**JUNIOR SCHOOL ADMISSIONS POLICY 2023-24**

# R A Butler Academy

# Infant and Junior Schools

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| Date of policy | December 2021 |
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| Headteacher's signature | |
| Chair of Governors' signature | |

# R A BUTLER ACADEMY

## JUNIOR SCHOOL ADMISSIONS POLICY 2023-24

This policy will apply to all admissions from 1st September 2023 to 31st August 2024, including in year admissions.

**Policy and Numbers**
The Published Admission Number (PAN) is 90. Boys and girls will be admitted at the beginning of the Autumn Term, in the academic year during which they will become 8, without reference to ability or aptitude.

**Application Procedures**
The Local Authority will co-ordinate arrangements for Year 3 admissions to all Junior schools within its jurisdiction. Parents must apply for a Year 3 place via the Local Authority by 15th January 2023. The Local Authority will produce an online application form for Y3 admissions which will be available in the Autumn Term. Parents should complete their forms stating their preference for RA Butler Junior School. Applications cannot be made directly to the school.

**Applications for school places outside the normal admission round**
All enquiries regarding mid-year applications should be directed to admin@rab.academy For applications into existing year groups, a place will be offered when the number of pupils in the relevant year group is below the admission number for that year group. If the relevant year group is full, a waiting list is held by the school for that year group and applications will be ranked according to the criteria shown below.

**Pupils with a statement of special educational needs**
All schools are required to admit children with an Education, Health and Care (EHC) plan where the school is named. Where possible such children will be admitted within the PAN.

**Looked After and Previously Looked After Children**
A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements or special guardianship order will be given first priority in oversubscription criteria ahead of all other applicants in accordance with the School Admissions Code 2021. This also includes those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (as defined in Section 22(1) of the Children Act 1989). Where possible such children will be admitted within the PAN.

**Over-subscription criteria**

Where applications expressing a preference for R A Butler Junior School exceed the number of places available, the order of priority for admission to school will be as follows:

1. Highest priority must be given to looked after children, Previously Looked after Children and those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.
2. The child is in Year 2 at R A Butler Infant School.
3. The children of permanent members of the teaching and support staff employed by SAT and working at R A Butler Academy where the member of staff has been employed at the school for two or more years at the time when the application for admission to the school is made; and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
4. a) The child has a sibling attending the Infant or Junior School at the time of application and with a reasonable expectation that the sibling will be attending at the time of admission.
   b) The child has a sibling who has been offered a place at the Infant or Junior School who therefore has a reasonable expectation of attending at the time of admission.
5. The child resides in the catchment area.
6. The child resides outside the catchment area.

The following should also be noted:

a) A sibling is a child who has a brother, sister, adopted brother or sister, or stepbrother or stepsister living in the same family unit in the same family household and address. Children residing in the same household as part of an extended family, such as cousins, **will not** be treated as siblings.

b) Applications on behalf of children with disabilities will be dealt with on the same basis as all other applications.

c) In the event of over-subscription within any individual criterion distance will be used, with priority given to children living nearest to the school.

d) All straight line distances from home to school used in interpreting these criteria will be calculated electronically by the LA.

e) Children from the villages of Sewards End, Little Walden, Wendens Ambo, and Audley End are recognised as within the catchment area and are deemed to reside in South Road. Parents should check with the Local Authority whether children are eligible for School Bus transportation, as R A Butler Academy may not be the closest school.

f) In the unlikely event to two applicants with an identical distance competing for a single place at the school, the place will be offered to one applicant on the basis of a lot drawn by an impartial individual.

g) Parents submitting late applications should be aware that their application will be considered after all ‘on time’ applications have been considered and the initial allocation of places has been made.

h) The co-ordinated scheme will continue to operate until the first week of term and places may be offered from the L. A. waiting list. At the end of that period, parents refused a place may apply to go on a ‘Register of Interested Parties’ held by the school, which will remain open until the end of that academic year. If a vacancy arises during that period, places will be

offered in accordance with the admissions criteria. (N.B. length of time on the Register will not be relevant)

i) Parents refused a place have the right to appeal and details of the appeals procedure and who to contact will be included in the refusal letter.

**Multiple Births (twins, triplets, etc.)**
In the normal admission round, if the last child to be offered a place is a twin and their sibling cannot be offered a place initially, the school will offer a place to their sibling even where this takes the number in the year group above the schools Published Admission Number (PAN). This will also apply to mid-year applications where a family moves into an area necessitating a change of school for their twin children and where a place can be offered to one of the twins, then a place will be offered to the other twin.

In the case of triplets or other multiple births, if the majority of the children can be offered a place initially, the school will offer places to the remaining child(ren). For example if two triplets can be offered a place, the remaining child will also receive an offer of a place. This will also apply to mid-year applications where a family moves into an area necessitating a change of school for their multiple-birth children and where a place can be offered to the majority of those children, then a place will be offered to the remaining multi-birth child(ren).

However in the case of any multiple births where the family does not move but wishes to transfer the children from within local schools to R.A.Butler Academy and where there are insufficient places for all of them, then places would not be normally be offered to all.

**In-year Fair Access placements by the Local Authority**
The Local Authority (LA) must ensure that all pupils are placed in schools as quickly as possible. It may therefore sometimes be necessary for a pupil to be placed by the LA, or a local placement panel acting on behalf of the authority, in a particular school even if there is a waiting list for admission. Such placements will be made in accordance with the provisions of the LA's In Year Fair Access Protocol. The Protocol is based on legislation and government guidance.

**Admission of children outside their normal age group**
Parents may request that their child is admitted outside their normal age group. To do so parents should include a request with their application, specifying why admission out of normal year group is being requested.

A map of the catchment area is available for inspection at the school office.

All schools are required to review their Admissions Policy every year.