



**Runwell Community  
Primary School**

# **Admissions Policy 2020-2021**

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# Admissions Policy

## General

Runwell Community Primary School is a publicly funded independent school. The school has an agreed annual admission number of 60 pupils per year. The Academy is not a selective school and admits children against the following process and criteria:

## Consideration of Applications

1. Runwell Community Primary School will consider all applications for places. Where fewer than 60 applications are received, the Academy will offer places to all those who have applied.
2. Runwell Community Primary School may refuse admission to particular applicants in cases where fewer than the published admission number have applied. These are applicants who have been excluded from two or more other schools, and the ability to refuse admissions runs for a period of two years from the last exclusion.
3. There is no guarantee of a place for children living in the priority admission area.

## Procedures where the Academy is Oversubscribed

Where the number of applications for admission is greater than the published admissions number, applications will be considered against the criteria set out below. The criteria will be applied in the order in which they are set out below:

1. Looked After Children/Children with an Education Health Care Plan (EHCP)
2. Children living in the priority admission area of the school with a sibling attending the school at the time of application and admission;
3. Children living in the priority admission area of the school;
4. Children attending Runwell Community Primary School's nursery;
5. Children living outside the priority admission area of the school with a sibling attending the school at the time of application and admission;
6. Remaining applications.

Exceptional medical circumstances (supported by evidence) or special personal circumstances relating to the child which necessitate attendance at Runwell Community Primary School (supporting written evidence will be required from a professional e.g. social worker) may override the above (other than Looked After Children and those with an Education Health Care Plan) at the discretion of the School Admissions Committee.

In the event of oversubscription within any of the above criteria, priority will be determined by straight line distance from home to school, those living closest being given the highest priority. Where the comparison and calculation of distance is the same for more than one application, any remaining places will be randomly allocated.

## Definitions

- 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).

- **Sibling**  
Is defined in these arrangements as children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters.

### **Operation of Waiting Lists**

Where in any year Runwell Community Primary School receives more applications for places than there are places available, a waiting list will operate. This will be maintained by the Runwell Community Primary School 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 and, if wanted, an appeal for the school. The child will remain on the waiting list for one term.

Children's position on the waiting list will be determined solely in accordance with the over-subscription criteria set out above.

### **Arrangements for Appeals Panels**

Parents may lodge an appeal on receipt of notification that their application for a place was unsuccessful. The reasons for refusal will be indicated on this notice. Appeals will be heard by an independent appeal panel whose decision will be final.

### **Arrangements for Admitting Pupils to Other Year Groups** *(Including replacing any pupils who have left the Academy)*

Applications to the school for places other than the normal admission round will be considered on an ongoing basis and places will be offered, subject to the admission criteria above, where vacancies are available.