

Admission arrangements for academy and free schools

Chobham Academy - Admission arrangements for 2019

Nursery provision

1. The Academy Nursery has an agreed admission number of 52 full-time equivalent pupils. The nursery school will be split into two sessions (Morning and Afternoon) – 52 applicants will be accommodated in each session in a mixture of full-time and part-time places.

Admission to the nursery does not guarantee admission to the Academy's Primary provision, and a separate application must be made for transfer from the Nursery to the Primary provision.

If undersubscribed, all applicants will be admitted. If oversubscribed, the following criteria will apply in the order of priority shown.

Nursery provision oversubscription criteria

2. Looked after children or previously looked after children as defined in the Schools Admissions Code, and any child adopted prior to December 2005.

2.1 Children who, on the date of admission, will have an older sibling (i.e. a natural brother or sister, or a half

brother or sister, or a legally adopted brother or sister or half-brother or sister, or step brother or sister who will be living with them at the same address at the date of their entry to the Academy) in the nursery or in years R-6 of the Academy. Proof of the sibling relationship will be required (short birth certificates).

2.2 Children of staff at the school where the member of staff has been employed at the school for two or more years at the time at which 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 demonstrative skill shortage.

2.3 Children who live in East Village by random allocation. Proof of residence will be required (Council Tax bill, utility bill).

2.4 The remaining places will be offered to pupils who live nearest to the front gates of the Nursery phase site of the Academy, that is distance from the Academy entrance in a straight line. Proof of residence will be required (Council Tax bill, utility bill).

Oversubscription criteria

3.1 When the Academy is oversubscribed, after the admission of pupils with Statements of Special Educational Needs or Education Health Care Plans where the school is named in the Statement, priority for admission will be given to those children who meet the criteria set out below, in priority order:

(1) Looked after children or previously looked after children as defined in the Admissions Code and any child adopted prior to December 2005.

(2) Pupils who, on the date of admission, will have an older sibling (i.e. a natural brother or sister, or a half brother or sister, or a legally adopted brother or sister or half-brother or sister, or step brother or sister who will be living with them at the same address at the date of their entry to the Academy) in the nursery or in years R-6 of the Academy. Proof of the sibling relationship will be required (short birth certificates).

(3) Children of staff at the school where the member of staff has been employed at the school for two or more years at the time at which 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) Children who live in East Village. See page 4 to use the school fact finder to see the catchment area.

(5) Other children.

If in categories 2-5 above a tie-break is necessary to

determine which child is admitted, the child living closest to the school will be given priority for admission. Distance is measured from the child's home to the front gates of the school in a straight line. This is measured by using a computerised GIS and a centre point supplied by the Ordnance Survey determines the start point of the measurement from the home address. Where the child lives in a block of flats with a communal entrance the centre point used is the central point of the block of flats and not the individual flat. If children are tied for the final place(s) to be allocated within a single block of flats, priority for the final place(s) will be determined by random allocation. Proof of residence will be required (council tax bill, utility bill). Random allocation will be used as a tie-break in categories 2-5 above to decide who has highest priority for admission if the distance between a child's home and the Academy is equidistant in any two or more cases.

3.2 The Academy will not admit over 30 pupils to any infant class unless the last place would be awarded to a pupil who has a sibling born on the same date and both children are applying for admission. In that case both children would be admitted.

3.3 Once offered a place, parents may defer their child's entry to the reception class until the child reaches compulsory school age, and parents can also ask that their child attends on a part-time basis until they reach compulsory school age.

Primary aged provision

4.1 The Academy has an agreed admission number of 90 pupils. The Academy will accordingly admit at least 90 pupils in the relevant age group each year if sufficient applications are received;

4.2 The Academy may set a higher admission number as its Published Admission Number (PAN) for any specific year.

The Academy is not required to consult on any proposed increase to the PAN, however it must notify the local authority of the increase and specify the changes on the Academy website.

If oversubscribed, the following criteria will apply.

Waiting lists

5.1 The Academy will operate a waiting list for each year group. Where in any year the Academy receives more applications for places than there are places available, a waiting list will operate until the end of the first term after the beginning of the school year. This will be maintained by the Academy Trust and it will be open to any parent to ask for his or her child's

name to be placed on the waiting list, following an unsuccessful application.

If a parent wishes his or her child to remain on a waiting list after January 1st in any academic year they will need to write to the academy and request this.

5.2 Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria. Where in-year or late applications are made and a request made to be added to the waiting list the rank order of children on the waiting list will be recalculated using the oversubscription criteria.

Appeals

6.1 The school will offer an appeal to anyone refused admission. The appeal will be before an independent appeals panel constituted in accordance with the School Admission Appeals Code. If refused admission you should contact the academy to lodge an appeal.