Anglian Learning

The Shade Primary School

Admission Arrangements for 2028 / 2029

THIS POLICY WAS APPROVED:	
POLICY VERSION:	1.0
THIS POLICY WILL BE REVIEWED:	
MEMBER OF STAFF WITH RESPONSIBILITY FOR REVIEW:	

Admission arrangements for 2028/29

The school is part of the Anglian Learning Trust family of schools; it is the Trust who is the Admission Authority and is responsible for setting the rules which govern how admissions to our school are managed.

Our school largely serves the area around the north of Soham town, although we welcome children from further away if there are spaces.

Published Admission Number

The school has an agreed intake of 30 children each year for entry into Reception. This is called the Published Admission Number or PAN.

The school will accordingly admit up to this number of pupils if there are sufficient applications. Where fewer applicants than the PAN are received, we will offer places at the school to all those who have applied. If there are more than 30 applications received then we use the oversubscription criteria shown below to decide, fairly and clearly, which children will be offered a place.

We cannot normally go beyond this number in Reception, Years 1 or 2, because of the legal Infant Class Size limit of 30 children in all of these classes. In the later years the PAN is not so restrictive, and we can decide to vary from it if the organisation of the class or size of room so demands.

1. APPLICATION FOR PLACES IN RECEPTION

Applications should be made to the Local Authority where your child lives, and to whom you pay Council Tax. Applications will be processed as part of the normal Local Authority process for co-ordinating school offers for Reception places, and it is most important that you thoroughly read this information before making your application.

Applications can be made online or by filling in a Common Application Form (CAF) available from the Local Authority Admissions Team. Paper applications can be sent although you will get a quicker response by email if you apply online.

The closing date for applications is midnight on 15th January. Offers will be made on 16th April or the next working day.

Oversubscription criteria

The criteria in this section apply to entry at all year groups of the school.

Any child with an Education, Health and Care plan naming the school will be admitted regardless of numbers.

The remaining places will be given to those children who meet the criteria set out below, in priority order:

1. *Children In Care*,* sometimes known as *Looked After Children* *, and previously Looked After Children
2. *Siblings** of pupils already attending the school at the time of admission
3. Children of *staff **
4. All other children, ranked according to the *distance** between their home and the school's nodal point.

(See* **NOTES***, below for more detailed descriptions of how we use these terms)*

PLEASE NOTE: Attendance at any pre-school setting **does not** confer any special consideration for admission into the Reception year.

Tie-break

If a tie-break is necessary to determine which child is admitted, the child living closest to the school measured in a straight line will be given priority for admission.

If there are two or more children with exactly the same circumstances, (e.g., the same distance measurement), then Random Allocation, undertaken by a person unconnected with the school or the Trust, will be used as a tie-break to decide who has highest priority for admission.

Late applications for Reception places

All applications received after the closing date will be considered to be late applications. Late applications will be considered after those received on time. (*If you were unable to apply by the closing date, and we agree that there are very exceptional reasons for an application being late, it will be considered as on time if it is received by the exceptional late date in the Local Authority's Co-ordinated Admissions Scheme, and evidence is provided with your application.* ***This only applies in circumstances outside your control which made it impossible for the application to have been made on time.***

Deferred entry for Reception

Parents offered a place in reception for their child have a right to defer the date their child is admitted, or to take the place up part-time, until the child reaches compulsory school age. (The start of the term following their 5th birthday) This must be requested when the application is first made. Places cannot be deferred beyond the beginning of the final term of the school year for which the offer was made.

Appeals

If you have been refused a place for your child at our school, you have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code.

Information on how to make an appeal is provided in the letter refusing your child a school place.

Waiting lists

The school will operate a waiting list for each year group. This is managed for us by the Local Authority. Where we receive more applications for places than there are places available, the waiting list will operate until the 31st December.
Your child's position on the waiting list will be determined solely in accordance with the oversubscription criteria, and not on the basis of the date when the application was received. When places become vacant, they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be re-ordered whenever anyone is added to, or leaves, the waiting list. This means that your child's position on the waiting list can move up, but can also go down. If you wish your child to remain on the waiting list after 31st December you must ask for your continuing interest in a place to be noted.

2. ADMISSIONS FOR YEARS OTHER THAN RECEPTION

If you are requesting a place for your child in other year groups, or for Reception after the normal admission round has finished, we have commissioned the Local Authority to manage the process for us.

The same rules apply as for the Reception children, except for those applying for a place in years 3,4, 5, and 6 where the strict 30 limit per class imposed by the Infant Class Size legislation does not always apply.

You can apply for a place at any time, and your application will be dealt with under the statutory timescales. If a place cannot be offered then the child's name will automatically be placed on the waiting list until the end of the term in which you are seeking admission, and if you wish your child to remain on the waiting list after that point then you must ask for your continuing interest in a place to be noted.

Admission of children outside their normal age group

Children will normally be educated within their chronological year group. However, you may request that your child is admitted outside his or her normal age group. We will make decisions on the basis of the circumstances of each case, and in the best interests of the child, in line with the School Admissions Code 2021.

You can make a request to the school in writing. This will need to include all supporting evidence. This may include the parent's views; information about the child's' academic, social, and emotional development; whether the child has been previously educated out of their normal age group: and whether they may naturally have fallen into a lower age-group if they had not been born prematurely.

Where relevant, evidence can also be provided from, professional such as speech/language therapists, occupational therapist, social workers, paediatricians, the child's current educational placement. Anglian Learning will make a decision on the request based upon all

the evidence available, and taking advice from all the relevant professionals, and will write to you with the outcome including the reasons for the decision. If the request is refused, you will be given the details of how to complain to the school.

Even if the request is agreed there is no guarantee there will be a place available if the year group is oversubscribed.

NOTES:

1. **Admission Authority:**

This refers to the Anglian Learning trust.

2. **Local Authority/LA:**

This refers to the County Council's Education department.

3. **Looked after children:**

This includes several groups of children, who always have the highest priority in the admission process, after when those with special needs have been admitted: -

- A 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by an English local authority in the exercise of its social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school;
- a**nd** children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order;
- **together** with children who appear to the Admission Authority to have been in state care (i.e. in the care of or accommodated by a public authority, religious organisation or any other provider whose sole/main purpose is to benefit society) outside of England but ceased to be so as a result of being adopted.

4. **Home address:**

This is your child's permanent or main residence at the time of application. This should also be the address where the child will be residing when they start school.

Where a child lives with parents living at separate addresses, each for part of a week, the address where the child lives is determined using a joint declaration signed by both parents stating the pattern of residence. The home address will then be taken as where they spend the majority of their school nights (i.e., the five nights from Sunday to Thursday)

If a child's residence is split equally between both parents, e.g., a week with one and then a week with the other, 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, then other information may be used, such as the address where the child is registered with the doctor. We recommend you contact any previous school prior to submitting your application to ensure they have the correct address for your child as we may need to confirm your address with them.

5. **Distance:**

All straight-line distances are calculated for us using data which applies equally and fairly to all children in the area. The data plots the co-ordinates of each property and provides the point between which the straight-line distance from home to the nodal point near Nornea farm is measured. Where there is more than one home within a single building (for example apartments) we will measure to a single point within that building irrespective of where those homes are located.

6. **Staff:**

Staff whose children can be admitted under criterion 6, means any person who is employed by the trust to work at *this school* in whatever capacity, teaching or non-teaching.

It includes (a) those who have had contract of employment for at least 2 years at the time of application, and who will still be working at the school when their child starts, and (b) those who have been employed for less than 2 years at the time of application but were recruited to a hard-to-fill post for which there is a demonstrable skill shortage. This applies to staff employed full or part time, but not to temporary contractual staff.

7. **Children of UK military personnel:**

If you currently serve in the UK Armed forces, or are Crown servants returning from overseas, we will accept your application if it is accompanied by a letter from the MOD, a Posting Order, or some other form of evidence of your intended address, **and** proof of the date that you will be relocated. We will use this as proof of address for your child's application, and will comply with the provisions of paragraph 2.21 of the School Admissions Code, and process your application in the normal way prior to you actually arriving. If you wish, we will take the Base, Unit, or quartering address as the home address.

If you do not have any evidence of a residential address before the closing date, we will use the relevant Base address. If you later receive notification or confirmation of your actual residential address, please forward this immediately.
You must clearly show on your application that you are serving personnel.

8. **Sibling:**

Sibling means a brother or sister, a half-brother or sister, a legally adopted brother or sister or half-brother or sister, a stepbrother or sister or any other child, who, at time of application and also admission, is attending the school and living in the same household as part of the same family.

The sibling rule does not apply to any child who is attending any pre-school or nursery placement, whether at this school or elsewhere.