



ADMISSION AND INDUCTION TO SCHOOL POLICY

School keeps a record of all children who wish to attend when they are school age. A place in the Reception class should be requested by the November before admittance in the following September. All requests for places are sent to the LEA which informs parents of the outcome in March. In the event of over subscription, places are allocated on various factors such as statement of SEN, siblings and proximity to school. If a child does not receive a place, parents are entitled to appeal against the verdict. Governors have set the admission intake at 20 places.

An admission criterion is based upon siblings and 'nearness' to school.

We believe that a good start at school is vitally important to the development and education of every child. To ensure this the procedures below are followed.
(Please read this in conjunction with LCC Admission Policy).

The process of induction is as follows:

- 1) Due to COVID-19 our virtual tour is available on our website where all prospective parents are invited to look around the school.
- 2) A meeting is held in June, when general information about school is discussed with all parents who have requested a place.
- 3) Children are invited to attend Induction sessions once school places have been confirmed.
- 4) We offer a 'Meet the Teacher' evening for parents where key information about the curriculum, class organisation and timetable is shared. Teachers hold transition meetings with nurseries. Teachers offer home visits, where visits are held in the child's home to begin to build strong relationships between child and teacher.
- 5) A meeting is held one evening during September to advise parents about learning in Foundation Stage and how best they can help at home.
- 6) Parents are advised from the beginning that they should talk to the class teacher or the Headteacher informally about any concerns they may have.
- 7) Children can begin school at Coupe Green on a full or part time basis at the beginning of the autumn term. All children must be full time for the second week in September.

**DETERMINED ADMISSIONS POLICY FOR COMMUNITY AND VOLUNTARY
CONTROLLED
PRIMARY SCHOOLS – 2021/2022**

The determined policy for admission to community and voluntary controlled primary schools for 2021/2022 is listed below:

An admission number will be published showing the maximum number of pupils that the school will admit in the Autumn Term 2021. Parents will be asked to express preferences for three primary schools. Parents are given the opportunity to express three preferences for a primary school. Published criteria are used to decide which children should be offered the available places. In primary schools an equal preference scheme has been introduced to comply with the Schools Admission Code, whereby three parental preferences are given equal status to the preference and will be considered equally against the admissions criteria. If a school is oversubscribed, the following criteria will be applied in priority order:

Primary Schools

When a school is oversubscribed on parental preferences, then the following priorities apply in order:

1. Looked after children and those who have been previously looked after, (see note xi below), then
2. Children for whom the Local Authority accepts that there are exceptional medical social or welfare reasons which are directly relevant to the school concerned (see note (i) below, then
3. Children with older brothers and sisters attending the school when the younger child will start, (see note (iii) below), then
4. Remaining places are allocated according to where a child lives. Those living nearest to the preferred school by a straight line (radial) measure will have priority, (see note (v) below.

Notes

- (i) The medical, social and welfare criterion will consider issues relevant to the child and/or the family. This category may include children without a statement who have special needs.
- (ii) As required by law, all children with a Statement of Special Educational Needs/EHC naming a school will be admitted before the application of the over-subscription criteria. Children who have a statement for special needs have their applications considered separately.
- (iii) Brothers and sisters includes step children, half brothers and sisters, fostered and adopted children living with the same family at the same address (consideration may be given to applying this criterion to full brothers and sisters who reside at different addresses).
- (iv) The distance criterion which will be used as the tie breaker if there is oversubscription within any of the admission criteria is a straight line (radial) measure. If the Local Authority is unable to distinguish between applicants using the published criteria (e.g. twins or same block of flats) places will be offered via a random draw. The distance measure is a straight line (radial) measure centre of building to centre of building.
- (v) A child's permanent address is the one where he/she normally lives and sleeps and goes to school from. Proof of residence may be requested at any time throughout the admissions process, (including after a child has accessed a school place).

- (vi) The Local Authority will keep waiting lists for all Lancashire primary schools until 31 August 2021. These are kept in priority order using the school's published admission criteria. From 1 September 2021 for one school term only waiting lists will be retained by individual admission authorities (the Local authority for community and voluntary controlled schools and individual voluntary aided and trust schools will each retain their own list).
- (vii) Children will not normally be able to start school other than at the beginning of the term unless they have moved into the area or there are exceptional circumstances.
- (viii) Applications for school places which are received late will not necessarily be dealt with at the same time as those received by the set deadline. The reasons for a late application may be requested and where these are not exceptional the relevant admission criteria will be initially applied to all others received on time. The late application will be dealt with after this process.

Application forms received after the published closing date, will only be considered at that time if the following conditions apply:

- (a) if the number of preferences received for the school is below the published admission number or:
- (b) there are extenuating circumstances justifying a late application.

These may include:

- (a) parents moving into the County after the closing date;
- (b) parent/carer illness which required hospitalisation for the major part of the period between the publication of the composite prospectus and the closing date for applications.
- (ix) Where a child lives with one parent for part of the week and another for the rest of the week only one address will be accepted for a school admission application. This will normally be the one where the child wakes up for the majority of school days (Monday to Friday).
- (x) the highest priority **must** be given to looked after children⁵ and children who were looked after, but ceased to be so because they were adopted⁶ (or became subject to a residence order⁷ or special guardianship order⁸). Further references to previously looked after children in the Code means children who were adopted (or subject to residence orders or special guardianship orders) immediately following having been looked after.

This is a summary of the admissions policy. Please refer to the 'Information for Parents 2021/22' booklet and area inserts for full policy details.

Reviewed: September 2021