b. Children who have been adopted, either through a local authority or through a voluntary adoption agency that is registered with CVAA UK. This category applies to all adoptions which do not fit within Category 1a, including those which take place outside of English law
2. Children living in the priority area who will have a sibling at the school at the time of admission;
3. Other children living in the priority area;
4. Children living outside the priority area who will have a sibling at the school at the time of admission;
5. Children of staff employed at Rokeby Primary School: a) where the member of 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.
6. Other children living outside the priority area.

Please note:

Time of admission relates to the time the applicant would start at the school – not the time of application or offer.

The following terms / definitions apply to the oversubscription criteria for Rokeby Primary School

### **Priority Areas**

Rokeby Primary School has an area identified as its priority area. Full details of the priority area for Rokeby Primary School, and those for other schools within Warwickshire, are available on the Warwickshire Local Authority website and can be viewed using interactive maps.

*Primary School Priority Area Maps can be accessed at:*

<https://www.warwickshire.gov.uk/school-admissions-appeals/priority-area-map-infant-primary-schools?documentId=116&categoryId=20014>

*Primary School Priority Area Descriptions can be accessed at:*

<https://drive.google.com/file/d/0B-Pq5bhF8JJVZkJZNUdNM1c2dGc/view>

### **Priority within each oversubscription criterion**

Where applicants are allocated the same criterion, priority is given in order of distance between the child's home and the school applied for (shortest distance = highest priority).

Distance will be calculated by using a straight line measurement from the address point location coordinate of the applicant's home address (as set by Ordnance Survey) to the centre point ('centroid') of the school in question. (The centroid is a predetermined point set by Warwickshire County Council and all distances are subject to changes which may occur with updates of mapping data).

Transport Assistance will not be approved on the sole basis that the school offered is the priority area school and will only be provided in accordance with Warwickshire County Council's Home-to-School Transport Policy. This may mean that the nearest appropriate school – for transport purposes – may be a school in a different priority area.

### **Sibling, i.e. brother or sister, attending the school at the time of admission**

Sibling is defined as: a full brother or sister; a half brother or sister; an adopted brother or sister; a child living in the same address who is being Looked After by a local authority; a step-brother or sister; or the child of the parents' partner, where the child for whom the school place is being sought is living in the same family unit and at the same address as that sibling.

### **Definition of Home Address**

Where the child normally resides during the school week and where they sleep for at least 50% of the week.

If arrangements are such that a child resides at two addresses for equal amounts of time, then parents must decide which address to use for admissions purposes. Failure to agree on the address to use on the child's application for a school by the national closing date will result in Warwickshire County Council using a random number generator to determine which application to process.

Addresses involved in child-minding arrangements, whether with professional child-minders, friends or relatives, are excluded.

Where a school place is allocated on the basis of an address which is subsequently found to be different from the address where the child ordinarily resides, that place may be withdrawn. Cases will be assessed on an individual basis and in discussion between Warwickshire County Council and Stowe Valley MAT.

There is also an expectation that the child and applicant will be resident at the address used to allocate a place on a long-term basis, and until at least the start of the autumn term in relation to the coordinated admissions process.

Short-term house moves purely to secure a school place may be considered fraudulent or intentionally misleading and in such circumstances the place may be withdrawn.

Where a child's address changes after National Offer Day, Warwickshire County Council may request an explanation for the house move and documentary evidence that the child is resident at the new property. The Admission Service operates a thorough and robust address checking process, which may include both announced and unannounced home visits.

### **Postal Address File (PAF)**

The address point location coordinate of the applicant's home address as set by Ordnance Survey

### **Applications made from the same multiple dwelling which shares a single Postal Address File (PAF) / Other applications where the distance from home to school is identical**

Where required, individual priority for such applicants within a particular criterion will be determined by a random number generator allocation. The draw will be carried out by two officers of the Admissions Service in the presence of a local authority solicitor. The order of draw will be recorded and countersigned at the time. Applicants will be notified of the outcome.

### **Applications for other children to be taught out of year group**

As required by the School Admissions Code, Warwickshire County Council operates an application process for the transfer of pupils to the next key stage, as appropriate.

In some cases, children will not follow the chronological process for their age group. This may be due to a medical issue which has caused the child to miss a significant amount of time in school, or a special educational need, in which case the parent may request that they be educated in the year group below. Other children may already be educated outside

of their chronological year group and it may be appropriate for this arrangement to continue.

Parents who wish to request that their child is admitted to a school, and educated outside of their chronological age group, should read the [www.warwickshire.gov.uk/admissions](http://www.warwickshire.gov.uk/admissions) 'Guidance and Policy relating to the education of children outside of their chronological year group' and complete the relevant request form, which can be found on the Warwickshire County Council website.