

## **ADMISSIONS POLICY**

### **THE ETHOS OF IQRA ACADEMY**

IQRA means 'Read '

**I**mprovement  
**Q**uality  
**R**espect  
**A**chievement

### **Policy Statement**

Iqra Academy is committed to achieving a high standard of education for all its pupils, so that they have the ability the skills necessary to cope confidently with the demands of further education, employment and adult life.

### **Key Responsibilities**

#### **The Governing Body must:**

- Ratify the Admissions Policy
- Monitor the annual intake to Reception
- Monitor the transition of pupils to secondary school
- Monitor the in-year admissions
- Monitor the implementation of the policy

#### **The Principal:**

- Will be responsible for the successful implementation of the policy
- Will report to the Governing Body termly
- Will be responsible for the day to day management of admissions to the academy

### **Entitlement**

Children are admitted into Reception in the September following their fourth birthday. Parents can request that the date their child is admitted to the school is deferred until later in the school year or until the term in which the child reaches compulsory school age. Parents can also request that their child takes up the place part-time until the child reaches compulsory school age. The admission criteria will apply to all children seeking a school place, whatever their term of entry. The place offered will be reserved on condition that it is taken up within the same school year.

Admissions of summer born children may be deferred to the following September but in those cases children will be offered a place to enter Year 1. The Local Authority will consider any application for a deferred entry into Reception of summer born children for the September following their fifth birthday. Such requests will be considered in accordance with the Local Authority's 'Guidance on the admission of summer born children' and DfE Advice.

Children attending a school's nursery are not guaranteed a place in the reception class and a separate application must be made.

### **Pupils With A Statement Of Special Educational Needs**

The admission of pupils with a statement of special educational needs is dealt with by a separate procedure. Such children will be admitted to the school named on the statement without reference to the oversubscription criteria below.

### **Tie Break**

When demand exceeds places the distance between the child's home and school, measured by a straight line distance from the Ordnance Survey address point of the home to the main entrance to the school building, will be used to decide who is given a place; those living nearest being given the available places. Where the offer of places to applicants with equidistant addresses would lead to oversubscription, the decision of who will be offered the place will be made by random selection.

Where the number of preferences for a school exceeds the number of places available, priority will be given to children in the following categories:

- 1 Looked after children or children who were previously looked after but ceased to be so because they were adopted or became subject to a residence or special guardianship order (see *Note 1*).
- 2 Children who have **exceptional** social or medical needs, supported by a written recommendation from the child's paediatrician/consultant or professional from Children's Services. The letter must explain why the school is the only suitable school to meet the child's needs and why no other school could provide the appropriate support for the child.
- 3 Sisters and brothers of children living at the same address, who are at present on roll at the school, and will still be attending the school at the time of admission (see *Note 2*).
- 4 Other children.

### **Notes**

- 1 A '*looked after child*' is a child who is in the care of the local authority, or being provided with accommodation by a local authority in the exercise of their social services functions (as defined in the Children Act 1989).
- 2 The term '*sisters*' and '*brothers*' refers to children who live with the same family at the same address. Children living with the same family e.g. foster, adopted children and step-sisters and brothers are also included.
- 3 '*Home address*' refers to the child's permanent home at the date of admission. Where the child lives with parents with shared responsibility, it is for the parents to determine which address to use when applying for a primary school. Proof of residency may be required at any time during or after the allocation process.
- 4 Twins or triplets – where a family of twins or triplets request admission and only one of the siblings can be offered a place, the remaining siblings will also be offered places above the admission number.

### **Late And Refused Applications**

An 'oversubscription' or 'waiting' list will be maintained until the end of the term for which the application was made. In the event of a place becoming available, a place will be offered in accordance with the over-subscription criteria and not how long the name has been on the list. Late applications will be added to the oversubscription list and be treated in the same way as other refused applications.

Parents have the right to appeal to an independent panel against the Governors' decision not to offer a place and if they wish to do so should contact the LA's Admissions Team on 01274 385967.

**In Year Applications**

For admission to any year (except Nursery) at any time, an application must be made on the LA's 'in year common application form'. Any offer of a place will be made by the Local Authority on behalf of the Governing Body.

**Declaration of Responsibility**

This Admissions Policy was reviewed and formally adopted by Iqra Academy on

..... Date

..... Signed Named Governor

..... Signed Principal