

Goddard Park

Community Primary School

An Integrated Academy and Children's Centre



Headteacher: Mike Welsh

Everybody learns, everybody cares

Admissions Policy 2016/17

Introduction

Applications to attend Goddard Park Community Primary School are welcomed from all families.

As Goddard Park is an Academy, the Governors of the School are responsible for their own Admission Policy and arrangements in line with the Admissions Code of Practice and the Local Authority's Admissions Schemes.

Timing of Admission

Pupils will normally be admitted at age four in the September of the school year during which they reach their fifth birthday. Parents have the right to defer their child's admission to the start of any subsequent term up to and including the term after their child reaches the age of five, providing the offer of a place has been made and accepted during the normal admissions round. Parents can request that their child takes up the place part-time until the child reaches compulsory school age.

Timing of Applications

All Primary Schools in Swindon are required to participate in the Swindon co-ordinated admissions scheme, and Swindon Local Authority (LA) has set up a standard Common Application Form for all schools. The closing date for applications (which must be submitted to the Local Authority on the Common Application Form) will be **15th January 2016**. The Local Authority will forward applications to Goddard Park Community Primary School by **19th February 2016**. By **18th March 2016**, the School will apply their admissions criteria and send a list to the Local Authority indicating the order in which all applications have priority according to the Admissions criteria. The LA will send offer letters to parents on **18th April 2016** on behalf of the School.

Late Applications.

Applications received after the closing date given above will not be considered until all on-time applications have been assessed according to the priority criteria below.

Over-Subscriptions Criteria for Goddard Park Community Primary School

The Published Admissions Number (PAN) for Years 4 to 6 is 60. From September 2013 and for each subsequent year, the PAN for the Reception class intake has been 90. This means that all applications will be agreed until the admission number is reached. Unfortunately, there may be occasions where a year group is over-subscribed and in these circumstances a set procedure will be followed to ensure places are allocated fairly. All applications will be ranked in order of the oversubscription criteria in these cases.

The oversubscription criteria are as follows:

A child who has a statement of special educational needs is required to be admitted to the school named on the child's statement.

- Priority 1. A child in the care of a LA or provided with accommodation by that authority as defined by Section 22 of the Children Act 1989. Also 'previously looked after children' who have left care through an adoption, special guardianship or residence order;
- Priority 2. Any child who has a sibling attending Goddard Park Community Primary School at the same time as he or she is due to be admitted;
- Priority 3. Any child of a staff member either employed at the school for at least two years, or who will meet a clear skills shortage;
- Priority 4. Any child living within the school's catchment area (details available from the School and LA);
- Priority 5. Any child not living in the school's catchment area.

DECIDER

In all cases where the school is oversubscribed, distance measured as a straight-line from the centre point of the rooftop of the home address to the centre point of the rooftop of the school will be used to prioritise applications within individual oversubscription criteria. If the direct distance measurement does not separate applicants, places will be offered by random allocation. The random process will be repeated and any previous random order will be discarded.

Children with Special Educational Needs

Pupils with a statement of special educational needs are required to be admitted to the school named on their statement. Once a statement reaches the formal proposed stage the administration of the admission of the young person becomes the responsibility of Special Educational Needs Assessment Team (SENAT) at which point this policy ceases to apply.

Supplementary Information Form

In addition to the Local Authority Admission form, you will be provided with a Supplementary Information Form. This must be completed and returned directly to the School at the time the common application form is submitted to the Local Authority. Governors will use the information on this form to assist in assessing the priority of your application.

Sibling

Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.

Multiple Births and Children of Serving Armed Forces Personnel.

If necessary the school will admit over its PAN to accommodate siblings born at the same time (e.g. twins, triplets etc.) or the children of serving armed forces personnel. In such cases the school can exceed the statutory limit of 30 five, six or seven year old children per class to prevent the separation of twins or children from a multiple-birth, and to accommodate the admission of children of serving armed forces personnel outside of the normal admission round.

Catchment Area.

A catchment area is a geographical zone served by a school. The address that determines a child's designated area is the place where s/he is ordinarily resident with his/her parent(s) or legal guardian(s). Most schools have a catchment area but some addresses fall within areas shared by two or more schools.

Home Address

The home address given on the application form must be the address where the child resides for most of the week with his or her parent or carer. Where a child has a joint address, then the address where the child Tax Credit / child benefit is paid will be taken as the child's home address. Evidence may be required in this instance.

Important Dates for admission to Goddard Park Community Primary School in September 2016:

By 15th January 2016

Deadline for Swindon Local Authority to receive applications from parents/carers.

By 18th April 2016

The Local Authority, on behalf of the School will send offers to parents/carers living in the Swindon area and to parents living in other Local Authorities.

By 3rd May 2016

This is the deadline date for parents or carers to accept or refuse the offer of a place at Goddard Park Community Primary School.

Applications at Other Times of the Year (In-Year Applications)

Applications to be admitted to Goddard Park Community Primary School outside the normal admissions rounds can be made directly to Swindon Borough Council (who will forward the application form to the School). On receipt of an in-year application, the Governing Body will consider the application within a required timescale in accordance with the oversubscription criteria and published admissions number. The school will notify the parent and the LA of the outcome by a decision letter.

Parents/carers applying for places in an oversubscribed year group will be informed of their right of appeal.

Waiting Lists

Where a place at Goddard Park Community Primary School cannot be offered, the child will be placed on a waiting list.

Where an application is received the child's name will be retained on the waiting list until the end of the academic year. If a place becomes available at the school, the place will be offered in accordance with the published oversubscription criteria and not the length of time a child's name has been on a waiting list. Names will be removed from the lists if requested or if the offer of a place that becomes available is not accepted. Positions on waiting lists may change due to new applications received.

Placing a child's name on a waiting list does not affect the parent's right of appeal against an unsuccessful application.

Appeals Procedure

Parents have a right of appeal to an independent panel against any decision made by the governors regarding the admission of their child.

Information about the appeal procedure will be provided where a place at Goddard Park has been refused. Appellants should contact the Clerk to the Governors, Goddard Park Community Primary School, Welcombe Avenue, Swindon, SN3 2QN

Objections to these Admission Arrangements

Objections to these admission arrangements can be made to the Schools Adjudicator whose decision is binding and enforceable. Further information on how to make an objection can be obtained from the Office of the Schools Adjudicator:

<http://www.schoolsadjudicator.gov.uk>

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Supplementary Information for Applications for Admission to Goddard Park Community Primary School

Child's name:

Date of Birth:

Address:

Parent/Carers name and address:

Ref: Priority 3

Name of Goddard Park Community Primary School Staff member:

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Relationship to child:

Length of employment at Goddard Park Community Primary School:

Is the member of staff meeting a clear skills shortage at Goddard Park?

Yes / No

If yes, what is the skill being provided?

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Please note this form must be completed at the same time as the Common Application Form, and submitted directly to the school at:
Goddard Park Community Primary School, Welcombe Avenue, Swindon, SN3 2QN.

This form does not replace the Common Application Form which should be sent to the Local Authority at the address supplied on the form.