



Admissions Policy

2022-23

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Approved by Diocese of Chichester Academy Trust

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1	25 Feb 2021	Jo Saunders	Core Executive Group / Trust Board	Consultation completed due to conversion to academy

Academy	Lancastrian Infant School
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DCAT Statutory Policy	✓
DCAT Non-statutory Policy	
DCAT Model Optional Policy	
Academy Policy	
Local Authority Policy	



Proposed Admissions Arrangements – September 2022

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Lancastrian Infant School

1. Introduction

These admission arrangements are based on:

- The school admissions code 2014
- The school admission appeals code 2012

The school is required by its funding agreement to comply with these codes and with the law relating to admissions as set out in the Schools Standards and Framework Act, 1988.

The arrangements for admissions comply with the trust's funding agreement and articles of association.

Lancastrian Infant School is part of the Diocese of Chichester Academy Trust (DCAT). The trust is the admission authority for the school, responsible for all decisions in connection with admitting pupils and for the review and publication of admission arrangements which explain how the admissions process will be applied. The responsibility for admissions are delegated by the trust to the local governing body (LGB) of the school according to the scheme of delegation between the trust and the school LGB.

Our school is an inclusive, nurturing and aspirational learning environment where everyone works together as a team to give the children the best possible start to their education.

2. How to apply for a place

For a child to start at the school in September 2022, the parent/carer must complete the Common Application Form (CAF) available from the home local authority, that is the authority in which the child resides. For West Sussex, applications can be made on line at : www.westsussex.gov.uk/admissions

When you submit your application you will receive an email containing the information on your application as confirmation that your application has been received.

In order for an application to be considered as "on time" it must be submitted to the authority by published 15th January 2022 deadline. Please see West Sussex County Council website for details

If you have no option but to apply on a paper form, please telephone 03330 142 903 to request one. Please note that it is your responsibility to ensure that a completed form is returned to the school by the end of the school day on the published deadline. West Sussex does not encourage parents to return their paper forms directly to the Pupil Admissions Team unless they use Recorded Delivery post.

Late applications

Late applications, i.e. those submitted after the closing date, without good reason, will be ranked using the oversubscription criteria but follow those submitted on time.

If an application is submitted late but

- i. it is submitted before 12th February 2022 and
- ii. there is a good reason (e.g. an application from a family who have moved into the area)

the application will be considered as if on time assuming independent supporting evidence (e.g. in the case of a house move, a solicitor's letter confirming exchange of contracts, or a signed tenancy agreement clearly showing the move took place after the closing date) is provided to show why the application was submitted late. If there is no proof, or the admissions panel does not consider the reason valid, the application will be treated as late. There is no separate right of appeal against a decision which deems an application as on time or late.

3. Allocation of places

Planned Admission Number

The school has an agreed and published admission number (PAN) of 45 pupils for entry in Reception.

Oversubscription criteria

A place will be provided for a child who has an Education Health and Care Plan (EHCP) (agreed at the time of application, which names Lancastrian Infant School as the education provider. This place will be allocated within the PAN before the consideration of any other applications, or above the PAN if places have already been offered at that time.

If a child is the subject of an EHCP, which names a particular school, his/her parents should consult the local authority that issued the EHCP before applying for the child to change school.

When the school receives more applications than there are places available, we will admit pupils according to the following criteria, which are listed in order of priority below:

- 1) 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 including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in care as a result of being adopted.
- 2) Other children who have a sibling in the school or at Central CE Academy at the time of admission.
- 3) Children of staff who are employed at Lancastrian Infant School or Central CE Academy for
 - i. two or more years at the time at which the application for admission to the school is made, or

- ii. have been recruited to fill a vacant post for which there is a demonstrable skill shortage.
- 4) Children living within the community area that has been designated to the school.
- 5) Other children who live in the Parishes of Chichester.
- 6) Other children who live in the Deanery of Chichester

The Parishes of Chichester are:

- a) St George in Donnington
- b) St George in Whyke
- c) St Pancras,
- d) St Paul
- e) St Wilfrid
- f) and the Cathedral Close.

Maps showing the boundary of the Parishes of Chichester and the Deanery of Chichester can be inspected in the school.

These aren't tiebreakers, they are part of the admissions criteria. A tiebreaker is usually random allocation for a place ties on all other grounds. When deciding between applicants who have equal entitlement under the above criteria, the following priorities will be used:

- Exceptional social or medical need. The trust defines serious medical and social needs as any social need or serious medical condition which can only be met by attendance at Lancastrian Infant School, such as loss of a parent, carer responsibilities, disability of parent or child impacting on travel to school. Supporting evidence, from professionals independent of the family, must be provided which provided a reasoned and unequivocal opinion that the child would suffer a significant detriment specifically by not being admitted to the school.
- Children who live nearest to the school in a straight line. This will be measured from the school to home address using Ordnance Survey address data. Where the distance between 2 children's homes and the school is the same, random allocation will be used to decide between them. This process will be independently verified.

Tiebreaker

In the event that applicants cannot be prioritised using distance above because the distance measurements are the same, the school will use random allocation to decide which children will be offered the remaining places. This will be overseen by a person independent of the school and the applicants.

4. Definitions

The normal admissions round is the period during which parents can apply for state- funded school places at the school's normal point of entry, using the common application form provided by West Sussex County Council

Looked after children are children who, at the time of making an application to a school, are:

- a) In the care of a local authority, or
- b) Being provided with accommodation by a local authority in exercise of its social services functions

Previously looked after children are children who were looked after, but ceased to be so because they:

- a) Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
- b) Became subject to a child arrangements order, or
- c) Became subject to a special guardianship order

Reference to parents includes legal guardians and applies to either or both parents, or a sole parent. Where only one parent/guardian satisfies a criterion, the application will be treated equally with one where the requirement is met by two parents.

Shared parental responsibility and home address

The home address is where a child normally lives. Where a child lives with parents with shared parental responsibility, each for part of a week, the address where the child lives is determined using a joint declaration from the parents stating the pattern of residence. If a child's residence is split equally between both parents, then parents will be asked to determine which residential address should be used for the purpose of admission to school.

If no joint declaration is received where the residence is split equally by the closing date for applications, the home address will be taken as the address where the child is registered with the doctor. 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 don't agree on the child's home address. Parents are urged to reach agreement or seek a Specific Issues Order from a court to decide which parent should or should not pursue an application. Where they do not, the admissions authority will determine the home address. If the residence is not split equally between both parents, then the address used will be the address where the child spends the majority of the school week.

A child reaches compulsory school age on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

5. Appeals

If your child's application for a place at the school is unsuccessful, you will be informed why admission was refused and given information about the process for hearing appeals. If you wish to appeal, you must set out the grounds for your appeal in writing. You are entitled to appeal to an independent Admission Panel under the provision of the Academy Standards and Framework Act (amended by the Education Act 2002). Appeals in writing should be sent to:- Clerk to the Appeal, via the school, within 21 days from the notification of the decision not to admit.

You can find details of the school's appeals timetable on the school website which is published by 28 February each year.

6. Full or part time attendance

A parent may apply for his/her child to start school for the first time in the September following the fourth birthday and, where a place is offered, may choose for the child to start full time from day one, or to attend on a part time basis until statutory school age, which will occur during the term following the child's fifth birthday. If a parent wishes their child to attend on a part time basis they must meet first with the Headteacher to discuss their choice.

7. Deferred entry

While a child is below statutory school age, the parent may choose to defer his/her child's entry to school until later in the school year. However, parents cannot defer beyond the point at which the child reaches statutory school age, or beyond the start of the last term in the school year. The school operates on the basis of a three-term year.

Applications submitted on behalf of summer born children (born 1 April – 31 August)

A parent of a 'summer born' child entitled to start school in September 2022, may choose to delay his/her entry to school until September 2023, where the parent considers this arrangement to be in the best educational interests of the child. The parent may also choose to apply for the reception year in September 2023 rather than year 1. This will require the parent to make an application to the home local authority during the 2022 'normal admission round' and a request to the school for delayed entry, which if agreed, the child will not be considered for September 2021 place.

Please note: Although the Admission Authority may agree to a 'delayed entry' application being submitted for a reception place in September 2023, there can be no indication given as to whether a place will be available until the 2023 local authority 'normal admissions round' allocation exercise is complete. Parents are strongly advised to contact the school and their home local authority for further information if a delayed admission is being considered.

8. In-year applications

Requests for admission to reception, made after the normal admission round, i.e. after August 31 2022, and requests for places in other year groups, should be made direct to the school.

The in-year form may be submitted at any time but children will only be admitted during school term time and within six weeks of the place being required.

Applications for children from Service families or Crown servants returning from overseas will be considered further in advance if an official letter is provided with the application which confirms a relocation date and a unit postal or quartering area address.

9. Waiting List

The school maintains waiting lists for each oversubscribed year. Children who are refused admission can, at their parents' request, be placed on a waiting list, which will be maintained

and ranked in order according to the oversubscription criteria. Each time a name is added, the waiting list will be re-ranked. If a place becomes available, it will be offered to the highest ranked child at that time. Waiting lists will be shut down at the end of the academic year, parents need to notify the school if they wish their child's name to be included on the waiting list for the following academic year.

10. Children with Special Educational Needs and Disabilities

We request that parents inform the school of any known educational, physical, medical or social needs when expressing a preference for their child to attend Lancastrian Infant School. This will help staff to plan a smooth transition to the school.

11. Contact for further information

For further information please email office@lancastrian.org.uk

12. Monitoring arrangements

This policy will be reviewed and approved by the Local Governing Body every year.

Whenever changes to admission arrangements are proposed (except where the change is an increase to the agreed admission number), the Local Governing Body will publicly consult on these changes.