



**LANSDOWNE;
A de Ferrers Trust Academy**

Admission Arrangements Policy

2022 / 2023

Author:	Principal
Approval needed by:	Trust Board
Consultation required	LGB to review annually. All stakeholders will be consulted on any proposed material changes
Adopted (date):	24 February 2020
Date of next review:	September 2021

Admissions Policy

1 Introduction

- 1.1** The Arrangements for admission to Lansdowne Academy are completed by School Admissions and Transport Service at Stafford, using The School Standards and Framework Act 1998, amended by the Education Act 2002. This policy conforms to the regulations that are set out in that Act and also further explained in the statutory Schools Admissions Code of Practice and the statutory Appeals Code of Practice.

2 Aims and objectives

- 2.1** We are an inclusive Academy that welcomes children from all backgrounds and abilities.
- 2.2** All applications will be treated on merit and in a sensitive manner, but authorisation for the admission of pupils rests with School Admissions and Transport Service.
- 2.3** The only restriction placed on entry is that of number. If the number of children applying for entry exceeds the places available then set procedures are followed. It is our wish to allow parents the right to have a place at the Academy of their choice. However, this is not always possible, due to the excess demand on the Academy places available.
- 2.4** The level of ability of a child or any special needs that s/he may have plays no part in the admissions policy of this Academy.

3 How parents can apply for their child to be admitted to our Academy

- 3.1** Nursery applications are dealt with directly by Lansdowne Academy. Forms need to be requested from and returned to the main office at the Academy. Admission is based on the criteria set out in the admission arrangement document. (Appendix 1)
- 3.2** Lansdowne Academy is part of The de Ferrers Trust who is its own Admissions Authority. Our Admissions criteria is decided by the Trust Board in consultation with the Local Governing Body and set out in the Academy admission arrangement document (Appendix 2).
- 3.3** The LA publishes a composite admissions prospectus each year, which gives information about how parents can apply for a place in the Academy/School of their choice. Parents have a right to express a preference for the Academy of their choice and they should do so on the application form. Expressing a preference does not, in itself, guarantee a place at this Academy. Application forms can be obtained either from the Schools Admissions and Transport Service

of the LA or from the Academy and should be completed by the date stipulated on the forms. The Academy notifies parents about the Academy place as soon as all the applications have been considered.

- 3.4** In this area, children enter nursery from three years of age and join a Reception class in the main Academy in the academic year they become five. There is one admissions date per year, early in September (i.e. at the start of the Academic year). Therefore, parents who would like their child to be admitted to this nursery during the year their child is four or the Academy during the year their child is five should ensure that they complete the necessary application form by-
- **Nursery** admission opens February before the child starts in September
 - **Reception** admission opens November and closes the end of January before the child starts in the September.

4 Admission appeals

- 4.1** If School Admissions do not offer a child a place at this Academy, it is because to do so would prejudice the education of other children by allowing the numbers of children in the Academy to increase too much.
- 4.2** If parents wish to appeal against a decision to refuse entry, they can do so by applying to the LA. An independent appeals panel then meets to consider all appeals by parents who have been refused a place at our Academy and who wish to appeal against this decision. An appeals panel's decision is binding for all parties concerned. If the appeals panel decides that we should admit a child to our Academy, then we will accept this and continue to do all we can to provide the best education for all the children at our Academy.

5 The standard number

- 5.1** The standard number is the number of children the Academy can accommodate. The standard number for our Academy is 60 per year group and 52 for Nursery. We keep this number under review and the governors will apply to change the number if circumstances allow.

6 Infant class size

- 6.1** We teach infant children (aged five to seven) in classes that have a maximum number of 30 children. We are a two form entry school. Our PAN is therefore 60.

7 Review

- 7.1** This policy will be reviewed in the light of any changed circumstances in our Academy or the local area.

Appendix 1



ADMISSION ARRANGEMENTS FOR THE ACADEMIC YEAR 2022/2023

For the purposes of these arrangements Lansdowne: a de Ferrers Trust Academy will be referred to as 'The Academy'.

Designated Nursery Provision

Children will be admitted from the age of three years.

The PAN for Nursery is 52 children.

It is the Academy's policy to try and meet parents' wishes where possible, however in some cases there may be more applications than there are places. Admission to our Nursery is determined by the oversubscription criteria detailed below.

Oversubscription Criteria

If the total number of preferences for admission to our Nursery exceeds the number of available places, then the following order of priority will be used to allocate the available places.

- 1) Children who will turn four years old in the academic year Sept to August.
- 2) Children in Care and children who ceased to be in care because they were adopted (or became subject to a residence order or special guardianship order).
- 3) Children living within the defined catchment area.
- 4) Children who have an elder brother or sister in attendance at Lansdowne: a de Ferrers Trust Academy, Eton Park Junior: a de Ferrers Trust Academy or The de Ferrers Academy and who will still be attending one of the academies at the time of the proposed admission date. (For admission purposes, a brother or sister is a child who lives at the same address and either: have one or both natural parents in common; are related by a parents marriage; are adopted or fostered by a common parent or are unrelated children who live at the same address, whose parents live as partners.)
- 4) Children who satisfy both of the following tests:

Test 1: the child is distinguished from the great majority of other applicants either on their own individual medical grounds or by other exceptional circumstances.

Medical grounds must be supported by a medical report (obtained by the applicant and provided at the point of application). This report must clearly justify, for health reasons only, why it is better for the child's health to attend the preferred maintained nursery rather than any other nursery.

Exceptional circumstances must relate to the choice of nursery and the individual child, i.e. the circumstances of the child, not the specific economic or social circumstances of the parent/carer, and be supported by a professional report (obtained by the applicant and provided at the point of application), e.g. social worker, justifying why it is better for the child to attend the preferred maintained nursery rather than any other nursery.

Test 2: the child would suffer hardship if they were unable to attend Lansdowne: a de Ferrers Trust Academy's nursery setting.

Hardship means severe suffering of any kind, not merely difficulty or inconvenience, which is likely to be experienced as a result of the child attending a different school. Applicants must provide detailed information about both the type and severity of any likely hardship at the time of application.

5) Other children arranged in order of priority according to how near their home addresses are to the main gate of the nursery setting, determined by a straight-line measurement as calculated using the Local Authority Geographical Information System.

Where it is not possible to accommodate all children applying for places within a particular category then Lansdowne: a de Ferrers Trust Academy will allocate the available places in accordance with the remaining criteria. If for instance, all the catchment area children cannot be accommodated, children who are catchment area children and satisfy category (3) will receive offers of a place, followed by children who are catchment area children and satisfy category (4), etc.

Additional Notes

There is no charge or cost related to the admission of a child.

Admissions are administered through a co-ordinated admission scheme and preferences will be processed by the Academy Admissions officer.

Looked after and previously looked after children who are in the care of, or provided with accommodation by a local authority in accordance with Section 22 (1) of the Children Act 1989 at the time of making the application.

It is the applicant's responsibility to provide any supportive information required in order for the application to be assessed against the published admissions criteria, the Academy will not seek to obtain this information on behalf of the applicant.

The Local Authority uses the Geographical Information System (GIS) to calculate home to school distances in miles. The measurement is calculated using Ordnance Survey (OS) data from an applicant's home address to the main front gate of the school. The coordinates of an applicant's home address is determined and provided by the Local Lane and Property Gazetteer (LLPG) and OS Address Point data.

The home address is considered to be the child's along with their parent's main and genuine principal place of residence at the time of the allocation of places i.e where they are normally and regularly living.

Where parents have shared responsibility for a child, and the children lives with both parents for part of the school week, parents will be required to provide documentary evidence to support the address they wish to be considered for allocation purposes.

If a place is offered on the basis of an address that is subsequently found to be different from a child's normal and permanent home address then that place is likely to be withdrawn

If there are a limited number of spaces available, and we cannot distinguish between applicants using the criteria listed, such as in the case of children who live in the same block of flats, then the child or children offered the available spaces will be randomly selected.

It is The de Ferrers Trust's policy to avoid any form of selection or discrimination on the grounds of a child's ability, religion or race.

Appendix 2



ADMISSION ARRANGEMENTS FOR THE ACADEMIC YEAR 2022/2023

Normal Age of Entry: Academic Year 2022/2023

Lansdowne: a de Ferrers Trust Academy (the Academy)

Full time places in reception classes will be available in September of the academic year within which the child becomes five years old.

The Published Admission Number (PAN) is 60.

Although parents have the right to express a preference, there is no guarantee of a place being offered.

It is the Academy's policy to try and meet parents' wishes where possible, however in some cases there may be more applications than there are places available. Admission is determined by the oversubscription criteria detailed below.

Oversubscription Criteria

A student who has a statement of special educational needs or Education, Health and Care Plan that names Lansdowne Academy will be admitted to the Academy. This will reduce the number of places available.

If the total number of preferences exceeds the PAN, the following order of priority is used to allocate the available places:

- a) Looked after and previously looked after children
- b) Children of staff in either of the following circumstances:-
 - i) where the member of staff has been employed at the Academy for two or more years at the time at which the application for admission to the Academy is made, and/or
 - ii) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
- c) Children who have an elder brother or sister in attendance at Lansdowne; a de Ferrers Trust Academy, Eton Park Junior; a de Ferrers Trust Academy or The de Ferrers Academy and who will still be attending one of the schools at the time of the proposed admission

date (For admission purposes, a brother or sister is a child who lives at the same address and either: have one or both natural parents in common; are related by a parents marriage; are adopted or fostered by a common parent or are unrelated children who live at the same address, whose parents live as partners.)

d) Students residing within the catchment area (broadly insert catchment area). A copy of the catchment area can be obtained from the Academy or the School Admissions and Transport Service. The Academy does not operate a catchment area guarantee.

e) Students who satisfy both of the following tests:

They are distinguished from the great majority of applicants either on medical grounds or by other exceptional circumstances. Medical grounds must be supported by a medical report, (obtained by the parents). It must clearly justify, for health reasons only, why it is better for the child to attend the academy rather than any other school. Exceptional circumstances must relate to the choice of academy, i.e. the circumstances of the child, not the economic or social circumstances of the parent. They should be supported by a professional report (obtained by the parents), e.g. social worker, justifying why it is better for the child to attend the academy rather than any other school.

They would suffer hardship if they were unable to attend the academy. Hardship means severe suffering of any kind, not merely difficulty or inconvenience, which is likely to be experienced as a result of the child attending a different school. Parents must provide detailed information about both the type and severity of any likely hardship at the time of application.

f) Other students arranged in order of priority according to how near their home addresses are to the main gate of the academy, determined by a straight-line measurement as calculated by the Local Authority's School Admissions and Transport Services Geographical Information System.

Where it is not possible to accommodate all students applying for places within a particular category then the academy will allocate the available places in accordance with the remaining criteria. If for instance, all the catchment area children cannot be accommodated at a school, children who are catchment area children and satisfy category e) will receive offers of a place, followed by children who live in the catchment area and satisfy category f).

Parents may seek to apply for their child's admission to the Academy outside of their normal age group, for example if the child is exceptionally gifted and talented or has experienced problems such as ill health. These parents will need to make an application alongside children applying at the normal age which should explain why it is in the child's best interest to be admitted outside of their normal age which may include information such as professional evidence as to why this is the case and why an exception should be made in the case of the child. A decision as to whether this is an appropriate course of action will be made by the Local Authority who will take into account the circumstances of the case and views of the Principal. Parents do not have the right to insist that their child is admitted to a particular year group.

Additional Notes

There is no charge or cost related to the admission of a child.

Admissions are administered through a co-ordinated admission scheme and preferences will be processed centrally by the School Admissions and Transport Service. Each pupil will receive one offer of a place at a Staffordshire school.

Looked after and previously looked after children who are in the care of, or provided with accommodation by a local authority in accordance with Section 22 (1) of the Children Act 1989 at the time of making the application.

It is the applicant's responsibility to provide any supportive information required in order for the application to be assessed against the published admissions criteria, the Academy will not seek to obtain this information on behalf of the applicant.

The Local Authority uses the Geographical Information System (GIS) to calculate home to school distances in miles. The measurement is calculated using Ordnance Survey (OS) data from an applicant's home address to the main front gate of the school. The coordinates of an applicant's home address is determined and provided by the Local Lane and Property Gazetteer (LLPG) and OS Address Point data.

The home address is considered to be the child's along with their parent's main and genuine principal place of residence at the time of the allocation of places i.e where they are normally and regularly living.

Where parents have shared responsibility for a child, and the children lives with both parents for part of the school week, parents will be required to provide documentary evidence to support the address they wish to be considered for allocation purposes.

If a place is offered on the basis of an address that is subsequently found to be different from a child's normal and permanent home address then that place is likely to be withdrawn

If there are a limited number of spaces available, and we cannot distinguish between applicants using the criteria listed, such as in the case of children who live in the same block of flats, then the child or children offered the available spaces will be randomly selected. This process will be independently verified.

Parents whose request for a place for their child is not accepted may appeal to the Academy via Staffordshire County Council, stating their grounds for appeal. All appeal forms are available on the Staffordshire County Council website.

It is The de Ferrers Trust's policy to avoid any form of selection or discrimination on the grounds of a child's ability, religion or race.

Deferred Entry to Reception Class

Lansdowne: a de Ferrers Trust Academy (the Academy) will consider requests from parents to retain a place in the preferred school where the parents wish to defer their child's entry to a Reception Class until later in the same academic year or until the term in which the child reaches compulsory school age. The effect is that the place will be held for the child and is not available to be offered to any other child. Where it is possible to offer a place, deferral will be supported if the request is made at the normal time of application. A parent may not defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the academic year for which the application was accepted.

The Academy will also consider requests from parents who wish their child to attend Reception Class on a part-time basis until the child reaches compulsory school age.

Admission Outside of the Normal Age Group

Parents may seek to apply for their child's admission to school outside of their normal age group, for example if the child is exceptionally gifted and talented or has experienced problems such as ill health. In addition, the parents of summer born children may choose not to send their child to school until the September following their fifth birthday and may request that they are admitted outside of their normal age group to Reception rather than Year 1.

These parents will need to make an application alongside children applying at the normal age which should explain why it is in the child's best interest to be admitted outside of their normal age which may include information such as professional evidence as to why this is the case and why an exception should be made in the case of the child. A decision as to whether this is an appropriate course of action will be made by the Local Authority who will take into account the circumstances of the case and views of the Principal of the Academy. Parents do not have the right to insist that their child is admitted to a particular year group.

Waiting lists

Unsuccessful applicants will be placed on a waiting list in accordance with the oversubscription criteria stated above and not based on the date their application was received. If places become available after the offer date they will be offered according to the child at the top of the waiting list.

As Infant class size regulations apply, the waiting list will operate until the cohort concerned leaves Year 2.

Inclusion on the Academy's waiting list does not mean that a place will eventually become available.

A child's position on a waiting list is not fixed and is subject to change during the year i.e. they can go up or down the list since each added child will require the list to be ranked again in line with the oversubscription criteria listed above.

Children who are subject of a direction by a local authority to admit or who are allocated to Lansdowne: a de Ferrers Trust Academy in accordance with the Fair Access Protocol will take precedence over those on the waiting list.

Late Applications

Application forms received after the closing date will be considered alongside those applicants who applied on time wherever possible. Where it is not practicable because places have already been allocated, or are shortly to be allocated, then late applicants will be considered only after those applicants who applied by the published closing date.

A late application does not affect the right of appeal or the right to be placed on the Academy's waiting list.

Repeat Applications

Parents do not have the right to a second appeal in respect of the Academy for the same academic year unless, in exceptional circumstances, the Academy has accepted a second application from the appellant because of a significant and material change in the circumstances of the parent, child or school but still refused admission.

"In-Year Transfer" Arrangements

Parents or carers seeking to transfer to the Academy may make an application using the appropriate application form. This application will be processed in the normal way but parents and carers need to be aware that any date set for joining may be after the next term or half term holiday and those parents/carers are responsible for ensuring that their child continues to receive appropriate education in the interim.

Appeals

Any parent has the right to appeal against a decision not to admit. The appeal will be heard by an Independent appeal panel.

Relevant Area

Staffordshire County Council's relevant area for consultation is contained within the administrative area of Staffordshire County Council.