

North Nibley C. of E. (Aided) Primary School

PROTOCOL FOR PUPIL ADMITTANCE OVER PUBLISHED ADMISSION NUMBER (PAN)

North Nibley Church of England Primary School

North Nibley Church of England Voluntary Aided Primary School, formerly the William Purnell Endowed School, was founded in the Eighteenth Century to provide education for the children of North Nibley and the surrounding villages.

Our Vision is to inspire and celebrate learning, achievement, faith and fun.

Ours is a school that works in partnership with the community to enable and equip each child to live life to the full, reflecting the Christian values of our foundation.

We will realise our Vision by:-

- demonstrating, as a Church school, our Christian values in action
- providing a happy, healthy and secure environment where all are respected, valued and encouraged to contribute
- encouraging participation and a love of learning by offering experiences full of opportunity and creativity
- pursuing excellence in every aspect of school life, supporting one another and celebrating the achievements of all.

This policy supports our vision by making clear that the school is here to serve the community. The criteria are clear and transparent, compliant with legislation.

This is NOT a statutory policy. It was adopted in May 2018 and will be reviewed as required. Review has been delegated to the Admissions Panel.

1. BACKGROUND

In accordance with the School Admission Code 2014, as the admission authority for North Nibley School governors must publish the admission number for its determined admission arrangements by 15th March each year. Any published admission number (PAN) must be based upon the physical capacity of the school and the overall demand for places in an area.

The Governing Body as the admissions authority for the school believes that admitting children in accordance with the school's published admission number is the most fair, consistent and transparent method of offering places to children. Should there be any changes to the school's physical capacity which enables it to accommodate additional pupils it is best practice to consider a formal increase to the school's PAN and work with the Local Authority to achieve this.

The criteria for admission *within* the PAN are given in the Admissions Policy, which is available on the school website or from the School Office (01453 542600). However, the School Admission Code 2014 does make provision for admission authorities to admit *above* their admission number during the admissions process to meet parental demand. Therefore, this protocol sets out how the Governing Body will implement such flexibility in a transparent manner.

2. DECISION MAKING

In all cases, any decision to admit a pupil over the school's PAN must be made by a majority of governors at a meeting of the Full Governing Body. This protocol must be followed to ensure that all decisions are made consistently and do not unfairly disadvantage individual children or community groups.

The overriding considerations when deciding whether to admit a pupil over PAN are the capacity and resources of the school (over and above the individual circumstances of each child).

The school must consider if it has the physical capacity to accommodate individual pupils over their PAN, and secondly that the pupil's circumstances meet the criteria of this protocol. Where the Governing Body decides that any pupil can be accommodated above its PAN, it must be able to evidence the full consideration of such cases and document the rationale for its decisions to comply with admissions law and best practice requirements.

This protocol will apply when appeals are considered at the end of the annual round of admissions to our Reception Year, if demand for places exceeds our PAN, and to 'In-Year' applications, to ensure that all children are treated fairly and equitably.

Process For Resolving Appeals for Reception (Other than 'In-Year')

- North Nibley governors will arrange a date for the hearing of appeals, to be set after the Local Authority letters are sent out advising outcome of waiting list requests, and in plenty of time to allow for any subsequent appeal to the Local Authority.
- Appeal paperwork will be made available on the school's website, and promoted online via the newsletter and any other means the school has gained permission to use
- The panel MUST consider the capacity of the school, each year group, the class structures and sizes would be considered. (See Section 3 – Considerations).
- Where the panel is minded to accept pupils over PAN, the panel would make a recommendation to the Full Governing Body. The decision to admit above PAN must be made at a Full Governing Body meeting.
- In the event that the number of appeals exceeds the number of places, each appeal received by the date set would be ranked according to the criteria in the Admissions Policy, and the higher ranking applications would be given priority, equal to the capacity previously agreed.

These are summarised below. Reference MUST be made to the full Admissions Policy for the detail.

1. Where the child is in Public Care (Looked After Children)
2. Where the family live in the Civil Parish of North (Ranked by distance)
3. Where the child has at least one sibling still on roll in the School on the applicant child's admission.
4. Children for whom only this particular school is appropriate due to an exceptional medical condition.
5. Where the family have an active connection with St. Martin's Church, North Nibley
6. Where the children are in other villages traditionally seen as the School's catchment area
7. Where the children live in other villages in the School's catchment area

Process For 'In-Year' Applications

- These will be considered by the governors on a case by case basis according to the considerations laid out below, and following this process.
- Upon receipt of an application, an Admissions panel would be informed.
- The Admissions Panel must consider the capacity of each year group, the class structures and sizes. (See Section 3 – Considerations). The panel would come to a decision about the capacity of the school to admit any additional child.

- If there is capacity to admit a child, and if more than one application has been received by the time of the meeting, each child would be ranked according to the criteria in the Admissions Policy, and the higher ranking applications would be given priority, equal to the capacity previously agreed.

These are summarised below. Reference MUST be made to the full Admissions Policy for the detail.

- Where the child is in Public Care (Looked After Children)
- Where the family live in the Civil Parish of North (Ranked by distance)
- Where the child has at least one sibling still on roll in the School on the applicant child's admission.
- Children for whom only this particular school is appropriate due to an exceptional medical condition.
- Where the family have an active connection with St. Martin's Church, North Nibley
- Where the children are in other villages traditionally seen as the School's catchment area
- Where the children live in other villages in the School's catchment area

Outcomes from Reception Intake Appeals and 'In-Year' Applications

- The decision to admit above PAN must be made at a Full Governing Body meeting.
- Letters will be written to parent/carers informing them of the outcome of the panel meeting.
- When an appeal to the school is unsuccessful parent/carers will be advised of their right to appeal to the Local Authority.
- If appeals do not result in the offer of a place, permission will be sought to retain contact details for a period of 12 months against any future vacancy which may occur and ranked according to the published criteria in our admissions policy. After 12 months we would seek permission to retain details for another 12 month period.
- Upon a school place becoming available, all retained applications and any subsequent applications will be considered at the next meeting of the admission panel, according to the process described above.

3. CONSIDERATIONS

The Governing Body will consider admitting children over their PAN where all the following circumstances apply:

1. The admission of the additional pupil/s would not cause the school to breach Infant Class Size Regulations unless the pupil can be considered as an exception as defined in 2.15 of the School Admissions Code, 2014

Infant Class Size Regulations

Section 2.15 of the School Admissions Code 2014 states that 'infant classes (those where the majority of children will reach the age of 5, 6 or 7 during the school year) must not contain more than 30 pupils with a single school teacher, as defined in Section 4 of the SSFA 1998. Additional children may be admitted under limited exceptional circumstances. These children will remain an 'excepted pupil' for the time they are in an infant class or until the class numbers fall back to the current infant class size limit. The excepted children are:

- a) Children admitted after an appeals panel upholds an appeal. The governors of North Nibley school as the Admissions Authority for the school will hear appeals received by a stated date after the Local Authority's final allocations. These appeals will be considered following the same priority order as laid out in the school's Admission Policy and

according to the criteria laid out below. If an appeal is unsuccessful there remains the right to appeal to the Local Authority.

- b) Children whose twin or sibling from a multiple birth is admitted otherwise than as an excepted pupil;

Other 'excepted' children would include:

- c) Children admitted outside the normal admissions round with statements of special educational needs or an Education, Health and Care Plan specifying a school;
 - d) Looked after children and previously looked after children admitted outside the normal admissions round;
 - e) Children admitted, after initial allocation of places, because of a procedural error made by the admission authority or local authority in the original application process;
 - f) Children who move into the area outside the normal admissions round for whom there is no other available school within reasonable distance;
 - g) Children of UK service personnel admitted outside the normal admissions round;
2. The school has the physical capacity within current class sizes/structure and overall net capacity to accommodate the additional pupil/s.
 3. The school would not require any additional resources to meet pupil need;
 4. The admission of the additional pupil/s would not require any specific funding, nor have an adverse financial impact on the school;
 5. There have been no appeals for the year group in question made for a child in similar circumstances for the year group in question unless a case is considered by the Access to Learning Team of the County Council under fair access arrangements due to the child's vulnerability;

Where all the above circumstances (1-5) apply, the Governors will apply the admission criteria, in priority order, specified in the Admissions Policy (available on the school website or from the School Office (01453 542600));

Parents and carers who are unsuccessful in obtaining a place for their child at North Nibley have a legal right to appeal against the decision, and if they wish to do so can obtain appeal forms from the School Office.

The same criteria will also be used to consider the in-year admittance of a child from a service family above a school's PAN, except for criterion 1 and 5 - as the School Admissions Code 2014 provides additional flexibility for service families (not including Crown Servants) within these categories.

In accordance with the School Admissions Code 2014, whilst the Governing Body will be mindful of above criteria (except for criterion 1 and 5) it is expected that looked after children, and previously looked after children, will be admitted to the school requested unless there are significant concerns about the appropriateness or capacity of the school to meet their needs.

The Governing Body has the final decision as to whether this protocol can be applied in any particular case.

4. RATIONALE

This protocol has been designed to meet parental preference for a place at North Nibley school, while ensuring that the Governing Body, as the Admissions Authority for the school, complies with school admission legislation and that in-year admissions do not impair future access to the school for particular children or communities.