



ADMISSIONS CRITERIA FOR ENTRY TO WATERFIELD PRIMARY SCHOOL IN SEPTEMBER 2024

The Collegiate Trust (TCT) is the admissions authority for *Waterfield Primary School (the Academy)* and in carrying out this function complies with all the relevant provisions of the statutory codes of practice as they apply at any given time. The *Local Governing Body (LGB)* of *Waterfield Primary School* operates the agreed procedures of TCT and participates in the coordinated admission arrangements operated by West Sussex County Council.

During September in any year, information about the arrangements for applying for the intake in September of the following calendar year will be available; this will include details of *Open Mornings*, and other opportunities to visit the academy.

Entry to Reception

The Planned Admission Number (PAN) for *Waterfield Primary School* is 60

Applications for places must be made on the *Common Application Form* provided and administered by West Sussex County Council or by the Borough in which you live.

Any child with an Education, Health and Care Plan (or a Statement of Special Educational Needs) naming the Academy will automatically be admitted to that academy under section 324 of the Education Act 1996.

In the event of applications exceeding the number of available places, the following criteria will be applied.

1. Looked-after children and previously looked-after children:

Priority will be given to children in the care of a local authority at the time of application and also 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 after being looked after; this includes those children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted. An application made under this category must be supported by a letter from the relevant Local Authority's Children's Department and / or relevant documents including a copy of adoption, residence or special guardianship order where applicable.

2. Social, Psychological or Medical reasons:

Places may be offered to any children whose parents are able to provide an exceptional and compelling reason at the time of application, supported by written evidence from a registered and independent professional, that entry to *Waterfield Primary School* rather than any other school is **essential**. By submitting your evidence to the local authority, you consent to this information being shared with TCT.

3. Siblings within the Catchment Area:

Priority will then be given to siblings who live within the catchment area. The word sibling refers to all blood, half, foster, step and adoptive brothers and sisters (not cousins) who are on roll at the date of admission of the younger sibling and who live at the same home, in the same family unit as the child on a permanent basis. A sibling connection does not apply for children whose older siblings will have left *Waterfield Primary School* at the time of the expected admission of the younger sibling.

4. Catchment:

Priority will then be given to other children who live within the catchment area. In the event of the number of children exceeding available places, places will then be allocated to children on the basis of distance from *Waterfield Primary School*. All distances are measured by a straight line from the school to the child's home address, using Ordnance Survey address point data from a central point in each building.

5. Siblings outside the Catchment Area:

Priority will then be given to siblings who live outside the catchment area. In the event of the number of children exceeding available places, places will then be allocated to children on the basis of distance from Waterfield Primary School. All distances are measured by a straight line from the school to the child's home address, using Ordnance Survey address point data from a central point in each building.

6. Other Children outside the Catchment Area:

All further places will be allocated to children who live outside the catchment area. In the event of the number of children exceeding available places, places will then be allocated to children on the basis of distance from Waterfield Primary School. All distances are measured by a straight line from the school to the child's home address, using Ordnance Survey address point data from a central point in each building.

Twins /triplets or other multiple births for admission into an infant class

If you are applying for twins, or children from a multiple birth, and there is only one place available at the Academy, legislation allows us to admit them all i.e. all siblings from a multiple birth.

Tiebreaker

In the event that the number of applications for places exceeds the number of places available, after application of the admissions criteria, distance will be used to decide between applications. The tie-break used is a straight line distance. (Where the tie-break produces two or more equal distances the deadlock is broken by random allocation.)

Operation of Waiting List

Waterfield Primary School operates a waiting list, co-ordinated by the local authority, whenever there are more applicants than places. The list will operate from 20 school days after the allocation date and will remain operational until the end of that academic year. A child's position on the waiting list will be determined solely in accordance with the admissions criteria. Where places become vacant they will be allocated to children on the waiting list in accordance with the criteria.

Arrangements for Appeals

Parents have the right of appeal to an Independent Appeal Panel at any time if they are dissatisfied with a decision made by the Admission Authority. Appeals are conducted in accordance with the Code of Practice on School Admission Appeals published by the Department for Education as it applies to Academies. The determination of the appeal panel is binding on all parties. The Collegiate Trust will provide guidance for parents about how the appeals process works. The contact for this is the Clerk to The Collegiate Trust a C/O Riddlesdown Collegiate. We advise that appeals should be lodged with the Clerk within 20 school days of receipt of the Local Authority offer letter; full details on the appeals process will be published on the academy website www.waterfieldprimary.co.uk

Admission of children below compulsory school age - deferred entry to school

Parents can defer the date their child is admitted to the Academy year, but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which the application was made. Parents can also take up a part-time place until later in the school year but not beyond the point at which they reach compulsory school age.

Admission of children outside their normal age group

Parents may request that their child is exceptionally admitted outside their normal age group. TCT will work with each family to determine whether it is in the best interests of their child to be educated outside their chronological year group.

All requests to educate a child outside their normal year group should include written explanation of why this is necessary and, where applicable, evidence of the child's circumstances from a relevant professional detailing the child's educational need which makes education outside the normal age group necessary. Decisions are made based on the circumstances of each case and in the best interest of the child. This includes taking account of the following:

- Parents' views
- Information relating to the child's academic, social and emotional development, with relevant medical history and the views of a medical professional

- Any previous history of being educated outside of their normal age group
- If a child may naturally have fallen into a lower year group, if it were not for the child being born prematurely
- Views of the Principal at Waterfield Primary School

In-Year Admissions

In-year admissions will continue to be co-ordinated by the Local Authority. An application form must be obtained from, completed and returned to the Local Authority to apply for an in-year admission.