



## **Admissions policy**

The Ivy Learning Trust's ("Ivy's") Admissions policy is reviewed and approved by the Board of Trustees and monitored by the Local Governing Board. It will be reviewed annually.

**Date Agreed:** 12 July 2018

**Agreed by:** Ivy Learning Trust Board

**Review Date:** July 2019

### **Inclusion**

Ivy carefully considers all policies with respect to the impact on equality and the possible implications for pupils and staff with protected characteristics.

### **Aims and Scope**

The Board of Trustees of Ivy is responsible for the admission of pupils into its schools. It will do so in accordance with the Department for Education's School Admission Code and School Admission Appeals Code and participate in Enfield Local Authority's co-ordination of admissions processes and its Fair Access Protocol.

This documents provides guidance on how to apply for in-year places at any time and how to apply for Nursery and Reception places in September. It sets out the administrative arrangements to prepare a child for entering the school once a school place has been offered and accepted.

Ivy is committed to providing a welcoming, safe and friendly environment for all children and their families in every one of its schools. It welcomes children of any or no religion and supports children of all abilities to reach their full potential. Equally, Ivy expects that the children and their parents/carers will endeavour to play their part in developing and maintaining a positive school community. On admittance parents and pupils where appropriate will be asked to sign a home/school agreement. Also refer to the Ivy Behaviour Policy.

### **Nursery and Reception Admissions – September**

If you wish to apply for a Nursery place and/or Reception place at an Ivy school, please complete an application form at [www.enfield.gov.uk/admissions](http://www.enfield.gov.uk/admissions). If you need assistance with this, please speak to the individual school.

Enfield Local Authority processes all applications from Enfield residents. Full details of the supporting documents required (proof of address/birth certificates) are given online. Out of borough applicants need to apply via the local authority where they live. You cannot apply direct to Ivy schools for a place. Please see Enfield Local Authority for application deadlines.

It is important to note that if your child attends the Nursery, you must still apply for a place in Reception in the same way as other applicants.

If there are equal or fewer applications than the number of places available, everyone will be offered a place. It is important that you formally accept or decline a place if it is offered so that the school can plan ahead.

If you have been offered and accept a place at an Ivy school, you will be asked for further information about your family circumstances and be given full details of how your child will be helped to prepare for starting Nursery or Reception.

If there are more applications than the number of places available, the following criteria will be used to determine who is offered a place:

After the admission of pupils with an Education, Health and Care Plan or Statement of Special Education Needs, the following criteria will be used to decide which children should be offered places.

- Children in public care (Looked After Children) and children who were adopted (or subject to residence orders/special guardianship orders) immediately following having been looked after.
- Children for whom a particular school is appropriate on exceptional medical grounds. Such applications will be considered under this criterion only if they are supported by a written statement from a doctor. This must demonstrate that there is a very specific connection between the child's medical need and school requested.
- Children with a brother or sister who will be attending the school at the time of proposed admission. The children concerned must be living at the same address.
- Children whose parent is a member of staff who is employed at the school concerned for two or more years at the time of application and/or children of a member of staff who have been recruited to fill a vacancy for which there is a demonstrable skill shortage.
- Children genuinely resident within the school's designated priority zone (see Appendix 1).
- Children living nearest to the school measured as the crow flies, that is, in a straight line from the child's home to the main entrance of the school. These calculations are done by the Local Authority Admissions service according to a standard formula. Travel by private car/ public transport will not be taken into account.

When it is not possible to admit all applicants to a particular school within any criterion, priority will be given to those living closest to the school, measured as above.

The Local Authority defines siblings as a brother or sister of children already on the roll of the school who will still be in the school at the time the applicant is admitted. Siblings must be living at the same address. The term "sibling" means a full, step, half, adopted or fostered brother or sister, but not cousins. Proof of the relationship may be requested.

The sibling link will be withdrawn for any future siblings of any child who has started at a school and it was subsequently found that they had gained a place on the basis of a fraudulent application.

If only one place is available at the school and the next child who qualifies for a place is one of multiple birth siblings, the community school will be asked to go over their published admission number to support the family. These children will be deemed as "excepted" pupils under infant class size legislation.

The Local Authority may exceptionally direct schools to admit children in excess of the admission number or above other children on a school's reserve list in order to fulfil its statutory responsibilities or to comply with decisions taken by the LA's Fair Access Panel.

Parents can request that their child can start in a Reception class later than other children. This is possible and parents can request that the date their child starts school is deferred until later in the academic year or until the term in which

the child reaches compulsory school age. Parents may also request that their child takes up the place part time until the child reaches statutory school age. Parents should discuss this with the school concerned.

Parents can ask that their child's entry to primary school is delayed and he or she be allowed to start school outside of the chronological year group. Requests will be considered on a case by case basis.

### **Admission Appeals**

Any applicant refused a place has a right of appeal to an independent appeals panel.

### **Admission Appeals Complaints**

The Education Funding Agency (EFA) receives any complaint made by an applicant about the way admissions appeals are carried out at academies. Please go to:

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/409389/FINAL\\_Factsheet\\_-\\_Admissions\\_appeals\\_complaints\\_2015.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/409389/FINAL_Factsheet_-_Admissions_appeals_complaints_2015.pdf)

### **Waiting List**

In addition to the right of appeal, unsuccessful applicants may be offered the opportunity to be placed on a waiting list. This list will be maintained by Enfield Local Authority in an order determined by the admission criteria set out above and not in the order in which the application has been received or added to the list. Unsuccessful applicants will be consulted at intervals on whether they wish to remain on the waiting list, which will remain until the end of the academic year in question.

### **In-Term Applications and Admissions**

Applications should be made online to the Enfield Local Authority and not direct to the school.

All Ivy schools are committed to taking their fair share of children and young people who are vulnerable and/or hard to place, as set out in Enfield's fair access protocol. Accordingly, outside the normal admissions round, priority can be given to a child or young person where admission is requested under any local protocol even when this would mean exceeding the published admission number.

### **Further information**

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/389388/School\\_Admissions\\_Code\\_2014\\_-\\_19\\_Dec.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/389388/School_Admissions_Code_2014_-_19_Dec.pdf)

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/275897/school\\_admission\\_appeals\\_code\\_1\\_february\\_2012.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/275897/school_admission_appeals_code_1_february_2012.pdf)

## Appendix 1

Designated priority zone for Lavender Primary School

Ash Ride  
Beech Avenue  
Beggars Hollow  
Burnt Farm Ride  
Cattlegate Road  
Clay Hill Nos. 180 up & Nos. 181 up  
Cypress Avenue  
Flash Lane  
Golf Ride  
Rosewood Drive  
Rossendale Close  
Strayfield Road  
Theobalds Park Road  
Tingeys Top Lane  
Whitewebbs Road  
Wroxham Gardens