

## ADMISSION ARRANGEMENTS FOR FOREST GATE ACADEMY 2018-2019

**STATUTORY POLICY – REQUIRED ON THE WEBSITE**

Version and Date		Action/Notes
1.0	2017	Policy drafted
2.0	Jan 2017	Edits and updates made

Policy Reviewed:	January 2017
Policy Review Frequency:	Annually
Next Review:	Spring Term 2018
Signature of Chair of Local Governing Body:	

Forest Gate Academy will keep an application list of pupils seeking admission to the Nursery. Inclusion of a child's name on the list does not constitute a promise of a place. Places are allocated according to the oversubscription criteria for the main school. Admissions into Nursery will take place 3x a year.

An application form for a Nursery place in the September intake should be completed and submitted to the Headteacher by 31<sup>st</sup> January which precedes the academic year in which the child will have his or her fourth birthday. Applications received after this date will be considered once this application round is completed and places have been allocated.

Allocation of places will be made to qualifying children and notifications sent to parents on April 1<sup>st</sup>, or the first school day after this. Where places are available, further applications will be considered as they are received.

Attendance will usually be on a part time basis (mornings only) according to the 15 hour per week entitlement or full time (mornings and afternoons) according to the 30 hour entitlement. Children attend every day; part week places are not available. Where places are available, attendance may be on a full time basis. Priority for full time places will be given to children who will reach their fourth birthday before 1<sup>st</sup> September 2018. Where further places remain available places may be offered to children in the term following their third birthday.

This is a school nursery class and as such operates during in term time only.

Please note that if your child attends our nursery, this is not a criterion for admission to the Reception class at the school and no place can be guaranteed for your child.

All applications for Reception to Year 6 must be made on your Local Authority's Common Application Form. Pupils will be admitted without reference to ability or aptitude. The number of places available for admission to Reception in September 2018 will be 30. Places will be offered by the Local Authority on 15<sup>th</sup> April 2017.

## OVER SUBSCRIPTION

Where applications for admission exceed the number of places available the following criteria will be applied.

1. 'Looked after' children, as defined by the Education Act 2004.
2. Children who will have an older sibling attending the School up to and including Year 6 at the time of the applicant's proposed admission. This includes half/step or adopted brothers or sisters, who are living at the same address as part of the same family unit. Except when the older sibling obtained a place **solely** because he or she was in possession of a Statement of Special Educational Needs or an Education Healthcare Plan that named Forest Gate Academy.
3. Children of staff at Forest Gate Academy who have 2 years continuous service at the time of application.
4. Children who live nearest to the School, measured in a direct straight line from the child's permanent place of residence to the main entrance of the School. This will be measured using property co-ordinates provided through a combination of the Trafford Local Land and Property Gazetteer (BS7666), other LA data and Royal Mail Postal Address Information.

## Waiting Lists

Unsuccessful applicants may ask to be placed on a waiting list and considered for any places that may arise in the future. These places will be awarded in accordance with the criteria listed above. These waiting lists will be maintained to the end of the academic year that your child has applied for.

## Tie Break Arrangements

Where two or more applications cannot be otherwise separated the final place will be determined through a random draw conducted and scrutinised by person's independent from the School, and from the Children, Families and Wellbeing Directorate.

## Final Tie Break Arrangements

Each random allocation event only holds for the allocation of the currently available school place. On any waiting list the remaining applicants remain equally ranked and any further place is offered as the result of a further random exercise.

## NOTES

The child's home address means the address where the child normally and permanently lives on a full-time basis, not a temporary address or the address of a carer or relative.

**You may be required to provide proof of residency. We assume that you will always provide us with the correct factual information when you apply for a school place. You should be aware that any school place that has been offered on the basis of false information may be withdrawn and the place may be offered to another child.**

Applications made outside the normal admission round will be considered according to the above criteria. Waiting lists will be maintained for admission to all year groups, ranked according to the above criteria.

### APPEALS

Under the terms of the 1998 Education Act you have the right to appeal to an Independent Appeal Panel against any decision made by the School.

### IN-YEAR ADMISSION INTO NURSERY – YEAR 6 DURING THE ACADEMIC YEAR SEPTEMBER 2018

This section applies to applicants applying for places outside the normal admissions process:

- Pupils wishing to change schools
- Pupil moving into the area
- Pupils excluded from their school

Waiting lists are maintained for these year groups and any places that become available will be awarded strictly in accordance with the School's published Admissions Policy at that date with the nearest person being awarded the place irrespective to how long they have been on the waiting list. These waiting lists will be maintained to the end of the academic year (September – July) that your child has applied for.

All applicants for in-year places in **Reception** at Forest Gate Academy must contact Admissions at [www.trafford.gov.uk](http://www.trafford.gov.uk)

All applicants in **Nursery** and in **Y1 to Y6** at Forest Gate Academy must contact the school and complete the In-Year Transfer form available on our website [www.forestgateacademy.co.uk](http://www.forestgateacademy.co.uk) (under the Admissions section).

Forest Gate Academy reserves the right to withdraw a place, at a later date, if it is discovered that false or incorrect information has provided in order to secure a place.