



Inspire to Aspire'

Lyngford Park Primary

Admissions Policy

The Richard Huish Trust are consulting on the 2024/25 admission arrangements for Lyngford Park Primary School who joined the Trust in January 2021.



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Lyngford Park Primary

Admissions Policy

Annually reviewed by SLT and Governing Body.

November 2023

Signature

Headteacher

Date:

Signature

Chair of Governors

Date:

Lyngford Park Primary & Nursery admission arrangements: 2024/2025

Introductory Statement

Lyngford Park Primary and Nursery School is a popular primary school which is part of the Richard Huish Trust.

Our aim to is to provide a safe and creative environment and we follow the Richard Huish Trust values.

Admissions are prioritised for looked after children, siblings and children living nearest to the school before places are offered more widely.

Admission number(s)

The school has an admission number of 30 for entry in reception year.

The school will accordingly admit this number of pupils if there are sufficient applications. Where fewer applicants than the published admission number(s) for the relevant year group are received, the Academy Trust will offer places at the school to all those who have applied.

Cyclical Application process (September Year R places)

Applications must be submitted to the home LA. If this is Somerset, applications can be made on-line at www.somerset.gov.uk/education-learning-and-schools/choosing-a-school/apply-to-start-school/

The closing date for applications is 15 January 2024.

Offers will be made 16 April 2024.

In Year Application process

Lyngford Park Primary and Nursery School will process in year applications as and when they are submitted to the school.

Application forms can be downloaded from the school website and then be sent to the school office at office@lp.huish.education at the school.

Places will not be allocated more than six school weeks or half a term in advance of being required. The only exceptions are children of UK service personnel and other crown servants (including Diplomats) returning to the UK with a confirmed posting to the area (see Children of UK service personnel)

Oversubscription criteria

When the school is oversubscribed, after the admission of pupils with an Education, Health and Care plan naming the school, priority for admission will be given to those children who meet the criteria set out below, in priority order:

1. Looked after children, children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order and Internationally adopted

previously looked after children. Children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

2. Children with a sibling attending the school at the time of application who will still be on role at the time of admission.
3. Children living within the school's catchment area.
4. Children of staff working at Lyngford Park Primary & Nursery School on a permanent contract and have worked at the school for at least two years prior to applying for a school place or children of newly appointed teachers where this appointment was made in order to satisfy the demonstrable skills shortage.
5. Other children.

Tie-break

If a tie-break is necessary to determine which child is admitted the child living closest to the school will be given priority for admission. Distance is measured in a straight line by a Geographical Information System (GIS) method from the geocoded point of the school site to the geocoded point of the pupil's home address.

Random allocation by drawing lots supervised by someone independent of the school will be used as a tie-break in the above over subscription categories to decide who has highest priority for admission if in two or more cases the children's home is equi-distant from the school.

However, if children of multiple births (twins and triplets) are tied for the final place, those siblings will be admitted over PAN

Deferred entry for infants

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 start of the term beginning immediately after their child reaches compulsory school age.

Places cannot be deferred beyond the beginning of the final term of the school year for which the offer was made. Children reach compulsory school age on the prescribed day following their 5th birthday (or on their fifth birthday if it falls on a prescribed day). The prescribed days are 31 August, 31 December and 31 March.

Full-time schooling

Parents have a right to a full-time place at school for their child from the September following their fourth birthday.

Summer Born Children

Parents of summer born children may request that they are admitted into reception rather than year one when they become of compulsory school age. Applications will be considered as set out below (see admission of children outside their normal age group)

Admission of children outside their normal age group

Parents may request that their child is admitted outside their normal age group. To do so parents should include a request with their application, specifying why admission out of normal year group is being requested and the year group in which they wish their child to be allocated a place.

When such a request is made, the academy trust through the Admissions Committee will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the Headteacher and any supporting evidence provided by the parent.

Waiting lists

The school will operate a waiting list for each year group. Where the school receives more applications for places than there are places available, a waiting list will operate until the end of the academic year. This will be maintained by the Academy Trust through the Admissions Committee and it will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.

Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list.

Appeals

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code. Details of how to appeal are included in the outcome email or letter. Information on the timetable for the appeals process is available on the Somerset LA website by 28 February each year.

Notes:

The home address is very important as school places are allocated on the basis of the permanent home address of each child. A child's permanent home address is considered to be where the child spends the majority of their time with parents or carers. (Please see shared care arrangements information below).

Documentary evidence of home ownership or suitable rental agreement may be required, together with proof of permanent residence at the property concerned. Places cannot be allocated on the basis of an intended future address, unless the house move can be confirmed through the formal 'exchange of contracts' or the signing of a minimum of a six month formal tenancy agreement from a letting agency. Please note private letting agreements may not be accepted as proof of residence. An address change due to a move to live with other family members or friends will not be considered until the move has taken place and suitable proof of residency has been obtained. Proof that a move from the previous address has taken place may also be required e.g. proof of exchange of contracts, a tenancy agreement showing the end date of the tenancy or a notice to quit from the landlord or repossession notice. The LA reserve the right to seek further documentary

evidence to support any claim of residence which could include contacting the estate agent, solicitor, landlord or relevant professional. A representative of the L A may carry out a home visit/s without prior notice to verify a pupil's home address.

An address used for childcare arrangements cannot be used as a home address for the purpose of applying for a school place. Fraudulent claims relating to the home address of a particular child may lead to the withdrawal of any offer of a school place.

Sibling:

'Sibling' means a natural brother or sister, a half brother or sister, a legally adopted brother or sister or half-brother or sister, a step brother or sister or other child living in the same household as part of the same family who, in any of these cases, will be living at the same address..

Shared care arrangements

Where shared care arrangements are in place and parents/ carers of the child submit two separate applications for different schools, the LA will only accept one application which will be the application made by the parent/carer that lives at the same permanent home address as the child. Where there are exceptional grounds such as on-going court proceedings for example, these applications will be considered on a case by case basis.

Where it is necessary to establish the permanent home address for the child parent/carers will be asked to write to the LA stating the number of days each week the child spends with them. The LA may also ask for evidence of which parent/carer was in receipt of child benefit at the point of application. If the parent/carer is not in receipt of child benefit, the LA will ask for proof of the child's home address as held by the doctor's surgery at the point of application. If the child's home address cannot be verified the LA reserve the right to request further documentary evidence to support any claim of permanent home address.