

# Grovelands C P School



## **Admissions Policy 2019-2020**

December 2017



# Grovelands C P School

## Admissions Policy for the 2019/20 School Year

Grovelands C P School is part of the Hailsham Co-operative Learning Trust (HCLT), which is its own admissions authority.

The following are the final (determined) admission arrangements agreed by the governing body of Grovelands Community Primary School for the 2019/20 school year.

The admission arrangements for the 2019/20 school year are therefore as follows:

### 1. Admission Number

There is no proposed change to the admission number. The Governors intend to admit a maximum of 90 pupils to the Reception Year. The Governors have also agreed, as a matter of policy, not to exceed the maximum number of 30 children in all classes throughout the school.

### Application process

Applications must be made using the County Council's application procedure. Parents can apply online, or a paper form is available from the school or the Admissions and Transport Team at the address below. Completed paper applications should be returned to:

The Admissions and Transport Team  
PO Box 4  
County Hall  
St Anne's Crescent  
Lewes  
East Sussex  
BN7 1SG

**The closing date for Reception applications is 15<sup>th</sup> January 2019.  
Letters allocating places will be posted on 16<sup>th</sup> April 2019.**

All applications for all year groups are subject to the County Council's co-ordinated schemes.

### 2. Oversubscription Criteria

If there are more applications than places available at the school, the criteria below will be used to determine which children are offered the available spaces, and will be applied in the following order of priority:

- 1) **Looked after children and children who were looked after, but ceased to be so because they were adopted (or subject to residence orders or special guardianship orders) immediately following being looked after.**
- 2) **Children who will have a brother or sister at the school at the time of admission.**  
*Children are 'siblings' if they are full, half, adoptive or foster brother or sister living in the same household.*
- 3) **Children whose parents are employed as teachers at Grovelands School in either or both of the following circumstances**

- 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

#### **4) Children living within a pre-defined community area.**

*Each home address in the county falls within a community area although living in a community area does not guarantee a place can be allocated*

#### **5) Children living outside the pre-defined area.**

*This relates to children who do not meet criteria 1 to 3 above.*

#### **Tiebreaker**

If there are more children who qualify under an oversubscription criterion than places available, place allocation will be determined by prioritising applications within that criterion, on the basis of the home to school distance using the same method as the local authority.

In the event that applicants cannot be prioritised using the tie-breaker above because the distance measurements are the same, the Authority will use the random allocation to decide which children will be offered the remaining places. This will be done electronically using the Authority's admissions software.

#### **Twins and children from multiple births**

Where the admission of both twins or all siblings from a multiple birth would cause the school to rise above its Planned Admission Number, both twins or all of the siblings will be admitted. Where the admission of the additional child or children from multiple births to an infant class would result in the PAN rising above 30 (or multiples of 30), the additional child/children would be exceptions to the Infant Class Size legislation throughout the infant phase or until the number in the year group reduced to the PAN.

#### **3. Defined Community Area.**

The current community area for the school remains unchanged and will be used to prioritise children who do not qualify under criteria 1-3 shown above.

#### **4. Waiting lists**

Parents/carers of children who have been refused a place at Grovelands can ask for their child to be added to the Waiting List, which is kept in the order of the oversubscription criteria above. The Waiting List will be cleared on the last day of terms 2, 4 and 6 (Christmas, Easter and in July). Parents/ Carers will need to request they are put back on the list after these times. Parents can ask at any time where their child features on a waiting list.

#### **5. Late applications**

Applications for the Reception Year that are received after the published closing date and are deemed to be late will be dealt with in accordance with the County Council's co-ordinated scheme.

#### **6. In Year Admissions**

Grovelands has administered its own in-year admissions since September 2014, in year admissions hereafter will be managed in line with this policy and the Waiting List Policy.