

**Torre Church of England Academy**

**ADMISSIONS POLICY**

**2018 - 2019**

Torre Academy is a Church of England School which, under the terms of our Trust Deed, provides an education for children from the Parish of All Saints, Torre, Torquay and the surrounding parishes. Under the provision of the Education Act 1998 parents can apply to send their children to Torre Academy from anywhere in the surrounding area.

Torre Academy located in the Diocese of Exeter. The governing body is the admission authority and has responsibility for admission policy.

This policy details the admission arrangements for our school and should be read in conjunction with the Primary and In-Year Co-ordinated Admissions Schemes and other agreed policies of Torbay Local Authority (LA), available at [www.torbay.gov.uk](http://www.torbay.gov.uk). All policies and procedures seek to comply with the requirements of the School Admissions Code 2012, available at [www.gov.uk](http://www.gov.uk)

Published Admission Number for 2018	45 – Reception
Is the published organisation of the Reception intake subject to Key Stage One legislation	Yes
A supplementary form is used to provide evidence of religious grounds	Yes for applications under the faith criteria
Home-School Agreement offered to parents	Yes
School uniform	Yes
Points of entry to school	All children who are allocated a place at the school have the option to be admitted in the September following their <b>fourth</b> birthday. Please see the note below regarding a parent’s right to defer entry to school.

### THE NEED TO APPLY

All parents must make an application for their child to be admitted to a maintained primary school, using a Common Application Form from the LA. Places are not allocated to a child automatically, even where:

- there is an older sibling attending here;
- a child attends a particular pre-school or nursery;
- a parent has expressed an interest at any time in the school;
- a child is a member of any religious community; or
- the child has always lived close to the school.

No places will be held in reserve for a child who applies late; the governing body cannot hold empty places if another child applies for admission.

We will share information with the LA and will publicise the need to apply but the responsibility for making an application will be with the parent.

### VISITING OUR SCHOOL

We welcome visits from parents and children considering applying for a place here. This is an opportunity for parents to see what we have to offer. Visits are not a compulsory part of the admissions process and will not affect decisions on whether a place can be offered at our school. If you would like to visit our school, you should contact the school to make an appointment.

### HOW TO APPLY FOR A PLACE AT THE NORMAL ROUND

The normal round of admissions is when children can join our school for the first time. So that all parents who wish to apply for a place in the Reception class of a school can do so each LA co-

ordinates applications for the schools in its area. This means parents will receive **one** offer of a school place at the same time as other parents. For our school, Torbay is the LA which co-ordinates applications which have been made either direct to Torbay or passed on by other LAs.

Every parent who wishes to express a preference for a place here must use a LA Common Application Form. For residents of Torbay, this is available online at [www.torbay.gov.uk](http://www.torbay.gov.uk) from a connections office or from the council's admission service, tel 01803 208908. A reference copy will be available at the school. Residents of neighbouring LAs – Plymouth, Devon, Dorset, Cornwall and Somerset - must apply by contacting their own LA even if a place is requested here.

All applications must be made by the LA closing date; **15<sup>th</sup> January 2018**.

In addition, parents applying for a place on religious grounds, are also advised to complete the supplementary information form which is available from the school. Without the completed form the governing body will still consider the application but will not be in a position to prioritise it according to religious grounds.

### **WHAT HAPPENS NEXT?**

If there are fewer applications than places then no application will be refused. Only if there are more applications than there are places available will the governing body will prioritise applications according to the oversubscription criteria below.

The LA co-ordinates admissions for all primary schools. A parent could be in a position to be offered a place at more than one school. If that happens, a place will only be offered at the school which the parent preferred the most on the Common Application Form. The home LA will write (or email if the application was online) to advise which school place has been allocated. The offer date in Torbay is **17<sup>th</sup> April 2018**.

Shortly afterwards, we will also contact successful parents to welcome them to the school and to make arrangements for admission itself. Every parent who makes an application for admission will be offered a school place by the LA – either at a school they have named or at an alternative.

### **WHAT IF AN APPLICATION IS REFUSED?**

In all cases, a parent who is refused a place here or at any other school has a statutory right of appeal to an Independent Appeals Panel. This will review the decision and will decide whether the refusal was justified on the grounds that the school was full. Even if the Appeals Panel agrees that the school was full, it will also consider the impact on the child and family and may still award a place at the school.

We organise our Reception into classes of 22 and 23. Key Stage One children are organised into classes of 30. This is the legal maximum number of children allowed in a Key Stage One class with one qualified teacher. There are very limited exceptions which would allow a school to exceed 30 children in a Key Stage One class. Any appeal for a place here in reception, Year 1 or Year 2 is subject to Key Stage One or Infant Class Size Legislation; a more limited form of appeal. Further information is available by contacting the Clerk to the Appeals Panel.

### **WAITING LISTS**

A child refused a place will be automatically entered onto a waiting list for vacancies. This will be kept either until a place is available or the parent no longer wishes to stay on the waiting list. Lists are kept in oversubscription order and are not affected by the length of time a child has been on the list. A child's place may rise or fall on the list as places are offered and new applications are made. The waiting list will be administered by the School Admissions Team with a copy being held here at the school.

### **POINTS OF ADMISSION**

Admissions 2018/2019

There is a legal requirement that all children begin full time education by the beginning of the term following their fifth birthday.

However, most children start school in the September of the academic year in which they reach their fifth birthday. We offer a graduated start to school, and we encourage all children to be at school full time by October half term. Mrs. Kendell, our EYFS co-ordinator manages times of sessions and admissions into school and liaises with individual parents about their child's needs.

### **DEFERRED ADMISSION**

September 2018 is the earliest point for admission to the Reception class at this school but is not a compulsory start date. All parents can defer admission within the Reception year until the beginning of the term following their child's **fifth** birthday or the beginning of the summer term, whichever is earlier. This is a decision for the parent to make, taking all factors into account including the advice of educational professionals.

Those parents who decide that their child should defer must inform the Headteacher. The place offered for their child **will be held open and will not be offered to another child**. Where a parent does not inform the Headteacher that admission is to be deferred and does not admit the child in September, the place may be withdrawn and offered to another child.

Children born between 1 April and 31 August cannot defer admission to Reception into the following September but can apply for a place in Year 1. This would be an in-year application, no earlier than the half term in June 2018. The school would not hold a place open a year in advance.

### **DELAYED ADMISSION**

For reception children, this is where a child born in the summer term starts an academic year later than normal but still enters at the Reception stage. The governing body will consider all applicants on their individual merits and parents should provide supporting evidence where this is available. A place cannot be guaranteed a year in advance; and Torre School would not hold a place a year in advance. For discussion and advice, a parent should contact the School Admissions Team. It is advisable to submit an application on time in any event whilst a request for delayed admission is considered by all parties including the governing body.

### **HOW TO APPLY OUTSIDE THE NORMAL ROUND - IN-YEAR ADMISSIONS**

Requests for admission to Reception made after the normal round of admissions – after 31 August 2018 – and requests for places in other Year Groups should be made direct to Torbay LA. All In-Year admissions to the school will be made in line with Torbay LA's In-Year Co-ordinated Admissions Scheme. This is available for review at [www.torbay.gov.uk](http://www.torbay.gov.uk).

## ADMISSIONS OVERSUBSCRIPTION CRITERIA FOR TORRE C of E ACADEMY

Any child whose Education, Health and Care Plan or Statement or Special Educational Needs names Torre Church of England Academy will be admitted.

Where the number of applications exceeds the numbers of place available in the Year Group (the PAN or other agreed admission limit) the School will use the following oversubscription criteria to prioritise applications

1. Looked After children or children who were previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order.
2. Children for whom an exceptional medical or social need to attend this school is demonstrated. (See definitions below)
3. Children of members of staff employed for more than two years by the school or recruited within the past two years to fill a vacancy for which there was a skills shortage.
4. **Siblings:** Children with a sibling on roll at the school at time of application.
5. **Church:** Children whose parents regularly attend an act of Christian worship at a church affiliated to Churches Together at least monthly for two years prior to application.
6. **Tiny Torre:** Children will be prioritised on the grounds that they attend Torre Nursery if attendance is for the majority of the Early Years Entitlement. There will be no priority based on the purchase of additional hours or other services.
7. Other Children.

(a) If it is necessary to distinguish between children in a particular category, priority will be determined on the basis of distance between home and school as a direct line from the entrance of the property (residential dwelling) to the school. The shorter the distance, the higher the priority. Where necessary, measurements will be to the closest metre carried out by Torbay LA using grid references and the councils GIS system. Parents should note that the direct line policy does not apply to school transport decisions.

(b) In the event of both children living equidistance from the school the final tie breaker will be the drawing of lots.

(c) Where applications are received from families with multiple birth siblings (twins, triplets, etc.) every effort will be made to allocate places here, including offering place(s) above the Planned Admission Number wherever possible. This recognises the exceptional nature of the emotional bonds between multiple birth siblings. Where this is not possible, parents will be invited to decide which of the children should be allocated the available place (s) or seek places at an alternative school with sufficient vacancies to accommodate both or all of the multiple birth siblings. Multiple birth siblings admitted where one would be the 30<sup>th</sup> child in the Key Stage 1 Class will be considered to be exceptions to Key stage 1 class size legislation.

(d) A sibling will be considered where he or she will be attending in Years R to 6 at the time of application.

(e) Where two or more children reside within a block of flats, they will be deemed to live at an equal distance from the school. In this situation, the Admissions committee will decide whether to admit both children, to apply a random selection approach – if there are no obvious social or medical needs that would make it more appropriate to rank one child above another. Dependent on issues known

about the cohort, the Admissions Committee may decide to offer a place to both children – but will not appoint an additional teacher.

### **ADMISSIONS OUTSIDE A CHILD’S NORMAL AGE GROUP**

Parents can request a place in a different Year Group if, for example, a child is particularly gifted or talented or has missed a significant period of education through ill health. We will consider each request on its own merits. There is a statutory right of appeal if this is refused unless we offer a place in the child’s normal age group.

A child would be considered by the school to be in the chosen year group. No alternative curriculum would be published for this child should a year have to be repeated.

### **EXTENDED SCHOOLING**

This school offers some extended school arrangements. We have an early morning drop-in from 8am, at the cost of £1.50 a day. These sessions do not have to be booked in advance.

We operate ‘Torrenadoz’ an afterschool provision running daily from the end of school until 6pm. The cost for this provision is £7.00 for 1 child, two or more children from the same family - £1 reduction per child. This has to be booked and paid for by the morning of the required day at the latest, unless in case of an emergency.

### **HOME-SCHOOL AGREEMENT**

Admission to school is not conditional on signing a home-school agreement. However, we will offer this to all parents after children have been admitted as we consider agreements to be a positive way of promoting greater involvement between parents in their child’s education.

### **UNIFORM POLICY**

Children attending our school are expected to wear a uniform. The items required can be viewed on our school website. They are available from the ‘Riviera Schooldays’ in Torquay. Torbay LA does not offer financial assistance with uniform and school equipment expenses.

### **SCHOOL FEES AND CHARGES**

There is no charge for applying for a place at this school, for admission or for the provision of education. We will not request donations before or during the admissions process and any donations made to the school following admission are entirely voluntary. No activities such as school visits are compulsory, although may not take place if there are not sufficient contributions made by parents for the activity. A policy on charging for activities is available on request from the school and can be viewed on our website.

### **OBJECTIONS TO THIS POLICY**

For information on how to object to the terms of this or any other admissions policy or procedure, advice is available at [www.schoolsadjudicator.gov.uk](http://www.schoolsadjudicator.gov.uk). This should be by the 15<sup>th</sup> May.

## DEFINITIONS

Looked after children      Looked after children are children who are (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions.

**Looked after child and previously looked after children:** this means a 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption<sup>[HS1]</sup>, residence, or special guardianship order. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22(1) of the Children Act 1989).

Exceptional needs

### **Exceptional social or medical need for admissions to our school**

Our admission arrangements allow for higher priority for children where there is an exceptional need to attend this school and not another school. The need must be specific to this school: a child may have very challenging circumstances that require additional support but if that support could also be provided at another school, there would be no exceptional need to attend this school. Exceptional need could include:

- \* A serious medical condition, which can be supported by medical evidence;
- \* Significant caring responsibilities, which can be supported by a social care officer;
- \* Where one or both parents or the child has a disability that may make travel to another school further away more difficult, which can be supported by medical evidence.

These examples are not meant to be exhaustive or exclusive. Neither should it be assumed that similar circumstances would impact on different children and families in the same way.

\*if there are medical reasons that make it essential for a child to attend this school, the parent must provide supporting information from a doctor together with any other relevant information by the application closing date  
\*this must make a compelling case as to why the child's needs can only be met here, a medical condition in itself will not automatically result in a place here. It is essential for the doctor to name our school but the evidence should explain exactly what the child's needs are and what specialist support and facilities the child requires.

\*we may seek our medical advice to establish whether we are the only school that could meet the child's needs. In most cases we would only expect to agree medical need for a school place here if a child has an Education, Health and Care Plan as a result of their medical situation.

\*for other exceptional reasons, parents must provide independent evidence from a professional who is supporting the family.

\*this evidence must demonstrate that it is essential for the child to attend here and no other school.

\*the supporting evidence must set out the particular reasons why this school is the most suitable and the difficulties that would be caused if the child had to attend another school. It is not essential for the professional supporting the family to have in-depth knowledge of our school but the evidence must explain exactly what the child needs are and what specialist support and facilities the child requires.

\*we may seek our own advice to establish whether we are the only school

that could meet the child's needs.

Exceptional need for admission here will not be accepted on the grounds that

- \*a child may be separated from a friendship group
- \*parents wish to avoid a child from the current or previous school;
- \*child-care arrangements before or after school would have to be changed;
- \*transport arrangements would have to be changed;
- \*there is a medical condition such as mild asthma that doesn't require specialised treatment;
- \*the child has a particular interest or ability in a subject or activity.

Where there is exceptional need for admission to this school, the child will be given a higher priority for admission but not a guarantee of a place. If the Year Group is already full, we will still need to reach a decision on whether the disadvantage to the child outweighs the prejudice to efficient education or the efficient use of resources here should another child be admitted.

Where we agree that there is an exceptional need for a child to be admitted at the normal round of intake, priority under oversubscription criterion 2 will mean it is likely that the application will be successful and a place offered.

Evidence from a relevant professional, independent of the family will be required in every case. It is expected that this will provide a reasoned and unequivocal opinion establishing why the child would suffer a significant detriment by not being admitted to this school. Evidence should be from a GP, consultant or other health care worker or social care officer working with the child. Without satisfactory supporting evidence, we will not prioritise an application as demonstrating exceptional need, meeting our oversubscription criterion 2.

Parents should indicate on the application form that they believe there is an exceptional need for admission here. Parents should put a note in the reasons for their preference that they are requesting exceptional need priority and will be providing the required supporting evidence. The onus is on the parent to submit their supporting evidence and to provide further evidence if requested to do so.

If we accept that exceptional need has been demonstrated, the application will be prioritised under our oversubscription criterion 2. Where we don't agree that the need is exceptional, the application will be prioritised according to our other oversubscription criteria.

Christian Worship

Churches that are recognised by Churches Together in England. For further details of churches which are members of Churches Together in England please see [www.churches-together.net](http://www.churches-together.net) or telephone 020 7529 8131.

Living

This is defined as the address where the child is normally resident. Where a child lives at more than one address through shared residency, the home address will be with the parent who receives Child Benefit.



Parent	A parent is any person who has parental responsibility or care of the child. Where admission arrangements refer to 'parents' attendance at church' it is sufficient for just one parent to attend. Where we use the term parent, we also mean carer or guardian.
Published Admission Number	This is the minimum number of places available at the school. In limited circumstances, more will be admitted according to the Primary Co-ordinated Admissions Scheme. It is calculated taking into account the physical capacity of the school, the level of demand expected from local, in-area children and sensible school organisation.
Regular Worship	Attends church on at least a monthly basis for a minimum of two years prior to application. If you are applying to the school on religious grounds you need to complete a supplementary information form to confirm your regular attendance and return to the school by 15 <sup>th</sup> January 2015.
Sibling	This will be a full, adopted half or step brother or sister and will include a full, adopted half or step brother or sister living at a different address. Foster children will count as a brother or sister to those living within the foster household or where appropriate, the natural parental home address.
Member of Staff	This will be any salaried person employed by the School and not at another school. Evidence of this will be provided using the School Staff Supplementary Information Form.

## Admissions to Primary Schools in September 2018

### Timetable

1 November 2017	Website opens for online applications and TIPS 5 booklets available
15 January 2018	Closing date for submission of Common Application Form
8 February 2018	LA notifies other admitting authorities of applications
1 March 2018	Foundation and VA schools and academies return ranked lists of pupils
23 March 2018	Processing day when LA starts offer process
10 April 2018	Schools informed of allocation of pupils
18 April 2018	Allocation Day: Online applicants notified of allocation by e-mail. Other applicants sent letter by second class post.
3 May 2018	Deadline for parents to accept offer
3 May 2018	Closing date for second round applications.
12 May 2018	Decisions on late applications
22 May 2018	Closing date for receipt of appeals to be heard during main summer term session
26 May 2018	Deadline for parents to accept offer for second round applications
26 May 2018	Closing date for third round applications
9 June 2018	Decisions of third round applications
June/July 2018	Appeals
4 September 2018	Date when applications are treated as In Year Admissions

## CONTACTS AND FURTHER INFORMATION

### School

Torre Church of England Academy

Barton Road, Torquay, TQ1 4DN

01803 324007

[admin@torre-primary.torbay.sch.uk](mailto:admin@torre-primary.torbay.sch.uk)

<http://www.torre-primary.torbay.sch.uk>

### The Diocese of Exeter

Diocesan Board of Education

The Old Deanery

The Cloisters

Exeter EX1 1HS

01392 294939

### School Admissions Team

[pupil.services@torbay.gov.uk](mailto:pupil.services@torbay.gov.uk)

Telephone **01803 208908**

Websites for the primary co-ordinated scheme and in-year co-ordinated scheme

[www.torbay.gov.uk](http://www.torbay.gov.uk)

### School Appeals

Clerk to the Torbay Independent Appeals Panel, Town Hall, Castle Circus, Torquay, TQ1 3DR

Telephone **01803 207087**

[governance.support@torbay.gov.uk](mailto:governance.support@torbay.gov.uk)

### The Department of Education

Website address [www.gov.uk](http://www.gov.uk)

### Policy version

This policy was determined by **Governors**

Reviewed: **Autumn 2011, 2012, 2013, 2014, 2015, 2016**

**TORRE CHURCH OF ENGLAND ACADEMY**

***Proof of attendance at a Church of England or other Christian denomination for admission to school.***

This form should be read carefully in conjunction with information on our website and Admissions arrangements for 2016/17. The school governors are the admissions authority responsible for Torre.

The Published Admission number for 2016/17 is 45.

When applications exceed places, preference will be given to:

1. Looked After children or children who were previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order.
2. Children for whom an exceptional medical or social need is demonstrated
3. Children of members of staff employed for more than two years by the school or recruited within the past two years to fill a vacancy for which there was a skills shortage.
4. **Siblings:** Children with a sibling on roll at the school at time of application.
5. **Church:** Children whose parents regularly attend an act of Christian worship at a church affiliated to Churches Together at least monthly for two years prior to application.
6. **Tiny Torre:** Children will be prioritised on the grounds that they attend Torre Nursery if attendance is for the majority of the Early Years Entitlement. There will be no priority based on the purchase of additional hours or other services.
7. Other Children.

**This proof of church attendance form must be submitted to the school office prior to the closing date for this application round.**

All applications must be made using a form from the TIPS7 booklet and submitted to the Local Authority as per admission arrangements.

**Please complete the following section in full and return to the school office before the closing date for this application round.**

**Child's full name**.....

**Child's date of birth** ...../...../.....

**Name of Parent/Guardian**.....

**Address**

**Post Code**.....

**Telephone No.**..... **Email:** .....

Do you, the parent/guardian attend a Church on at least a monthly basis;  
and have you attended your church for at least two years prior to application?

Church attended by you.....

Church Address:

Church Telephone Number: .....

Church email: .....

Parish Priest/Minister Name: .....

*I have read the school's website and admissions arrangements. I agree with the aims of the school and will agree to abide by the requirements of the school in respect of my child's well-being and education.*

**Signature of Parent**..... **Date**.....

**For completion by the Parish Priest/Minister.**

I confirm that this parents/guardian are known to me as **REGULAR ATTENDEES OF THE CHURCH OF ENGLAND OR OTHER CHRISTIAN DENOMINATION AND ATTEND CHURCH MONTHLY.**

**How long have the applicants attended your church?** ..... years

**Church attendance at time of application will be considered if a family has recently moved Church or into the area and attended a church at their previous address.**

**Signature of Parish Priest/Minister**..... **Date**.....

This form must be completed and returned to the school by 15<sup>th</sup> January 2016.  
Forms that have previously been submitted will not be counted.

NB: If a family is refused a place at the school and appeals against the governors' decision, this form may be used as evidence at the appeal.