



Admissions Policy 2019/20

Newbury Academy Trust

October 2018

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1. Introduction

- 1.1. "Academy", "Academy Trust" all refer to Newbury Academy Trust, Love Lane, Newbury, Berkshire, RG14 2DU. School refers to one of the three schools within the Newbury Academy Trust, Trinity School, Love Lane, Newbury, Berkshire, RG14 2DU; Fir Tree School, Fir Tree Lane, Newbury, Berkshire, RG14 2RA; Speenhamland School, Pelican Lane, Newbury, Berkshire, RG14 1NU.
- 1.2. The term Governor refers to both Full Governing Body Trustees and Local Governing Body Governors.

2. Admissions Arrangements for 2019/2020

- 2.1. The objective of this policy is to provide implementation procedures for admissions which are clear, unambiguous and fair. The policy must also ensure that the Governing Body, as the admission authority meets its statutory responsibilities in respect of arrangements for the admission of pupils to the school.

The Newbury Academy Trust is also required to comply with DFE's School Admissions Code and the law relating to admissions.

2.2. Admissions to the Reception Year

- 2.2.1. For the 2019/2020 academic year, Speenhamland School will be admitting pupils at a single point of entry as follows:

September 2019 (Autumn Term for a child whose fifth birthday falls between 1st September 2019 and 31st August 2020).

- 2.2.2. The approved admission number for Reception Year is 60.
- 2.2.3. Parents wishing to apply for a place in Reception are invited to attend the Open Mornings or alternatively have a viewing of the school. Following this they should complete the online application form as found on the westberks.gov.uk website.
- 2.2.4. Children who have a Statement of Special Educational Needs or an Education Health and Care Plan which names the school which the child should attend because their needs can be met best by that school, will be offered places before other children.

After that places will be offered up to the standard admission number in the following priority order:

A. Looked After Children and children who were looked after, but ceased to be so because they were adopted or became subject to a residence order or special guardianship order immediately following having been looked after.

B. Catchment Area Pupils

Children whose permanent home address is in the School's designated catchment area (as shown on the map attached and on West Berkshire local authority's website at www.westberks.gov.uk/primaryadmissions). Where necessary, priority will be given to siblings living in the catchment area. The home address is taken to be the permanent address at the closing date for applications in the normal admissions round (15 January 2019 – primary). Where parental responsibilities are equally shared, the home address will normally be considered to be with the parent/carer with whom the child spends the majority of time and nights Monday to Friday; this will normally be expected to be with the parent/carer that receives the pupil's Child Benefit, where this benefit is still available.

It is the child's normal permanent home address where he or she lives with his or her parents/carers that is used to decide in which school's catchment area the child lives.

Temporary addresses cannot be used to obtain school places, e.g. temporary addresses whilst retaining a previous permanent home will not be accepted. If parents/carers plan to move, documentary evidence will be required, such as proof of exchange of contracts or a tenancy agreement to confirm residence at the time of admission. Normally if such evidence is received for a primary place before allocation processes begin, during a normal admissions round, the new address will be accepted for the forthcoming allocation. Confirmation received after these dates will not normally be taken into account until immediately after allocation dates and waiting lists adjusted accordingly. At all other times changes of address will be considered immediately on receipt of evidence. Any child offered a school place based on fraudulent or intentionally misleading information concerning a catchment area permanent home address will have their place withdrawn and a new application will be required, by which time preferred schools may be full. This may also occur after the child has been admitted to a school.

Criteria C to E apply to children whose permanent home address is not within the Speenhamland School's catchment area

C. Siblings

Siblings means pupils with a brother or sister including step/foster sibling and children of the parent/carer's partner living in the same family unit.

Preference will be given to a sibling of a pupil who is already on the roll of the Speenhamland School and will continue to attend compulsory education at the school during the following academic year.

D. Children of members of staff of the Newbury Academy Trust (Trinity School, Fir Tree School, Speenhamland School)

The children of members of staff working for the Newbury Academy Trust (Trinity School, Fir Tree School or Speenhamland School) where that member of staff is the legal parent or guardian of that child and where that member of staff has a permanent contract and has been employed within the Trust for two or more years at the time of application for the place.

E. All other applicants.

2.3. In-year Applications

- 2.3.1. Any parents wishing to move their children to Speenhamland either during an academic year or during the primary phase should initially arrange a viewing of the school. They should then complete the Local Authority application form in the area where they live and return this to the Local Authority. Once a place has formally been offered, a pupil may visit for up to one day prior to starting with us. It is our policy that a pupil would normally start at the start of a short term rather than part way through it.
- 2.3.2. Any parent not offered a school place at their preferred school has the Right of Appeal to an independent Appeals Panel. Speenhamland School will make use of the Appeal Panel set up for the West Berkshire Local Authority. An appeal can be for a place at one or more of a parent's preferred schools and against an alternative school place that has been allocated by the Local Authority. The information on how to appeal will be provided with the result of the application. Appeals must be lodged by the date set out in the Admissions Scheme for the normal Admissions Round or within 21 days from the date of the offer or refusal letter.

Authorised by	The Board of Trustees
Date	3 rd October 2018
Effective Date of the Policy	October 2018
Effective Date for Review	October 2019