



The Laurels Primary School

Admissions policy

September 2020

Introduction

The Laurels Primary School is an academy and part of the Durrington Multi Academy Trust. DMAT, as a trust, is the admissions authority for its schools. For in-year admission the Laurels operationally manages admissions in line with this trust policy.

Should you wish to apply for a place (other than the usual time of entry which takes place in the Reception year) you should complete an application form which is available from both the school and West Sussex County Council.

We recognise children change schools for a variety of reasons from moving home to changes in family circumstances or for other personal reasons.

If you wish to change your child's school, we would advise you to discuss your reasons for moving with a senior member of staff from The Laurels prior to making a decision to apply as any move is likely to disrupt the curriculum content they have begun to study.

1.0 Start of year reception class admissions (each September)

- 1.1 The Laurels Primary School has a PAN (Pupil Admission Number) of 30 students in each year group. Infant class size legislation applies to reception, Year 1 and Year 2 limiting class sizes to 30 children. The overall net capacity of the school being 210 children.
- 1.2 The trust is part of the West Sussex County Council co-ordinated scheme; all dates within that scheme must be adhered to. Proof of residence will be required for all applications.
- 1.3 Children are normally admitted in September in the academic year in which they have their fifth birthday. If/when more applications are received than places available, the offer of a place will be determined through the application of the oversubscription criteria (see section 8).

2.0 In year admissions

2.1 Definition of an "in-year" admission:

An "in-year" admission is defined as a request made for a place at The Laurels Primary School after the commencement of school for the stated academic year **or** if at the start of the academic year (i.e. for start in September) for entry to a year group other than reception.

3.0 Application forms:

3.1 For in-year admissions

Both the school and WSCC can provide copies of the standard WSCC admissions application form which should be used for all requests for in-year admissions. Forms are available by emailing office@laurelsprimary.co.uk or by calling the school direct on 01903 830901. Fully completed forms should be returned directly to the school for in-year admissions

3.2 For admission into reception at the standard point of entry:

The school follows the WSCC admission arrangements for children wishing to join into reception in September each year. Further information on this process can be found at <https://www.westsussex.gov.uk/education-children-and-families/schools-and-colleges/school-places/apply/starting-school-places/>

4.0 The application process upon receipt of a completed form/s for in year admissions:

- 4.1 Students who have an Education Health & Care Plan (EHCP), those designated Children Looked After (CLA), or those who qualify for consideration under the fair access protocol will receive priority over those on the waiting list. This does not necessarily mean they will be immediately admitted.
- 4.2 Where parents/carers believe there are exceptional/compelling circumstances in relation to the application submitted for their child, the reasons should be documented & evidence provided at the same time as the application form.
- 4.3 In line with legislation introduced in 1998, our infant classes will have a maximum of 30 children with a single teacher. Additional children may be admitted under limited and exceptional circumstances as outlined in the Admissions Code, 2014.
- 4.4 If the school has a space in the requested year group the current waiting list will be reviewed by the admissions panel. Following this, and after observing due processes and checks, the student at the top of the list will be offered the available place. An offer letter will then be sent out along with a start date.
- 4.5 The school will make reasonable attempts to contact the applicant to which the place is offered. However, if there is no response within 10 days of the date of the offer letter the offer will be withdrawn and place offered to the next ranked student. Details of who to contact to make the necessary arrangements will be in the offer letter.

5.0 Waiting Lists

- 5.1 Should a place not be offered (for example because the year group is already full) then the student's name will, unless requested otherwise, be added to the relevant year group's waiting list.
- 5.2 A student's position on the waiting list for the relevant year group will be determined solely in accordance with the school's oversubscription criteria (see section 8).

- 5.3 Looked after children, previously looked after children and those allocated a place at the school in accordance with a Fair Access Protocol, will take precedence over those on the waiting list.
- 5.3 If/when a place does become available it will be offered to the student who is next in line according to the oversubscription criteria (after any necessary re-ranking of the waiting list has taken place). As new applications are received the order of the waiting list may change. As a consequence of this the school will not automatically share information on the position of any particular student on the waiting list.
- 5.4 If we do not offer a child a place at our school, it is because to do so would prejudice the education of other children. A letter will be sent confirming this and will advise of the parent/carer's right to appeal. Appeals panels are independently coordinated on behalf of The Laurels Primary School by WSCC. The Appeal Panel process operates within the framework set out in the School Admission Appeals Code 2012. An appeals panel decision is binding on all parties.

6.0 Visits to the school

- 6.1 Prospective students and their parent/carer are welcome to book a school tour. This can be done by email office@laurelsprimary.co.uk or by calling the main school telephone number, 01903 830901.
- 6.2 Attending a tour does not form any part of the admission process or constitute an offer of a place at the school. Staff conducting tours will have no knowledge or role in allocating places.

7.0 Students with Special Educational Needs who do not have a statement/ Education Health Care Plan

- 7.1 Students who have identified additional needs (but not a SEN statement or EHCP) should apply through the normal in-year admission process. Additional information on the facilities and SEN provision within the school is available through our Local Offer on the website.
- 7.2 Any additional questions relating to SEN provision should be emailed into the school office (office@laurelsprimary.co.uk) and a response will be provided where possible.

8.0 Oversubscription criteria from 1st September 2020

Where there are more applicants than places available (and after the admission of children with EHCPs that name the school and that the governing body, after consultation, agree they can meet the needs of), the following criteria will be used to determine priority for admission.

The school's published admission number will remain at 30 and net capacity at 210.

The rank-order criteria are as follows:

1. Looked or previously looked after children
2. Children who live in the borough of Worthing and whom have a brother* or sister* already at the school and who will still be attending when the child starts

3. Children who live[^] outside the borough of Worthing[~] and have a brother* or sister* already at the school and who will still be attending when the child starts
4. Children living[^] in the borough of Worthing[~]
5. Children of staff⁺ who have been employed by the school for at least two years.
6. Other children who live[^] outside the borough of Worthing[~]

Additional information:

^{'''} Infant class size legislation applies to Reception, Year 1 and Year 2 limiting class sizes to 30 children. Where priority is given for a sibling, brothers and sisters may be half or step siblings (by marriage or by co-habitation) or foster siblings but must be living permanently at the same address.

⁺ Under the oversubscription criteria, the word staff will mean all staff employed by the school for at least two years. The definition does not include contract or peripatetic staff.

[^]Residence will be determined as the place where the child sleeps for the majority of the school week.

^{*}Brothers and sisters are defined as including half-siblings, step-siblings and adopted siblings living in the same household on a permanent basis.

[~]The borough of Worthing includes all wards as named in the map to the left (source Adur-Worthing councils)

The borough of Worthing:



The tiebreaker: the tie breaker in any category will be straight line distance between the child's permanent residence[^] and the school as measured from the centre point of each building.