

## LOUDWATER COMBINED SCHOOL

### POLICY FOR ADMISSIONS SEPTEMBER 2024

The school is a co-educational, primary school for children aged between 4 and 11 years of age. Pupils are admitted without reference to gender, ability or aptitude. It is a foundation school where the Governing Body is the admissions authority with admission decisions delegated to the Curriculum and Admissions Committee of which the Head Teacher is a member. Places are offered for all Reception admissions to start in the September of the academic year in which they have their fifth birthday. At Loudwater School, we refer to our Reception aged class as Foundation Stage.

The admissions policy is reviewed annually.

#### **Co-ordinated Admission Arrangements and Timetable**

Applications for admission to the Foundation Stage class in September each year will be dealt with under the Buckinghamshire Co-ordinated Primary Admissions Scheme. While admission decisions are made by the Governing Body, completed applications should be returned to County Hall and the letter offering a place at the school will be sent by the County Council on behalf of the Governing Body. The Council's preferred method of parents applying for a school place is to do so online through the Council's website:

<http://www.buckscc.gov.uk/education/schools/admissions-and-moving-school/admission-to-primary-schools/>

Details of the dates for timely applications and how late applications are handled are given in the Primary Scheme; timescales for the 2024 admission process are detailed at the end of this policy.

The number of children admitted to the Foundation Stage class each September is 30. Parents of children who are not yet 5 can, if they wish, defer entry into school until the term after the child's 5<sup>th</sup> birthday. There is the possibility that for the first two weeks of the autumn term pupils in the Foundation Stage class could attend part-time; this is with the agreement of the parents and the school. After this time, in the majority of cases, both parents and the school agree that children benefit from starting school in the September. However, the final decision rests with parents.

If there are more applicants than places available, i.e. 30, then places are allocated in accordance with the following admission rules:

#### **Admissions rules**

1. Children with an Education, Health and Care Plan which names Loudwater Combined School.
2. Looked After and Previously Looked After Children and children who appear to have been in state education outside of England and ceased to be in state care as a result of being adopted.
3. Children who have exceptional medical or social needs, which can only be met at Loudwater Combined School, supported by written evidence from an appropriate professional person.

4. Children of a member of staff where either: the member of staff has been employed at the school for two or more years at the time of application and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
5. Children living within the catchment area with siblings who are attending the school in Reception to Year 5 at the time the allocations are made and who are expected to be on the school roll at the time of proposed admission.
6. Children living within the catchment area of the school.
7. Children outside of the catchment area of the school with siblings who are attending the school in Reception to Year 5 at the time the allocations are made and who are expected to be on the school roll at the time of proposed admission.
8. Any remaining places are allocated to out of area children according to the distance between the family's normal home address and the school's nearest gate measured in a straight line

Where a child has two homes due to parental responsibility being shared by two people who live apart, the address used will be the one at which the child resides for the majority of time during school terms, as confirmed by written evidence from both parents/guardians.

In the event of there being over subscription in any one of the above criteria, ranking of the children will be determined using the remaining criteria in the order they are set out above.

The school's catchment area falls within the following boundaries:

Kingsmead Road up to Beech Road and all roads south between  
Kingsmead Road and the M40; all roads north and south of the London  
Road between Hammersley Lane to the west and Watery Lane and  
Knaves Beech to the east.

Further details and a map are available from the school or on the County Council website <https://services.buckscc.gov.uk/school-admissions>.

Casual or in-year admissions to any year group should be made by contacting the school office. Application forms for in-year admissions are available from the school office. In all cases additional information should be provided on a supplementary form; this is so that we are fully aware of any additional needs a child may have and can ensure that support is allocated in a timely way. It is recommended that prospective parents view the school, ideally with their child/ren before applying for a place.

In these cases, the Governors have agreed that the child may be admitted provided that the addition of another child to the year group does not exceed the standard number for each year group, which is 30. Admissions are again governed by the criteria above.

Parents whose applications have not been successful can place their child's name on the waiting list. This list is ranked using the oversubscription criteria linked above. It should be noted that children may be added to or removed from the waiting list at any time, resulting

in the ranking of other children on the list altering. Parents have the right of appeal against an unsuccessful application.

Children with Education, Health Care Plans that name Loudwater Combined School as the school to which the child should be admitted will not be refused admission unless after further investigation it is felt that the school is unable to meet their needs.

Children with disabilities will be treated no less favourably than other applicants for admission. Loudwater Combined School will make reasonable adjustments to ensure that pupils with disabilities are not placed at a substantial disadvantage in accordance with the Disability Rights Commission Code of Practice.

In cases where there is one remaining place and the next child on the waiting list is one of a twin, triplet or other multiple birth group then both twins (or all the siblings in the case of multiple births) will be admitted and whilst that child is in the class they will be an excepted pupil under the Schools Admissions (Infant Class Sizes) (England) Regulations 2012 which permit Key Stage 1 class sizes to exceed 30 following the admission of a twin for as long as necessary until a child leaves the class at which point the class size will remain at the lower figure.

On some occasions, requests are made by parents for their child to be educated outside of the year group for children of that age. The governors' policy on educating pupils outside of their year group is that this does not normally take place unless the pupil has an Education Health Care Plan and there are exceptional circumstances for being educated out of normal age group. Such decisions are discussed and taken by the Curriculum and Admissions Committee of the governors and are made on a case-by-case basis.

Parents of children joining the Foundation Stage class in September are invited to a meeting with the headteacher and staff of the Foundation Stage class in July. The children are invited to spend a morning in the Foundation Stage class in preparation for their entry in September.

Prospective parents are welcome to visit the school to talk to the headteacher and see the school at work. A list of open days can be found on the school website. If you would like to arrange a visit at an alternative time these can be arranged through the school office on 01494 524919.

February 2023

Appendix 1 –

**Key Dates**

**For Children Starting School or Moving up to Junior School in September 2024**

Autumn term	Open events at school – please see the home page of our website for more details.
Beginning of November 2023	Primary Portal opens ( <b>Buckinghamshire residents only</b> )
19 December 2023 – 03 January 2024	Christmas Break
<b>15 January 2024 DEADLINE</b>	<b>Reception and Junior Transfer online applications Primary Portal closes at midnight</b>
28 January 2024	The latest date for moving into or within Buckinghamshire (and providing evidence to show that you are resident) for admissions to use this address for the first round of allocations.  Final date for agreed special cases to be considered as timely (a house move is not considered to be a special case).  Applications or changes of preference received between 16 January and 29 January that are not deemed to be special cases will be processed for 16 April but will not be considered until all timely applications have been processed ( <b>late applications but included in the 1<sup>st</sup> round</b> )
12 February – 16 February 2024	Half Term
29 March 2024 – 12 April 2024	Easter Break
<b>16 April 2024</b>	<b>*National Primary Allocation Day*</b> Emails sent out to online applicants Parents must accept the school place by 30.4.24
27-31 May 2024	Half Term
23 July 2024	Summer Break
4 September 2024	The new school year starts