



Rugby Free

Primary School

## RFPS Admissions Policy 2023-24

Name of Policy	ADMISSIONS POLICY
Policy Level (Trust/School)	Trust
Date of issue	October 2021
Author:	Rugby Free Primary School
Date of Next Review:	September 2022
Signature	
Date of Signature:	October 2021

[www.rugbyfreeprimary.co.uk](http://www.rugbyfreeprimary.co.uk)

Address and Registered Office: Learning Today, Leading Tomorrow Trust (LT2), Rugby Free Secondary School, Anderson Avenue  
Rugby, Warwickshire CV22 5PE

A company limited by guarantee. Registered in England and Wales No: 09027131. Tel: 01788 222060



## Table of Contents

1. Introduction .....	3
2. 2. Legislation and statutory requirements.....	3
3. 3. Definitions.....	3
4. How to apply.....	4
5. Published Admission Number and Oversubscription Criteria .....	4
6. Tie Breaker .....	6
7. Method of Applications for Reception .....	6
8. Waiting List .....	6
9. Appeals.....	6
10. Children below compulsory school age .....	6
11. Challenging Behaviour .....	7
12. Fair Access Protocol .....	7
13. In Year Admissions.....	7
14. Date of Admissions/Deferred Entry .....	7
15. Admission of children outside their normal age group.....	8
16. Monitoring arrangements .....	8

## 1. Introduction

Rugby Free Primary School is a 4-11 primary school established via the free school programme. It aims to provide a high-quality education for local children and prepare them for secondary school and beyond in a safe and welcoming environment. Our inclusive admissions process will at all times be open, transparent and fair, and will meet the requirements of the national Schools Admissions Code, the Appeals Code and admissions legislation.

This policy aims to:

- Explain how to apply for a place at the school
- Set out the school's arrangements for allocating places to the pupils who apply
- Explain how to appeal against a decision not to offer your child a place

## 2. 2. Legislation and statutory requirements

This policy is based on the following advice from the Department for Education (DfE):

- [School Admissions Code 2021](#)
- [School Admission Appeals Code](#)

As an academy, the school is required by its funding agreement to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#).

This policy complies with our funding agreement and articles of association.

## 3. 3. Definitions

The **normal admissions round** is the period during which parents can apply for state-funded school places at the school's normal point of entry, using the common application form provided by their home local authority.

**Looked after children** are children who, at the time of making an application to a school, are:

- In the care of a local authority, or
- Being provided with accommodation by a local authority in exercise of its social services functions

**Previously looked after children** are children who were looked after, but ceased to be so because they:

- Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
- Became subject to a child arrangements order, or
- Became subject to a special guardianship order

This includes children who appear to have been in state care outside of England and have ceased to be in state care due to being adopted.

A child reaches **compulsory school age** on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.



#### **4. How to apply**

For applications in the normal admissions round you should use the application form provided by your home local authority (regardless of which local authority the schools are in). You can use this form to express your preference for a minimum of 3 state-funded schools, in rank order.

#### **5. Published Admission Number and Oversubscription Criteria**

The published admission number is 60 places in each year of entry into Reception from September 2015. The school will admit up to this number each year to its Reception classes and when full the school will have 420 pupils on roll.

In accordance with the law, children with statements of Special Educational Need (or with an Education Health and Care Plan) will be admitted to the school where the Local Authority has specifically named Rugby Free Primary School as the most appropriate placement.

In the event of there being greater demand than there are places available to the school, places will be offered using the following oversubscription criteria in keeping with the Admissions Code 2014:

1. Looked After Children and Previously Looked After Children. This category includes children in the care of the Local Authority as defined in the Children Act 1989 or children who have previously been looked after and immediately after being looked after became subject to adoption, residence or a special guardianship order. Applications made under this criterion must be accompanied by details of circumstance and professionally supported evidence.
2. A child subject to a Child Protection Plan for whom Rugby Free Primary School is their nearest school.
3. Where the prospective student is the child of a permanent member of staff at Learning Today Leading Tomorrow Trust, who has been employed for a period of more than two academic years at the time when the application is made.
4. Children with a sibling at the school at the time of admission. The term 'sibling' includes an adopted, half or stepchild permanently living in the same family unit or a foster child permanently living in the same family unit whose place has been arranged by the social service department of the Local Authority.
5. Proximity to the school. This will be measured in a straight line from the Address Point of the child's home (OS Address Point) to the Address Point of the school site using GIS Software.

#### **5.1 Notes**

6. A child looked after is a child in the care of a local authority or provided with accommodation by that authority in accordance with Section 22 of the Children Act 1989. An adopted child is defined by section 46 of the Adoption and Children Act 2002 or section 12 of the Adoption Act 1976. A child arrangement orders



is defined by section 14 of the Children and Families Act 2014. A special guardianship order is defined by section 14A of the Children Act 1989.

7. Priority to children of staff within the LT2 Trust will be given in either or both of the following circumstances:
  - (i) Where the member of staff has been employed by the trust for one or more years at the time at which the application for admission is made; and/or
  - (ii) The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
8. Proximity of the child's home to the school, with those living nearer being accorded the higher priority, will also serve to differentiate between pupils in criteria 2-5 if there are more applicants than available places under each criterion. Proximity to the school will be measured in a straight-line measurement. Applicants will be prioritised by distance (starting with the nearest). For the purpose of calculating distances, GIS Software will be used. If a postcode is not recognised, e.g. in the case of new build properties, parents will need to request that the building company provide a full address and identifiable postcode within 7 days of the application; a site plan featuring road names and location may also be required. The child must be permanently resident at the address at time of application, 'off-plan' purchases cannot be accepted until resident, a council tax statement will be required as proof of residence.
9. Blocks of flats are treated as one address. In blocks of flats, where applicants have identical distance measurements, priority amongst them will be determined at random by an independent person of good standing drawing lots in a supervised process, see below (**Tie Breaker**).
10. For families living on boats, distance will be measured from the authorized mooring point. If the family is itinerant, the mooring point will be that used on the closing date for the receipt of applications.
11. Where parental responsibilities are equally shared, the home or residential address will be considered to be with the parent/carer with whom the child spends the majority of time and nights Monday to Friday. This will normally be expected to be with the parent/carer that receives the Child Benefit. This address must be used for all preferences.
12. Children residing in the same household as part of an extended family, such as cousins, will not be treated as siblings. Proof of the sibling relationship will be required
13. In cases of multiple births where there is only one place available, and the next child on the list is a twin, triplet, or other example of multiple birth, we would admit both twins (and all the children in the case of other multiple births) even if this meant exceeding the agreed admission number of 60 for Reception 2020/21 or the number of places in other year groups.
14. Any changes to the policy are subject to a separate external consultation and this would be for the 2022/23 academic year.



## **6. Tie Breaker**

In the event that two or more children live at the same distance from the school, the tie breaker will be random allocation, where the drawing of lots by a member of the Warwickshire Admissions Team (in the presence of an independent responsible person of good standing) will be used to decide the allocation the remaining place(s).

## **7. Method of Applications for Reception**

The school will be participating in coordinated admission arrangements administered by Warwickshire County Council. Parents/carers must apply on Common Application Form of the local authority where they live. This can be completed online via the [Warwickshire local authority website](#) or a paper form available from their local council's School Admissions Team.

The closing date for reception class applications will be 15th January 2020. Notification letters will be sent out on 16th April 2020 by the Warwickshire County Council. Applications received after the set closing date will be accepted, but will not normally be considered for a place at the school until after the initial offer date.

## **8. Waiting List**

Unsuccessful applicants (including any applications received after the closing date) will be included on the school's waiting list ranked in order of priority under the published oversubscription criteria, without regard to the date that the application was received. Please note a child's position on the waiting list can go down as well as up. For example, if a new application is received which meets higher priority selection criteria, the waiting list may need to be revised.

The offer of a place does not depend on the length of time on the waiting list. Waiting lists will be held for one school year after the Year of entry, unless parents specifically request to have their child's name remain on the list.

## **9. Appeals**

Parents who are not offered a place for their child have the right to appeal and may do this through Warwickshire County Council appeals service.

## **10. Children below compulsory school age**

Where children below compulsory school age are offered a place at the school, they will be entitled to attend the school full-time in the September following their fourth birthday.

Parents may defer their child's entry to the school until later in the school year but not beyond the point at which the child reaches compulsory school age, and not beyond the beginning of the final term of the school year the offer was made for.

Where the parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

### **11. Challenging Behaviour**

We will not refuse to admit a child on behavioural grounds in the normal admissions round or at any point in the normal year of entry. We may refuse admission in certain cases where the specific criteria listed in the School Admissions Code (paragraph 3.8) apply, i.e. where section 87 of the School Standards and Framework Act 1998 is engaged.

We may refuse admission for an in-year applicant for a year group that isn't the normal point of entry, only in such a case that we have good reason to believe that the child may display challenging behaviour that may adversely affect the provision we can offer. In this case, we will refer these pupils to the Fair Access Protocol. We will not refuse admission on these grounds to looked after children, previously looked after children and children with EHC plans listing the school.

### **12. Fair Access Protocol**

We participate in Warwickshire's Fair Access Protocol. This helps ensure that all children, including those who are unplaced and vulnerable, or having difficulty in securing a school place in-year, get access to a school place as quickly as possible.

### **13. In Year Admissions**

Parents can apply for a place for their child at any time outside the normal admissions round. As is the case in the normal admissions round, all children whose EHC plans name the school will be admitted. Likewise, if there are spaces available in the year group you are applying for, your child will be offered a place. For in-year admissions, parents/carers should contact the RFPS school office directly at [office@rugbyfreeprimary.co.uk](mailto:office@rugbyfreeprimary.co.uk)

If there are no spaces available at the time of your application, your child's name will be added to a waiting list for the relevant year group. When space becomes available, it will be filled by one of the pupils on the waiting list in accordance with the oversubscription criteria listed above. Priority will not be given to children on the basis that they have been on the waiting list the longest.

Parents will be notified of the outcome of your in-year application in writing within 15 school days. Appeals should be made to the Learning Today Leading Tomorrow Trust (via the school) who are the admissions authority.

### **14. Date of Admissions/Deferred Entry**

Children will normally be admitted to the Reception year in the September following their fourth birthday.

In line with the Admissions Code, parents can defer their child's entry to the reception year until later in the school year, where they have been offered a place at a school to start before they are of compulsory school age. Where entry is deferred, the school will hold the place for that child and not offer it to another child. However, entry cannot be deferred beyond the beginning of the term after the child's fifth birthday, nor beyond the beginning of the final term of the Reception Year. Parents can also request that their child attends part-time until he/she reaches compulsory school age.

## **15. Admission of children outside their normal age group**

Children will normally be admitted to the Reception year in the September following their fourth birthday and the vast majority of pupils are educated within their normal chronological age group. Any request for admission outside of the child's chronological year of entry will be considered in accordance with paragraphs 2.17-2.17B of the Admissions Code. Such requests would normally apply to children that are summer born and there are significant reasons that would benefit the child's academic, social and emotional development by starting Reception in the following year as opposed to Year 1.

The Trust board will consider requests on the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's views; information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. The Headteacher's views will also be taken into account. Each case will usually be supported by a letter from a professional (e.g. GP, Hospital Consultant, Social Worker) that provides the reasons for admissions outside of the chronological year group. If the request is approved, the application will then be considered in accordance with the school's oversubscription criteria in the event of oversubscription.

Requests for out of year group admissions to year groups other than Reception will be considered in a similar way to the above and the individual circumstances presented to the Trust board in order that a fully informed decision can be made.

Parents have a statutory right to appeal against the refusal of a place at the school but this right does not apply if they are offered a place at the school but it is not in their preferred age group.

## **16. Monitoring arrangements**

This policy will be reviewed and approved by the Trust Board every year.

Whenever changes to admission arrangements are proposed (except where the change is an increase to the agreed admission number), the governing board will publicly consult on these changes. If nothing changes, it will publicly consult on the school's admission arrangements at least once every 7 years.