



# Victoria Road Primary School Admissions Arrangements Policy

<b>Policy written by</b>	<b>School</b>
<b>Agreed by Governors</b>	<b>November 2023</b>
<b>Next Review</b>	<b>November 2024</b>
<b>Head teacher</b>	<b>Mrs Emma Roberts</b>
<b>Chair of Governors</b>	<b>Mrs Hilary Moss</b>

**Signed:** ..... **Head Teacher**

**Signed:** ..... **Chair of Governors**

Victoria Road Primary School operates Halton LA's admissions policy and as such all areas of school admission are coordinated by HBC.

An admission policy is used to decide which children will have priority for places but only if the school receives more applications than the number of places available.

The Council has agreed one admission policy for all community and voluntary controlled schools in Halton.

Voluntary Aided schools each have their own individual policy set by the governing body of the school. Admission policies contain the "oversubscription criteria" which will be applied to assess each application.

### **Allocation Of Places To Halton Primary Schools**

In allocating school places, all parents/carers are asked to complete either the preference form in this booklet or the on-line form ([www.halton.gov.uk/schooladmissions](http://www.halton.gov.uk/schooladmissions)) on which they are invited to express up to three preferences. This will enable parental preferences to be fully considered, even if the admission authority (the LA for community and voluntary controlled schools, or the governing body for voluntary aided schools) is unable to comply with parental preference. All preferences are considered equally against each school's admissions criteria. After all preferences have been considered if only one school named on the preference form can offer a place the Local Authority will send out an offer of a place. If more than one school can offer a place parents will be offered a place at whichever of those schools is ranked highest on the preference form. This may not be the first preference school.

### **Oversubscription**

Sometimes more applications are received for a particular school than there are places available, and this means that the school is oversubscribed. When a school is oversubscribed places will be allocated in accordance with the relevant oversubscription criteria (as set out by HBC), voluntary aided schools have their own criteria.

### **Oversubscription Criteria for Community and Voluntary Controlled Schools**

1. Children in Public Care - children who are subject to a care order, or are accommodated by the LA
2. Siblings - pupils with elder brothers or sisters, including half brothers and sisters, and unrelated children living together as part of the same household, already attending the school and expected to continue at the school in the following year
3. Distance - Pupils living nearest to the school defined as a straight line measurement from the child's permanent residence to the school.

Children who have a statement of special educational needs will be admitted to the school named in the statement.

The address to be used in measuring distance for the purpose of allocating school places will be the child's permanent address at the closing date for applications.

The above criteria will apply without reference to the Halton Borough Council boundary. Distance will be measured by the LA using the LA's Ordnance Survey GIS

address point system which measures from the address point of the child's permanent address to the address point of the school in metres.

If oversubscription occurs within any one of the above criteria, places will be allocated on distance grounds as described within the distance criteria above.

Where applications are received for twins, triplets, etc the Local Authority will apply the oversubscription criteria and will oversubscribe the community or voluntary controlled school if a family would otherwise be separated. Parents should note that this does not apply to Key Stage 1) infant classes) where statutory class size limits apply.

If none of the parent's preferences can be met, in accordance with the DCSF School Admissions Code, Halton LA will allocate a school. In Halton, a place will be allocated at the nearest school with vacancies to the home address measured in a straight line distance measurement from the child's permanent residence to the school. This does not affect parent's rights to appeal for a place at the school(s) they have been refused.