



Copnor Primary School – Admissions Policy – 2020/21

If the school is oversubscribed, applications will be considered first according to the following priorities in the order set out below:-

1. Children who are looked after by a local authority (i.e. in their care or provided with accommodation by the authority for a continuous period of more than 24 hours). Children who were previously looked after but immediately following being looked after became subject to an adoption order, residence or special guardianship order.
2. Children or families who have a significant medical, physical, psychological or social need. Evidence must be attached with the application form. Applications under this criterion must be supported by written evidence from an appropriate professional involved stating clearly why the preferred school is the most appropriate for the child and reasons why other schools in the city are inappropriate. All applications received under this category are considered by a multi-disciplinary team of the local authority.
3. Children living within the school's designated catchment area. If the school cannot admit all applications from the catchment area, priorities 4 (i) to (iv), will be used.
4. Children living outside the school's catchment in the following priority order:-
 - i. Children who have a brother or sister (living within the same household) already on roll and who will still be attending the school the following year.
Note – this category includes step-brothers/step-sisters, adoptive brothers/sisters living within the same household or children whose parents are married or cohabiting and live together within the same household.
 - ii. Children eligible for service premium.
Note – service premium is paid to eligible children of armed services personnel under S14 of the Education Act 2002.
 - iii. Children of staff employed at the school
 - a. where the member of staff has been employed at the school for 2 or more years at the time at which the application is made, and or
 - b. the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage
 - iv. Children who live closest to the school, based on the shortest distance from home to school, measured on a straight line 'as the crow flies'. (This distance will be used where necessary to prioritise applications). Should there be two or more identical distances requiring prioritisation, this will be done by casting lots.

Pupils with special educational needs and an Education and Health Care Plan (EHCP)

The Admissions Code states that all children with an EHCP which names a particular school must be admitted. These children have priority over and above all applications and so are allocated first or over number if the school is already full.

Other applications

Some parents may apply after the admissions deadline has passed, or when their child is older than would normally be the case for admission to a school, for example because they have recently moved into the area. If places are still available in the child's particular year group, the school must offer a place, taking into account its published admissions criteria where necessary.

Completion date: Sept 2020
Review date: Sept 2021