



# Admissions Policy

Version 4

Date: 26<sup>th</sup> April 2020

Reviewed - Next review in one year or sooner if required.

## Admissions Policy

### Introduction

The governing body of Olive Tree Primary School applies its Admissions Policy fairly and equally to all those who wish to attend this school.

### Aims

- Ensure that we are an inclusive school that considers children from all backgrounds and abilities.
- All applications will be treated on merit and in a sensitive manner.
- Measure each application against a selection criterion to ensure the school and child are compatible.

### Admission Process (See Appendix 1)

Parents must fill in an Initial Application Form (IAF). This form can only be submitted once the child reaches 4 years old. The form is available on our school website – [www.olivetreeprimary.co.uk/admissionsapplication/](http://www.olivetreeprimary.co.uk/admissionsapplication/)

The deadline for submission of IAF is normally the 15<sup>th</sup> of January unless stated otherwise by the school. Late applications will be accepted but will not be considered until all applications received on or before the application deadline have been processed, which will reduce the chance of achieving a place for the child.

Children are admitted to Olive Tree Primary school in the academic year they become five years old.

There is one admission date per year, early in September (i.e. at the start of the school year). Therefore, parents who would like their child to be admitted to this school during the year their child is five years old, should ensure that they complete the IAF by the 15<sup>th</sup> January of that preceding academic year. If places become available during the course of the year, the Head teacher will consult the 'Waiting List' and invite the next applicant in the relevant year group.

In-year admissions will be accepted but will be added to the waiting list accordingly i.e. the date the application is received.

The Initial Application Form (IAF) and Admissions Application Meeting (AAM) are vetted against our selection criteria.

Should your child be placed on the 'Waiting list, their position on the waiting list will be determined by the points gained through our selection criteria.

When places become available, applicants are invited to an AAM in the order they appear on our 'Waiting List'.

Following the AAM, parents may be offered a place if the meeting is deemed successful (adequate points gained through our selection criteria).

### Selection Criteria

The school's selection criteria is used to support our decision making process in establishing if the child is compatible with the school's ethos. If so, they have a better chance of settling in the school, therefore maximising their potential and attendance in school.

Factors that support our selection criteria:

- Whether the child has a sibling/s already attending Olive Tree Primary School.
- When their application form was submitted.

- If either parent is official representative of the Olive Tree organisation, such as school staff, school governor or Olive Tree Trustee.
- We ask a range of questions about home life, information on parents' expectations of the school, Islam in the home and potential parental involvement in the school.

### **Admission appeals**

If we do not offer a child a place at our school, it could be due to a number of reasons including:

- Not to prejudice the education of other children by allowing the numbers of children in the school to increase above a manageable amount. (see Class size section below)
- Your child's application did not meet the school's selection criteria

If parents wish to appeal against a decision to refuse admission, they can do so if they feel the policy has not been implemented. They should write to the Board of Governors who will assess the application and possibly arrange an independent panel to consider it. However, the Board of Governors decision in this matter is final.

### **Class size**

We teach children (aged five to eleven) in classes that have a maximum number of c.20 children. Some classes however will have a smaller maximum number due to our building restrictions.

### **Withdrawal procedure**

Parents will from time to time decide that they would like to leave the school. This will occur for a variety of reasons. In order to ensure the school fulfils its statutory obligations under the DFE Guidance, 'Children missing from Education' Sep 2016, and to safeguard the wellbeing of the child(ren) leaving, the following process will apply (see Appendix 5). In all instances a child withdrawal from school form will be completed by the school.

### **Leaving school for secondary school**

The school office will contact the secondary schools that the child will attend to ensure that the child has started at the school. If the child has changed secondary school parents are required to inform the school. Should the school be unable to locate the whereabouts of the child a referral will be made to the Education Welfare Officer at Luton Borough Council.

### **Leaving school for another primary school**

The school office will need to receive a completed 'Notification of pupil leaving form' (see Appendix 2) stating the parents wish to leave the school with a minimum of one terms notice. The school will make checks to ensure that the child has joined the new school. Should the school be unable to locate the whereabouts of the child a referral will be made to the Education Welfare Officer at Luton Borough Council.

### **Leaving school to home school**

The school office will need to receive a completed '**Notice of withdrawal from school roll to undertake Elective Home Education form**', Part 1 (available from the school office) stating the parents wish to 'home school' their child with a minimum of one term notice. The school will then complete part 2 of the form and

the **'required Student Information Form'** which will be submitted to Luton Borough Council. (See Appendix 3 and 4).

#### **Leaving school due to family relocation abroad**

The school office will need to receive a completed 'Notification of pupil leaving form' (available from the school office) with a minimum of one terms notice. Should the school be unable to locate the whereabouts of the child a referral will be made to the Education Welfare Officer at Luton Borough Council.

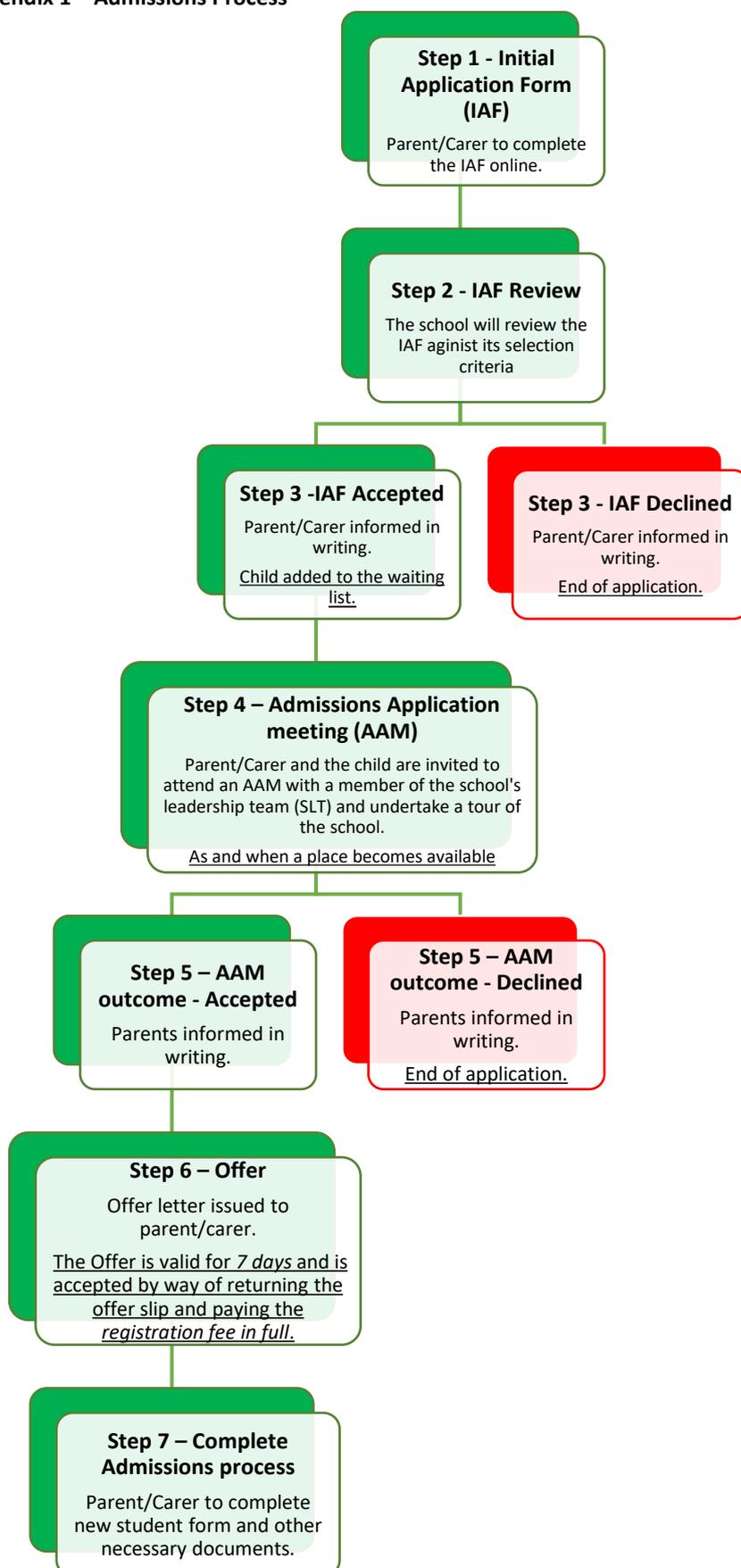
#### **Leaving school before you have attended your first day**

The school will expect all pupils who have applied and completed the registration fee to join the school. Should parents wish to withdraw their child before the child's first day at school, the school will need to be informed where the child will be schooled. The school will also make checks with the new school. Should the school be unable to locate the whereabouts of the child a referral will be made to the Education Welfare Officer at Luton Borough Council.

#### **Review**

This policy will be reviewed annually by the Board of Governors in the light of any changed circumstances in our school or the local area.

## Appendix 1 – Admissions Process



Appendix 2

Notification of pupil leaving form

<b>Child's Details</b>	<b>Child's name:</b>	
	<b>Current Class / Year Group:</b>	
	<b>Date of Birth:</b>	
	<b>Pupil Number (if known):</b>	

<b>Parent / Carer Details</b>	<b>Parent / Carer Name(s):</b>	
	<b>Current Address:</b>	
	<b>Current Contact Details:</b>	
	<b>New Address (if applicable):</b>	
	<b>New Contact Details (if applicable):</b>	

<b>New School Details</b>	<b>Name:</b>	
	<b>Address:</b>	
	<b>Telephone number:</b>	
	<b>Email:</b>	
	<b>DfE Number:</b>	

<b>Expected Leaving Date:</b>		
<b>Staff consulted / notified:</b>	Headteacher	
	Curriculum Lead	
	Class Teacher	
	Office	
	Finance Team	

<b>Confirm Written Notification Received from Parent</b>	
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OFFICE USE ONLY

<b>CHECKLIST</b> (tick as appropriate)	
Ensure any outstanding school fees have been obtained	
Written confirmation from parents along with this form to be filed in the school leavers folder	
Confirm attendance in new school	
Update Register	
Should the school be unable to locate the whereabouts of the child, make a referral to the Education Welfare Officer at Luton Borough Council	

### Appendix 3

## Notice of withdrawal from school roll to undertake Elective Home Education

### PART 1 – TO BE COMPLETED BY PARENTS

This form is for parents intending to withdraw their child from school in order to educate them at home.

**Child's Details – please complete a separate form for each child and return to your child's current school**

Forename: \_\_\_\_\_ Surname: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Gender: Male/Female (*delete as applicable*)

Ethnic Origin: \_\_\_\_\_ School Year: \_\_\_\_\_

#### Parent/Carer Details

Forename: \_\_\_\_\_ Surname: \_\_\_\_\_

Forename: \_\_\_\_\_ Surname: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

#### School Details

School Name: \_\_\_\_\_ Headteacher: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

I/we have decided to withdraw our son/daughter, \_\_\_\_\_ (*child's name*) from -  
\_\_\_\_\_ school and to educate them at home in accordance with Section 7 of  
the Education Act 1996.

Please remove \_\_\_\_\_ (*child's name*) from the school register as from  
\_\_\_\_\_ (*date*) as required under 9(1) (C) Section 434 of the Education Act 1996 and inform  
the Local Authority accordingly.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

*Parent/Carer*

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

*Parent/Carer*

### PART 2 – TO BE COMPLETED BY THE SCHOOL

This form will advise the Local Authority Elective Home Education Officer of a child being educated at home.  
I am informing you that the parent/carers of the above named pupil have decided to withdraw them from the  
school and educate them at home in accordance with Section 7 of the Education Act 1996.

I have removed them from the school register as from \_\_\_\_\_ (*date*) as required under 9 (1) (C)  
Section 434 of the Education Act 1996.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

*Headteacher*

Within 10 days this completed form should be sent to: Elective Home Education Team, Luton Borough Council,  
Town Hall, George Street, Luton, LU1 2BQ

**Elective Home Education  
Required Student Information Form**

**EHE1**

**Pupil Details**

**Pupil Details**

School / Academy

Olive Tree Primary School

DfE number

8216004

Pupil name

UPN

Date of birth

Address

Post code

Telephone numbers

Language used at home

Ethnicity

Details of any disability

**Parental Responsibility**

To the best of my knowledge, the person(s) with parental responsibility for this pupil are

First name	Surname	Relationship	Address	Postcode	Telephone

First name	Surname	Relationship	Address	Postcode	Telephone

**Referral Details**

**Referral Details**

Special educational needs if relevant, include the date of the last Statement/EHC review

Please indicate if the child is on entitled to any of the following: Free School Meals, Universal Infant Free School meals (UIFSM year 1 & year 2) Pupil Premium, Pupil Premium Ever 6 or Pupil Premium Plus

Details of recent school reports

Reason given by parent for choosing EHE (if known)

**If the child was previously on roll at a school please attach a copy of the letter from the parent requesting that the child be removed from the school roll**

Details of any meeting held with parents

Details of any concerns

Details of any previous involvement with other agencies

Any other relevant information

## Submit Request

### Data Protection

The information submitted in this document was collected for the following purposes:

- Reason of Support, Challenge & Intervention – People Directorate

Luton Borough Council ensures any personal data collected will be retained securely for as long as necessary and only used for legitimate Council activities to facilitate the delivery of Council services, or for the purpose of preventing and/or detecting fraud and/or crime, in accordance with the Data Protection Act 1998.

Luton Borough Council's Data Protection policy is available from the website at [www.luton.gov.uk](http://www.luton.gov.uk) or by writing to the Corporate Information Officer, Chief Executive's Department, Luton Borough Council, Town Hall, George Street, Luton, LU1 2BQ

I have read the Luton Borough Council personal information statement and consent to the personal information I have provided on this form being used for the purposes stated.  
Please confirm you have read above statements

## Submit Request

By submitting this form I hereby certify that the information given in this form is true and accurate to the best of my knowledge.

Removal from roll date

Referral made by

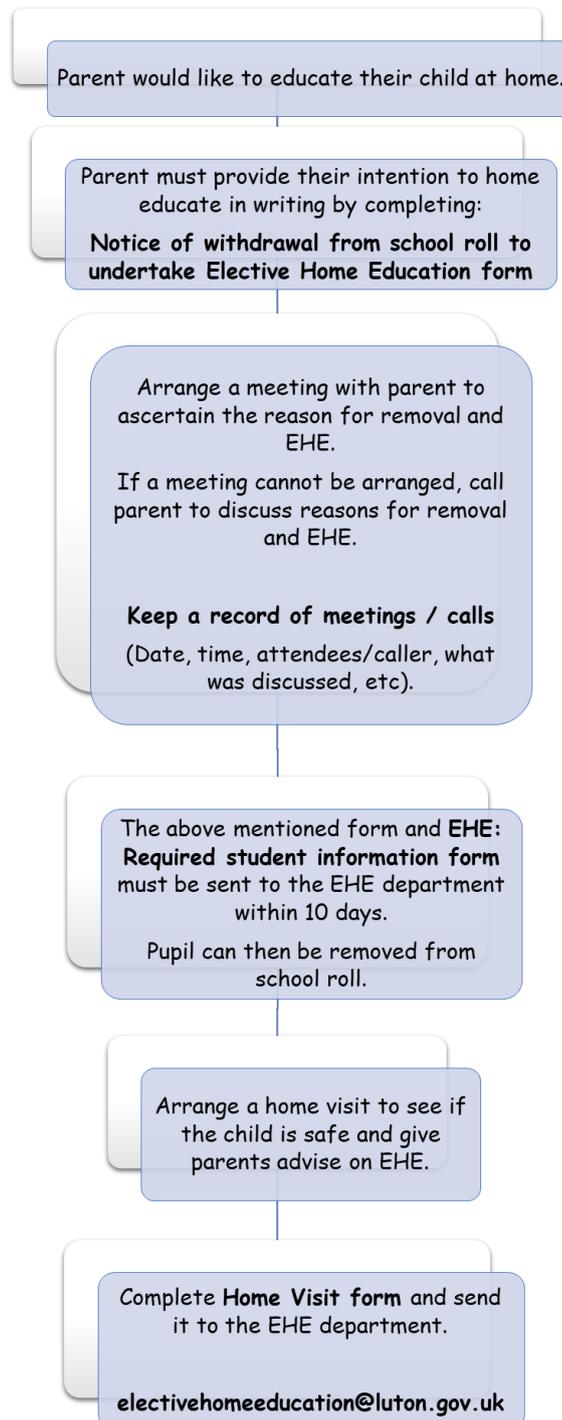
Position / title of referrer

E-mail address

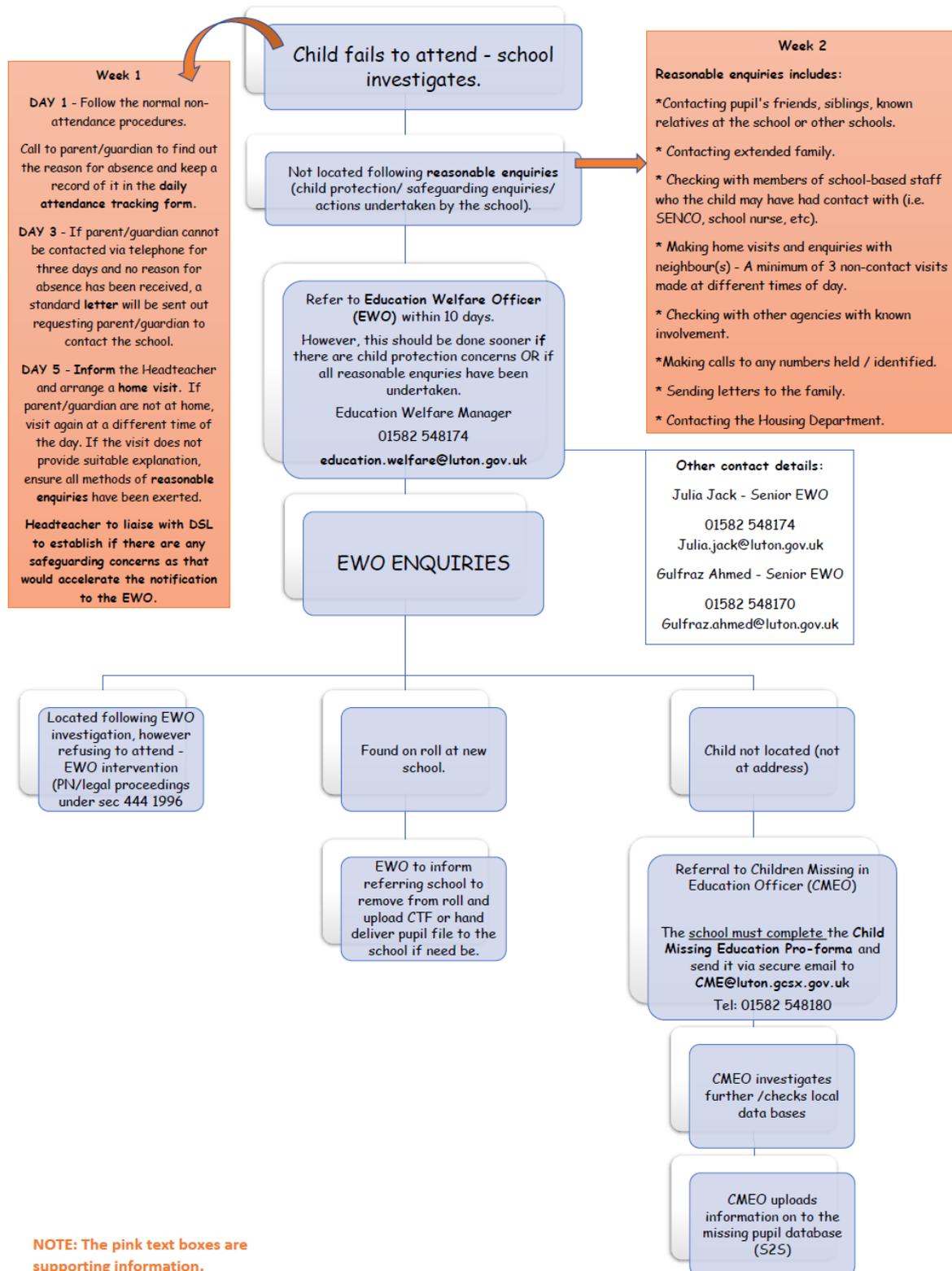
Referral date

Submission date

## Appendix 5 - Procedure for Elective Home Education – removing pupil from school roll



## Procedure for Children Missing in Education – CME



**NOTE: The pink text boxes are supporting information.**

All paper trails, emails, completed forms and call logs to be recorded and filed in the school leavers folder.

Procedure for other leavers (in-year transfers, year 6 leavers, relocation...)

