

Glebe Academy

Admissions Policy



'Achieving Together'

Approved by the Governing Body of Glebe Academy

Chair of Governors: Mrs Kay Price

Reviewed March 2017

Proposed Date of Future Review: October 2017

Admission Arrangements

The Academy's Admissions Arrangements are reviewed annually in accordance with statutory requirements and guidance. In light of the review these arrangements may subsequently change. The Academy will give parents a copy of the current Admissions Policy at the time of registering an interest in a place at Glebe Academy. It is the responsibility of prospective or interested parents to request updated copies of the admissions policy.

Glebe is a Primary Academy. The Governing Body is the Admissions Authority and is responsible for taking decisions on applications for admissions. The co-ordination and adherence to the admissions arrangements is undertaken by the Education Authority on behalf of Glebe Academy.

Admissions to the school will be made by the Governing Body. All preferences listed on the Local Authority Preference Form will be considered on an equal basis with the following set of **admissions criteria** forming a priority order where there are more applications for admissions than the school has places available.

Admissions will be made in the following priority order: 1)

Children in Care* (*see Children Act, 1989)

- 2) Children with a Statement of Special Educational Needs who name Glebe Academy as the Academy of first choice
- 3) Those children who live in the catchment area of the requested school who will have a sibling attending the requested primary, infant or junior school at the time of the applicant's proposed admission (including half/step/adopted/foster brothers or sisters and any other children who are living at the same address as part of the same family unit)
- 4) Those children who live in the catchment area of the school
- 5) Children who live outside the catchment area of the requested school, with a sibling attending the requested primary, infant or junior school **at the time of the applicant's proposed admission**. (This includes half/step/adopted/foster brothers or sisters and any other children, who are living at the same address as part of the same family unit)
- 6) Children who live nearest to the requested school measured in a direct straight line on the Ordnance Survey map from the front door of the child's permanent place of residence to the main entrance of the school.

If there are more applications than places available in any of the above categories, priority will be given on the basis of distance from home to school, those living nearer to the school having priority. Distance from home to school is measured using an electronic mapping system. We may also check names and addresses on the local electoral register. The criteria used to determine admission refer in every case to the child's home address. This means the address where the child normally lives on a full-time basis, not the address of any child-minder or relative.

In the case of parents who are separated and where childcare arrangements are shared between two addresses the average of the distances of the two addresses from the school will be used to calculate the child's priority for a particular school.

We assume that you will always give us the correct factual information when you apply for a school place. You should be aware that any school place that has been offered on the basis of false information may be withdrawn and the place offered to another child. Parents will be asked to provide evidence of their correct postal address, e.g. child benefit statement in addition to their Birth Certificate. The governing body will accept as evidence of removal into the area proof of exchange of contracts relating to the purchase of a property within the catchment area or a copy of a signed rental agreement (minimum 12 months) and proof of disposal of the previous home. The governing body retains the right to check on occupancy arrangements and their decision on such matters is final.

What we mean by *sibling* - a child who is living at the same address as their parents/legal carers, as part of a family unit.

In any case of two siblings requiring places in the same academic year group and Glebe Academy only having one place available, in that year group, the available place will be offered to the eldest child.

Unsuccessful applicants have a statutory right of appeal to an Independent Appeal Panel. Glebe Academy does not consider repeat applications within the same academic year unless there have been significant and/or material changes in the circumstances of the parent, child or school relevant to the application (see DfE School Admission Appeals Code of Practice).

Nursery Admissions 2017

Stoke-on-Trent LA will fund 15 hours per week for all Nursery aged children. The LA will further fund an additional 15 hours per week for all eligible children with working parents therefore making a total of 30 funded hours per week during term time. Glebe Academy will therefore offer 30 funded nursery places for up to 30 hours per week to children whose parents successfully apply for the additional funding. The hours of the sessions will be 08.30 – 11.30 (15 hours) and 11.30- 14.30 Monday to Friday in order to fall in line with the normal school day. To qualify for 30 hours of funding it is the responsibility of parents to submit an application to via the central government registration website however Glebe Academy will support and advise parents through this process.

Appeals.

Parents who wish to appeal against the Governors' decision not to offer a place to their child, must do so by writing to the Local Education Authority Appeals Committee. The Appeals Committee will consider the appeal and notify parents of their decision within 14 days.

Waiting List

Admissions into year groups other than Reception will be on an in year transfer application basis and the allocation of places will be in line with the above order of priority. The Academy will maintain a Waiting List and applications will be ranked according to our oversubscription criteria. Before being offered a place at Glebe Academy, parents will be invited to engage in a discussion to ensure that the Ethos of the Academy is understood and accepted, and sign an agreement to uphold our values.

