



**ETON PARK JUNIOR;
A de Ferrers Trust Academy**

**Admission Arrangements
For the Academic Year 2018/19**

**Agreed September 2017
To be reviewed at least annually
Review date: September 2018**

AGREED AT GOVERNOR MEETING

SIGNED..... DATE.....

CHAIR OF GOVERNORS

Eton Park Junior; A de Ferrers Trust Academy provides education for pupils in Year 3 to Year 6 of their Primary Schooling.

Admission numbers for Eton Park Junior; A de Ferrers Trust Academy for the academic year 2018-2019 is 55 per year group.

Full time places in Year 3 at Eton Park will be available in September of the academic year within which the child becomes eight years old.

Although parents have the right to express a preference, there is no guarantee of a place being offered.

Parents have to apply for a school place for their child to start in Year 3 at Eton Park Junior.

Eton Park Junior; A de Ferrers Trust Academy utilises the Staffordshire Admissions and Transport Service. Parents must make their application for a Year 3 place at the academy through the Local Authority.

It is Eton Park Junior; A de Ferrers Trust Academy's policy to try and meet parents' wishes where possible, however in some cases there may be more applications for Eton Park Junior; A de Ferrers Trust Academy than there are places available. Admission is determined by the oversubscription criteria detailed below.

Oversubscription Criteria

If the total number of preferences for admission Eton Park Junior; A de Ferrers Trust Academy exceeds the school's Published Admission Number (PAN), the following order of priority is used to allocate the available places.

- 1) Children in Care and children who ceased to be in care because they were adopted (or became subject to a residence order or special guardianship order).
- 2) Children living within the catchment area of the preferred school
- 3) Children who have an elder brother or sister in attendance at Eton Park Junior; A de Ferrers Trust Academy or the affiliated infant school Lansdowne; A de Ferrers Trust Academy and who will still be attending one of the academies at the proposed admission date. (For admission purposes, a brother or sister is a child who lives at the same address and either: have one or both natural parents in common; are related by a parents marriage; are adopted or fostered by a common parent or are unrelated children who live at the same address, whose parents live as partners.)
- 4) Children who satisfy both of the following tests:

Test 1: the child is distinguished from the great majority of other applicants either on their own medical grounds or by other exceptional circumstances.

Medical grounds must be supported by a medical report (obtained by the applicant and provided at the point of application). This report must clearly justify, for health reasons only, why it is better for the child's health to attend the preferred school rather than any other school.

Exceptional circumstances must relate to the choice of school and the individual child, i.e. the circumstances of the child, not the economic or social circumstances of the parent/carer. They should be supported by a professional report (obtained by the applicant and provided at the point of application), e.g. social worker. This report must clearly justify why it is better for the child to attend the preferred school rather than any other school.

Test 2: the child would suffer hardship if they were unable to attend Eton Park Junior: A de Ferrers Trust Academy.

Hardship means severe suffering of any kind, not merely difficulty or inconvenience, which is likely to be experienced as a result of the child attending a different school. Applicants must provide detailed information about both the type and severity of any likely hardship at the time of application.

- 5) Other children arranged in order of priority according to how near their home addresses are to the main gate of the school, determined by a straight-line measurement as calculated by the Local Authority's Geographical Information System.

Where it is not possible to accommodate all children applying for places within a particular category then Eton Park Junior; A de Ferrers Academy will allocate available places in accordance with the remaining criteria. If for instance, all the catchment area children cannot be accommodated, children who are catchment area children and satisfy category (3) will receive offers of a place, followed by children who live in the catchment area and satisfy category (4), etc.

Additional Notes

Copies of school catchment area maps are available from the Local Authority or individual schools.

There is no charge or cost related to the admission of a child to a school.

Admissions are administered through a coordinated admission scheme and preferences are processed centrally by the School Admissions and Transport Service. Each child will receive only one offer of a place at a Staffordshire school.

Attendance at Lansdowne; A de Ferrers Trust Academy will not guarantee admission to Eton Park Junior: A de Ferrers Trust Academy. Parents must make a separate application for admission to junior school at the appropriate time.

In accordance with legislation, children who have a statutory statement of special educational need or Education Health Care Plan (EHP) that names Eton Park Junior; A de Ferrers Trust academy as being the most appropriate to meet the child's needs must be admitted. This will reduce the amount of places available to other applicants.

Children in Care means children who are in the care of, or provided with accommodation by a local authority in accordance with section 22(1) of the Children Act 1989 at the time of making the application.

It is the applicant's responsibility to provide any supportive information required in order for the application to be assessed against the published admissions criteria, the Local Authority will not seek to obtain this information on behalf of the applicant.

The Local Authority uses a Geographical Information System (GIS) to calculate home to school distances in miles. The measurement is calculated using Ordnance Survey (OS) data from an applicant's home address to the main front gate of the school. The coordinates of an applicant's home address are determined using the Local Land and Property Gazetteer (LLPG) and OS Address Point data.

The home address is considered to be the child's along with their parent/carer's main and genuine principal place of residence at the time of the allocation of places i.e. where they are normally and regularly living. If a child is resident with friends or relatives (for reasons other than legal guardianship) the friends or relative's address will not be considered for allocation purposes.

Where parents have shared responsibility for a child, and the child lives with both parents for part of the school week, parents will be required to provide documentary evidence to support the address they wish to be considered for allocation purposes.

It is expected that parents will agree on school places before an application is made, and it may be necessary to request evidence from you to confirm that this is the case. The local authority is not in a position to intervene in disputes between parents over school applications and will request that these are resolved privately.

If a child's home address changes during the admissions process it is the responsibility of the parent/carer to inform the Local Authority immediately. Where there is a proposed house move taking place during the admissions process the Local Authority will only accept the revised address for purposes of allocation where parents/carers can provide documentary evidence of the move by 16 March 2018. It will be necessary for sufficient evidence of a permanent move to be provided by the applicant by this date before it will be taken into account for allocation purposes at the national offer date.

If a place is offered on the basis of an address that is subsequently found to be different from a child's normal and permanent home address then that place is likely to be withdrawn.

If there are a limited number of spaces available and we cannot distinguish between applicants using the criteria listed, such as in the case of children who live in the same block of flats, then the child or children who will be offered the available spaces will be randomly selected. This process will be independently verified.

Waiting lists

Unsuccessful applicants will be placed on a waiting list in accordance with the oversubscription criteria stated above and not based on the date their application was received. There will be a period of two weeks after the national offer date whereby available places will not be reallocated. If places become available after the offer date they will be offered according to the child at the top of the waiting list.

Waiting Lists will be kept until the end of the autumn term of admission.

Inclusion on Eton Park Junior; A de Ferrers Trust Academy's waiting list does not mean that a place will eventually become available.

A child's position on a waiting list is not fixed and is subject to change during the year i.e. they can go up or down the list since each added child will require the list to be ranked again in line with the oversubscription criteria listed above.

Children who are subject of a direction by a local authority to admit or who are allocated to Eton Park Junior; A de Ferrers Trust Academy in accordance with the Fair Access Protocol will take precedence over those on the waiting list.

Late Applications

Preferences received after the closing date will be considered alongside those applicants who applied on time wherever possible. Where it is not practicable because places have already been allocated, or are shortly to be allocated, then late applicants will be considered only after those applicants who applied by the published closing date.

A late application does not affect the right of appeal or the right to be placed on Eton Park Junior; A de Ferrers Academy's waiting list.

Repeat Applications

Parents do not have the right to a second appeal in respect of Eton Park Junior; A de Ferrers Academy for the same academic year unless, in exceptional circumstances, Eton Park Junior; A de Ferrers Academy accepted a second application from the appellant because of a significant and material change in the circumstances of the parent, child or school but still refused admission.

Closing Date for Return of Applications

All applications for a normal age of entry place in Year 3 at Eton Park Junior; a de Ferrers Academy should be submitted to the Local Authority by the national closing date of 15th January 2018.

Decisions

On 16th April 2018, the Local Authority will notify all parents who have applied for a normal age of entry school place.

"In-Year Transfer" Arrangements

Parents or carers seeking to transfer to Eton Park Junior; A de Ferrers Trust Academy may make an application using the appropriate application form. This application will be processed in the normal way but parents and carers need to be aware that any date set for joining the new school may be after the next term or half term holiday and those parents/carers are responsible for ensuring that their child continues to receive appropriate education in the interim.

Appeals

Any parent has a right to appeal against a decision not to admit. The appeal will be heard by an independent appeal panel.

Relevant Area

Staffordshire County Council's relevant area for consultation is contained within the administrative area of Staffordshire County Council.