



## **Civitas Academy admission arrangements for 2018/19**

Civitas Academy is a primary academy in Reading and is part of REAch2 Academy Trust. This admissions policy was finalised following public consultation on a Trust-wide approach to admissions. Our aim is to ensure all our academies have simple, consistent admissions arrangements that focus on serving the local community, reflect our vision and values and are as easy as possible for parents/carers of potential pupils to understand. More information about REAch2 is available on our website: [www.reach2.org](http://www.reach2.org)

Civitas Academy is a brand new two-form entry school in the heart of Reading. We are part of the REAch2 Reading Cluster which also include The Palmer Academy and Ranikhet Academy. We aim to prepare children for the world by bringing the world into the classroom; alongside creating a safe and secure learning environment in which children are known and motivated to learn. Our school aims to express our motto, 'Hand in Hand we Learn' in every aspect of our work. Further information about Civitas is available on our website: [www.civitasacademy.co.uk](http://www.civitasacademy.co.uk)

### **Admission number and process**

The school has an admission number of 60 for entry in Reception.

The school will accordingly admit this number of pupils if there are sufficient applications. Where fewer applications than this are received, the Academy Trust will offer places at the school to all those who have applied.

Applications in the 'normal round' (that is the main cycle of applications for Reception places from the beginning of the school year) are administered on behalf of the Academy Trust by Reading Local Authority as part of the local coordinated scheme.

### **Oversubscription criteria**

When the school is oversubscribed (that is, there are more applications than places available), after the admission of pupils with an Education, Health and Care Plan that names the school, priority for admission will be given to those children based on the criteria set out below, in the order shown:

1. Looked after children or previously looked after children i.e. children in foster care, care homes or who were before being adopted
2. Children with siblings in the school
3. Children of school staff fulfilling a skills shortage role
4. Home-to-school distance – meaning that the remaining places are allocated in order of each child's proximity to the school.

## Definitions relating to the criteria

1. 'Looked after children' 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 (see definition in Section 22(1) of the Children Act 1989). 'Previously looked after children' are children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order. These definitions are set nationally, by the Department for Education.
2. 'Siblings' are defined as "children who have either the same mother or father, or they are children who live together in a family unit and with their parent(s)/carer(s). Siblings must also live at the same address as each other. If they do not live at the same address, then they are not treated as siblings. The sibling must be at the school at the point of proposed admission". Note – this definition is the one used by the Local Authority in relation to admissions to schools that they maintain - REAch2 schools adopt the same definition to avoid any confusion and keep arrangements as simple as possible for local parents and carers.
3. This option is only available for teaching or leadership staff with a permanent contract to work at the school (and not employees in REAch2 regional or central teams); it will be subject to confirmation by an independent REAch2 regional non-executive that, on the evidence available, the post does indeed relate to a skills shortage in the area. This is compliant with the statutory School Admissions Code – in fact the code allows for a wider definition/scope for children of staff but REAch2 has chosen a more limited approach.
4. 'Home-to-school distance' is defined/measured as "the straight-line distance from the home to the school, using the Ordnance Survey data points of the home and the school, using computerised software of Reading Borough Council. Every address has a unique data point which is determined by the property's Easting and Northing. This point can be anywhere on the property. The distance created, using this software, is calculated to 3 decimal places". 'Home address' is defined as the "child's single permanent home address where they live with their parent(s) or carer(s). If a child does not live with a parent or legal carer i.e. a single parent family where the parent is ill and the child lives with grandparents for the majority of the week, a full explanation will need to be supplied together with supporting evidence from a professional supporting the family/ child". Note – these definitions are used by the Local Authority in relation to admissions to schools that they maintain – REAch2 schools adopt the same definition to avoid any confusion and keep arrangements as simple as possible for local parents and carers. The school and REAch2 as admissions authority reserve the right to carry out additional checks on the accuracy of the home address provided.

## Tie-breaker

Where the admission number given above is reached part way through one of the above over-subscription criteria, the remaining places available are allocated on proximity to the school<sup>1</sup>; but only after any applications are considered where there is third party evidence

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<sup>1</sup> As measured according to the earlier 'Definitions' section. If the distance is exactly the same for two or more children, the remaining available place will be allocated on the basis of random allocation undertaken by the Local Authority. Note that random allocation will not be applied to multiple birth

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(e.g. from a medical specialist or a social worker), provided at the time of the application, setting out the exceptional medical/social need of the child (or their parent/carer) and why only this school, rather than any other, is able to meet that need; the final decision on such applications will be made by the school's governors.

## **Late applications**

All applications received by the Local Authority after the deadline will be considered to be late applications. These will be considered after those received on time. If all available places are allocated to children whose applications were received on time, parents or carers who have made a late application may request that their child is placed on the school's waiting list

## **Deferred entry for Reception places**

Parents/carers offered a place in Reception for their child have a right to defer the date their child takes up the place, or to take the place up part-time, until the child reaches compulsory school age. Children reach compulsory school age on 31 August, 31 December or 31 March – whichever of those three dates follows (or falls on) the child's 5<sup>th</sup> birthday.

Places cannot be deferred beyond the beginning of the summer term of the school year for which the offer was made.

## **Admission of children outside their normal age group, including for 'summer-born' children**

Parents or carers may request that their child is admitted outside their normal age group. To do so, they should include a written request with their application, setting out the year group in which they wish their child to be allocated a place and the reasons for their request.

When such a request is made, the Headteacher will make a decision on the basis of the circumstances of the case, based on their professional judgement of what is in the best interest of the child, taking account of the evidence and rationale provided by the parents/carers.

## **Waiting lists**

Where the school receives more applications for Reception places than there are places available, a waiting list will operate until 31 December 2018, after which parents/carers must re-apply for a place in Year 1. The waiting list will be maintained by the school and it will be open to any parent or carer to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.

Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant, they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be re-

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siblings (twins and triplets etc.) from the same family tied for the final place. We will admit them all and exceed our admission number, as permitted by the national infant class size rules set by DfE

ordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list.

## **Appeals**

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code.

Appellants should submit an appeal using to the Clerk to the Appeal Panel Committee Services, Civic Offices, Bridge Street, Reading RG1 2LU within 20 school days of the refusal decision. They are contactable on 0118 937 2532. The appeals process is run in accordance with the statutory processes and timescales set out in the School Admissions Appeals Code.