



## Oak Trees Multi Academy Trust

### Poulton Lancelyn Primary School

### F1 Admissions Policy

Issue Status: -

| Date | Issue | Comment | By |
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|                      | <u>Signature</u>   | <u>Name</u>  | <u>Date</u> |
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#### Introduction

The purpose of this policy is to provide Poulton Lancelyn Primary School with robust, clear processes for admissions, specifically relating to the provision of Foundation Stage 1 education and childcare for 3 to 4-year-old children and nursery provision for 2 year-old children.

## **Admissions Criteria**

**Applications submitted by Tuesday 31<sup>st</sup> January 2023 will be considered first and places allocated up to the admission number of the provision. Applications can be collected from the school office from 12<sup>th</sup> September 2023.**

**If applications exceed the number of available places/sessions, applications will be considered in accordance with the same criteria as the Wirral Admissions policy as follows:**

1. Children who already attend the current establishment on site (Poulton Nursery).
2. Children who are looked after (in care), and children who were looked after but have been adopted or are subject to a residency order or special guardianship order ('previously in care').
3. Parents of children who live 'in zone' and already have older brothers or sisters at the school living in the same household at the time of the start date. Where there is more than one child with a sibling in the same year group priority will be given to those children who live nearest to the school.
4. Parents of pupils who live 'in zone' and nearest to the school. We measure distances from home to the school gate nearest to the child's home using the shortest road route.

If children do not live in the school's catchment area and if places remain available, places will be allocated in accordance with the following criteria:

5. To children who already have older brother or sisters at the school when they are due to start and living in the same household. Where there is more than one child with a sibling in the same year group priority will be given to those children who live nearest to the school.
6. To pupils who live nearest to the school. We measure distances from home to the school gate nearest to the child's home using the shortest road route.

## **NOTES**

a. **Catchment zones.** A catchment area finder using the street name is available on the Council's website at [www.wirral.gov.uk/schooladmissions](http://www.wirral.gov.uk/schooladmissions)

b. 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 under section 22(1) of the Children Act 1989. A previously

Looked After child is one who immediately moved on from that status after becoming subject to an adoption, residence or special guardianship order.

c. **Siblings.** A sibling is a 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 they are living in the same family unit/household at the same address. If there are more children with older brothers or sisters at the school than there are places available, we will give priority to children with the youngest brothers or sisters at the school. Where there is more than one child with a sibling in the same year group priority will be given to those children who live nearest to the school.

d. **Home address.** This must be the child's permanent home address where he/she lives with a person of parental responsibility as the main carer as defined by the Children Act 1989. Applicants must not give the address of a business, relative, childminder, friend, a temporary address or an address to which they hope to move. The home address must not be where parents have taken out a short term let on a property solely to use the address on the application form without any intention of taking up permanent residence there. Arrangements where parents leave and collect children from another relative or carer on a daily basis will be regarded as childcare arrangements, and the child will not be deemed to be "ordinarily resident" with that person. Proof of residence may be requested which may include a solicitor's letter confirming completion date of a sale, a signed rental agreement showing the start and duration of the tenancy, and may include proof of sale of a previous property. Copies of Council tax and utility bills relevant to the property may also be requested.

e. **Applications from separated parents.** Only one application can be processed for each child therefore, it is important that both parties in shared custody arrangements are in agreement over application made. Where a child spends equal time with both parents, the child's main residence should be submitted as their home address. If agreement cannot be reached, or if neither parent has been granted a Specific Issues Order in this respect, then the application will be accepted from the parent with whom the child is "ordinarily resident". This is defined as the address at which the child lives for the majority of the school week (Monday to Friday). Proof of address and residence arrangements will be required with the application or may be requested.

f. **Changes of address.** Parents and carers must inform the School immediately in writing of a change of address, even if details of a future change of residency were included on the application form. The school will require supporting evidence to show that the place of residency has changed; e.g. a letter from the solicitor confirming the completion date; a signed rental agreement showing the start of the tenancy and its duration. In addition, further information may be requested - for example, copies of council tax and utility bills or any other information considered relevant to the application including evidence of disposal of previous property. Information and supporting evidence must be received by 1<sup>st</sup> March. Proof of residency received after this will not be used to assign a higher criterion for admission, but will be used to send the decision letter on the published offer date.

g. **Applying for a place.** Parents must return application forms for F1 directly to the school office by Tuesday 31<sup>st</sup> January 2023 to ensure consideration of the place preference by Monday 17<sup>th</sup> April 2023. Applications received after the published deadline will be dealt with once the allocation of places has been made to applications received by the deadline.

h. **Late applications.** If places remain after all “on-time” applicants have been allocated places, places will then be allocated to late applicants (received after 31<sup>st</sup> January 2023) up to the admission number according to the admission criteria above.

i. **Home to school distances.** Distances are calculated from home to the school gate nearest to the child’s home using the shortest road unless it is possible to use a footpath which we consider to be a safe walking route. As a general guide, routes without pavements AND street lighting will be considered to be unsafe. In the event that two or more applicants where this distance would be the last place to be allocated, one application will be chosen at random.

j. **Continuing interest list.** A continuing interest list of children whose parents have expressed an interest in obtaining a Foundation 1 place at the school will be maintained. This will include both late and on-time applicants. Priority on the list will be given in accordance with the published criteria and does not take into account how long the child has been on the list. Each added child requires the list to be ranked again in line with the published admission criteria. The school will contact parents directly if a place becomes available for their child.

k. **In Year applications.** Applications must be made on the standard application form, directly to the school

l. **Withdrawal of places.** The school has the right to withdraw any place offered on the basis of a fraudulent or intentionally misleading application, including but not limited to, sibling connections or place of residence. The school regularly checks addresses and any deliberate misrepresentation will result in a place being withdrawn.