



## The Ferns Primary Academy

### Pupil Admission Policy

Key Staff lead for The Ferns Primary Academy: Adele Young Portfolio Governor lead: Sophie Boswell			
Date	Process	Name	Status
20/06/12	Rebranded for The Ferns Primary Academy		
Sept 2012	Drafted	Northern Education Trust	
Insert date			
Sept 2012	Approved by Stakeholders	Northern Education Trust	
20/02/13	Adopted by Governors	Full Meeting	Working document
Sept 2016	Reviewed		
March 2017	Reviewed		
May 2017	Adopted by Governors	Full Meeting	Working document
From this date:	To be reviewed annually and displayed on school website.		
	<b>Signed</b>	Chair Of Governors	

Admissions to The Ferns Primary Academy School are controlled by Northern Education Trust/Bolton Local Authority who will consider all applicants without reference to the parent's preference ranking for a school.

Any pupil has the right to a place at any one of the schools for which Northern Education Trust and /or Bolton Local Authority is the admission authority **provided that the demand for places at a school does not exceed the admission number for that school**. Initially places will be allocated to children with a Statement Of Special Educational Needs/ EHC Plan which names a particular school in part 4 of that statement.

Where demand for a school exceeds the number of places available Northern Education Trust needs to allocate places on the basis of a fair and objective method. Where a Academy school is oversubscribed the criteria listed below will be applied in priority order.

Priority 1 - Children in public care (Looked after Children) who are the subject of a full care order. Children in public care are either on care orders made by a court or accommodated by the Local Authority at the parent's request. Children in care may live in foster homes, residential homes with relatives or continue to live at home.

Priority 2 - Other children who are considered as "vulnerable" and whose application for the preferred school is supported by the Assistant Director for Social care.

This will include:

Children for whom there is a child protection plan or has been within a 12 month period

Children who have had a period in care within 2 years at the admission application and are still receiving social care services.

Children who are considered to be at significant risk of becoming looked after.

Children who are living in temporary accommodation due to fleeing violence and the area for rehousing has been identified.

Priority 3: Children who have additional educational needs ( but not a statement/ EHC plan) when the parents feel that The Ferns Primary Academy offers the most suitable provision for their child. (See SEND Policy, Local Offer and School Offer.)

Priority 4 - Children who will have older siblings in Reception to Year 6 of the school at the date of admission. Older children from the same family unit attending a particular school, can be considered to "qualify" a younger child under the sibling link criteria, provided proof is available to demonstrate that the children are permanently resident at the same address and part of the same family unit.

Priority 5 - Children who suffer from some medical condition or disability, which makes it better for them to attend that school rather than another. Places will only be offered under this criteria if the child has a certified medical condition with strong professional supporting evidence confirming that existing exceptional problems with the child's health would be seriously exacerbated if a place were not made available at the preferred school.

Priority 6 - All remaining applications will be ranked on the basis of proximity to the preferred school and the nearest school/nearest alternative school. The following calculation will be applied for each application. The distance to the preferred school and the nearest/nearest alternative Community/ Voluntary controlled, Foundation or Academy School is measured. The distance to the nearest school/ nearest alternative school is subtracted from the distance to the preferred schools and then 100 added. This gives a proximity value for each child. The proximity value will be used to determine the priority ranking for a place. The lower the value the higher the child is ranked under this criterion. The distance will be determined by the 'shortest walking route' using all footpaths/road routes recognised by the Local Authority. This will be measured using Routefinder, a computerised mapping system which uses the ordnance survey integrated transport network, from the entrance of the home property where it joins the highway to the nearest official school entrance. For flats this will be measured from the

communal entrance to the building. In the event of a tie-break within a block of flats, those furthest from that entrance will be given priority. The 'nearest alternative school' will be the nearest Community or Voluntary-controlled, foundation or Academy school whether in Bolton Borough or not. The proximity criteria will be used in the event of a tie-break in any category.

### **In – Year Applications**

In – year applications are directed through Bolton Student Services. The Ferns Academy works through a checklist process once an application is received. The Family Liason Officer will bring new applications to weekly SLT briefing briefings. Attendance and attainment data from previous school settings will be collected before a place can be offered. ID documents will be obtained during an admissions meeting with the Family Liason Officer prior to the formal start date. Should there be demand in excess of the number of places available, priority will be given as stated earlier in the policy, providing responses from previous school settings and parents/carers are received.

### **Timetable for new Reception intake admissions to start in the 2017/18 academic year.**

Prior to Summer 2017	Parents approaching school are asked to complete a 'Request for admission form'. Details of requests are recorded on SIMS as a Pre-Admission for the appropriate year of entry.
May 2017	Following request from LA details of Pre-Admission pupils held forwarded to LA
June 2017	Prospectus should be reviewed, updated and published
<b>End of Summer 2017</b>	<b>Admission portal and online application available Booklets and on line application details to be posted to parents directly from Bolton Council</b>
<b>End of September 2017</b>	<b>Paper preference forms to be posted to parents who have not applied on line at this time</b>
September/October 2017	School may continue to take completed 'Request for Admission' forms but must forward details to LA via email who will forward a preference form
<b>January 2018</b>	<b>Closing date for return of preference forms/online applications. Evidence of the child's home address. Must be provided in all cases</b>
January – April 2018	School may continue to take completed 'Request for Admission' forms but must forward details to LA via email who will forward a preference form.
<b>March 2018</b>	<b>Email and/or letter to parent/carer will be posted out offering a school place</b>
<b>March 2018</b>	<b>Deadline for acceptance of places offered. Failure to accept may result in the place being re-offered</b>
April 2018	Letter of confirmation of place sent to Parents/carer of those accepting place. Date of New Parents meeting included
<b>March – Autumn Term 2018</b>	<b>Waiting list of children held for school's that are oversubscribed and that we have been unable to offer a place. If any places become available parents will receive another offer of a place.</b> School may continue to take completed 'Request for Admission' forms but must forward details to LA via email who will forward a preference form. Parents should be advised that they will be treated as a late application and may be placed on the waiting list.
<b>May/June 2018</b>	<b>Appeals for schools held</b>
June/July 2018	New Parents Meeting and Pupil ½ day visits
<b>September 2018</b>	<b>School term starts</b>

**Bold – Bolton LA initiated**

