



**Blackpool Gateway Academy**

## **Admissions Policy for 2018/19 intake**

Blackpool Gateway Academy is an Academy and the Governing Body is the admissions authority.

Blackpool Gateway Academy operates within an equal preference scheme and welcome all children.

The planned admission number for 2018/19 for Blackpool Gateway Academy is 60.

#### Application Procedures

Applications must be made using the Common Application Form which will be made available by the Local Authority's School Admissions Team. Applications can also be made online from 1st September 2017 via the Local Authority's website <http://www.blackpool.gov.uk/schooladmission>. Applications must be made direct to the Local Authority no later than the date agreed on the Common Application Form, 15th January 2018.

All places will be offered by the Local Authority's School Admissions Team on behalf of the Governing Body, within the primary co-ordinated admissions scheme operational in the Local Authority's area. The national offer date will be 16th April 2018.

You must apply to the authority where you live. If you are unsure, for example if you live near council boundaries, it is whichever Local Authority you pay your council tax to. You can apply for a primary school in any area, but you must apply to your home authority. If you live outside the Blackpool area, please contact your home authority to request an application.

A Lancashire County Council application can be requested by ringing the Pupil Access Team on 01524 581112 or writing to the Area Education Office (North), PO Box 606, White Cross Education Centre, Quarry Road, Lancaster LA1 3SQ. You can also apply online at [www.lancashire.gov.uk/e-admissions](http://www.lancashire.gov.uk/e-admissions).

#### Co-ordinated Admission Arrangements

In accordance with the Education (Co-ordination of Admission Arrangements) Regulations 2006, Blackpool's Co-ordinated Scheme for Primary Schools allows for an inter-Blackpool co-ordinated approach, which is also fully co-ordinated with Lancashire County Council.

#### Infant Class Size

The Education (Infant Class Sizes) (England) Regulations 1998 (SI 1998/1973) as amended by SI 2006/3409 prescribed that infant classes must not contain more than 30 pupils with a single qualified teacher. (The School Admissions (Infant Class Sizes) (England) Regulations 2012 – introduces certain exceptions relating to children of multiple births and children of UK service personnel).

#### Deferred Entry

Primary admission may be deferred by up to two school terms. Where parents/carers wish to defer entry this must be agreed with the school. Where deferred arrangements are agreed, school places will be reserved.

If a child has a fifth birthday during the Summer term and parents/carers wish to defer entry until the September, they can opt to miss the reception year. School places cannot be reserved in these circumstances and parents/carers would have to apply for a Year 1 place during the Summer term.

#### **HOW PLACES WILL BE ALLOCATED FOR RECEPTION IN SEPTEMBER 2018**

A place will be given to a child who has an Education, Health and Care Plan (formerly a Statement of SEN) that names Blackpool Gateway Academy.

#### **Oversubscription Criteria**

If your child has an Educational Health Care Plan that names Blackpool Gateway Academy, then the school must give your child a place. If you apply for a place in the middle of the school year, the school must give your child a place straightaway, even if classes are full.

In the event of the school being oversubscribed the Governing Body's criterion gives priority to the following children:

**1 Looked After Children\*** as required by the Education and Inspections Act 2006 and the Education (Admission of Looked After Children)(England) Regulations 2006.

\*A Looked After Child is a child in the care of the Local Authority or provided with accommodation by the Authority (as defined in Section 22 of the Children's Act 1989) at the time of application and allocation. This definition has been extended to include adopted children who were previously in the care of the local education authority or provided with accommodation by that authority as defined in Section 22 of the Children Act 1989.

**2 Siblings.** Priority is given to children who have siblings attending Blackpool Gateway Academy at the time of application and who will be attending at the time of admission. This includes full brothers and sisters who may not live at the same address. Stepchildren or foster children who live at the same address are also classed as siblings.

You must give full details of all siblings in the application.

**3 Distance.** The address you state on your application must be the current one at the time of application. If your address changes after you have submitted your application, you should notify the School Admissions Team immediately.

*The distance between the applicant's home (including flats) and school is taken as a straight line between the Local Land and Property Gazetteer (LLPG) address point of the applicant's home and of **the school site**. The LLPG is a point within the boundary of the property and is usually located at its centre. Distances are measured using the Council's Geographic Information System.*

If the Local Authority is unable to determine eligibility on distance, i.e. two or more addresses are

equal distance from the school, a random allocation will be carried out. In the event of a random allocation, someone independent of the Children Services Department and of the school would supervise the process, and parents would be invited to attend.

**NB.** The shortest safe walking route continues to be a consideration for assisted transport purposes.

Where there are more preferences than there are places available, the Governing Body employs its oversubscription criteria to objectively determine which children should be offered a place at Blackpool Gateway Academy.

In the event of the admission number being reached within any one of the oversubscription criteria in the order listed, the distance criteria will be used as a 'tie breaker'.

### **Late Applications**

Applications received after the published closing date will be treated as late applications.

Only in exceptional circumstances, and where appropriate evidence is provided, will those applications received after the closing date (but before offers of places have been made) be considered concurrently with those applications received on time.

The circumstances which might justify a late application include, but are not restricted to, the illness of a single parent/carer which might have reasonably impinged upon their ability to submit an application on time or where a family has just moved into the area.

### **Change of Preference**

You can only request a change of preference up until the closing date – you must put this in writing. Once an application has been submitted, and the closing date has passed, a change of preference can only be actioned if there is a significant change in circumstances, ie. A house move. It may not be possible to action any changes after 10th March 2018.

You will be unable to access the on-line system after the closing date. Any requests for a change of preference should be made in writing, but evidence must be provided to demonstrate the reasons for your changes.

### **Fraudulent Applications**

If it is found that a child has been allocated a place due to misleading information having been provided, for example an incorrect address, then the offer of a place may be withdrawn and the offer of an alternative school will be made by the Local Authority

### **Waiting Lists**

Waiting lists will be set up in the week following the letters being sent to parents. As places become available, the child highest on the waiting list will be offered the place. This is not dependent on whether an appeal has been submitted.

**The School Admissions Team will maintain the Waiting List until the end of the Autumn Term**

### **Appeal Arrangements**

**All appeals will be co-ordinated by Blackpool Children's Services Department.**

**Where the Governing Body is unable to offer a place because the school is oversubscribed, parents have the right of appeal to an independent admission appeal panel, set up under the School Standards and Framework Act, 1998 as amended by the Education Act 2002.**

**Parents should notify Blackpool Children's Services Department as soon as possible after receiving the letter refusing a place, if they want to appeal. Parents will have the opportunity to submit their case to the panel in writing and also to attend in order to present their case. You will receive 10 school days' notice of the place and time of the hearing.**

### **In Year Applications**

**If you move into Blackpool after the 1st September 2018, or wish to transfer your child from another Blackpool primary school, you must complete an in-year application form, which is available from the School Admissions Team.**