

## **Malcolm Arnold Preparatory School 2017/18 Admission Policy**

### **Introductory statement**

Malcolm Arnold Preparatory School is a co-educational Church of England school of up to 420 pupils. The school is sponsored by the David Ross Education Trust and co-located with the existing Malcolm Arnold Academy. In line with the vision of the Sponsor, the school will be committed to improving the life chances of children and broadening pupil's horizons.

Malcolm Arnold Preparatory School will provide school places for young people aged 4-11 and the admission arrangements for the Reception intake are set out below.

Malcolm Arnold Preparatory School is committed to straightforward, open, fair and transparent admission arrangements. The school will act fully in accordance with the School Admissions Code (as revised February 2012), the School Admission Appeals Code and admissions law as they apply to academies.

### **Application process**

Malcolm Arnold Preparatory School will be part of the local authority's co-ordinated arrangements. This requires parents to complete the Northamptonshire County Council preference form by 15 January.

Copies of the form are available from the admissions team at Northamptonshire County Council or online at <http://www.northamptonshire.gov.uk>. Full details of the application process are available in the local authority's annual brochure.

Inaccurate or false information on the form could result in the place being withdrawn.

The Academy Trust will operate in keeping with the local authority's Fair Access Protocol

### **Published Admission Number.**

Malcolm Arnold Preparatory School has an agreed Published Admission Number of 60 pupils for admission into Reception and will admit up to this number each year. All applicants will be admitted if fewer than 60 applications are received.

### **Special Educational Needs**

Children with a statement of Special Educational Needs (SEN) /Education, Health and Care plan (EHCP) where Malcolm Arnold Preparatory School is named on the statement will be admitted to Malcolm Arnold Preparatory School.

### **Oversubscription criteria**

Where the school receives more applications than it has places available, the criteria listed below will apply, after the admission of children with a statement of Special Educational Needs/ EHCP which names Malcolm Arnold Preparatory School.

The oversubscription criteria are:

- (1) Looked-after children or children who were previously looked-after<sup>1</sup>.
- (2) Children with a social or medical reason.<sup>2</sup>
- (3) Up to 50% of the remaining places allocated to those expressing a preference for admission under Faith Grounds, such places being awarded using the following sub-criteria in descending order:
  - (i) Applicants who have demonstrated the required religious<sup>3</sup> allegiance (as certified in a satisfactorily completed Supplementary Information Form) to the Church of England or any church that is a member of Churches Together in England<sup>4</sup>.
  - (ii) Applicants who have demonstrated the required religious allegiance (as certified in a satisfactorily completed Supplementary Information Form) to another faith, which is represented on the Interfaith Network for the UK.<sup>5</sup>
- (4) Siblings of children who will still be attending the school in the academic year of admission<sup>6</sup>.
- (5) Distance from the school with priority for admission given to children who live nearest<sup>7</sup>.

The definition of child's home address is the permanent home address of the parent at the time of application. Proof of residence can be asked for at any time during the admissions process. This will normally be in the form of a recent council tax bill or a utility bill less than 3

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<sup>1</sup> Looked-after children and previously looked-after children are those who have been adopted, or

<sup>2</sup> Applications must be supported by written evidence from a professional such as a doctor or social worker involved in the case and must demonstrate why only this school can meet the needs of the child.

<sup>3</sup> 'Religious allegiance' is demonstrated and defined as at least one of the parents or guardians of the child being regarded by the priest/minister/worship leader as part of the worshipping community at the church/worship centre. This would not necessarily mean that the parent or child is a 'member' in a technical sense (e.g through baptism, confirmation or electoral roll) but would imply a pattern of attendance at worship (on Sunday or at other times) that is more than 'occasional' and has been sustained for more than a short, very recent period of time

<sup>4</sup> The member churches are listed on [www.churches-together.net](http://www.churches-together.net).

<sup>5</sup> The faiths represented by the Interfaith Network UK can be found on [www.interfaith.org.uk/](http://www.interfaith.org.uk/)

<sup>6</sup> Children are siblings if they are step-siblings, adopted or foster brothers or sisters living in the same family unit at the time when the child is due to start in the school.

<sup>7</sup> Distance will be measured by a straight line on a map from the front door of the child's home address to the front door of the school using Northamptonshire County Council's measuring systems.

months old. Where parents are separated the permanent address will be the address at which the child spends the majority of the school nights (Monday to Thursday).

### **Tie-break**

For applicants expressing a preference under Faith Grounds (3), places will be allocated in the following order:

- A. To applicants under sub-criterion (i) with siblings at the school (as defined at Criterion 4);
- B. To applicants under sub-criterion (i) without siblings at the school;
- C. To applicants under sub-criterion (ii) with siblings at the school (as defined at Criterion 4);;
- D. To applicants under sub-criterion (ii) without siblings at the school.

If, at any point in the allocation of these places, the number of applicants exceeds the remaining places available, the distance criterion (5) will be used as a tie-break. The remaining faith applications will be considered alongside all other applications without any consideration being given to faith.

### **For applicants not expressing a preference under Faith Grounds:**

The distance criteria as set out in (5) will be applied as a tie-break in criteria 2 and 4 above.

### **For all applicants:**

In the event of two or more applications that cannot otherwise be separated, random allocation carried out by the by an independent person of suitable standing will take place. This will involve drawing lots as a tie-break.

### **Deferrals**

Parents of children offered a place in Reception can ask for their child's attendance at the school to be deferred until the term immediately after they reach compulsory school age - this would be the term starting closest to 1st January or 1st April after their fifth birthday. Parents can also request that their children attend part-time until they reach compulsory school age. Each request will be considered by the school on its merits. Where entry is deferred, the place will be held open and not offered to another child. Parents cannot defer entry beyond the beginning of the term immediately after the child's fifth birthday, nor beyond the academic year for which the original application was accepted.

### **Late Applications**

Applications (other than by those with a statement of Special Educational Needs, looked after children and previously looked after children) received after the 15 January will be considered late applications. Late applicants will be considered after those received on time. If, following consideration of all applicants, the school is oversubscribed, parents may request that their child is placed on the school's waiting list.

### **Waiting list**

If the school is oversubscribed, names of all unsuccessful applicants will be placed on a waiting list where requested by parents. The list will be kept until 1st January of the following year and will operate in accordance with the oversubscription criteria defined above.

### **Appeals**

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code. The Academy Trust shall prepare guidance for parents and relevant children about how the appeals process will work and provide them with a named contact who can answer any enquiries they may have about the process. The Academy Trust may, if it chooses, enter into an agreement with a local authority or any other organisation for it to recruit, train and appoint appeal panel members, and to arrange for the process to be independently administered and clerked.

Appellants should contact the David Ross Education Trust for details about how to appeal. The appeal must be lodged within 20 school days of the primary offer date. Information on the timetable for the appeals process is on our website at: [www.malcolmarnoldprep.co.uk](http://www.malcolmarnoldprep.co.uk).

**Determined April 2016**