

*(Name and address of school)*

*(Admission Policy for (insert year))*

### **A. Ethos Statement**

*(insert name)* Church of England Voluntary Aided School has a distinctive Christian ethos which lies at the heart of the school and provides an inclusive, caring and supportive environment where children learn and flourish in a setting shaped by Christian value. We welcome applications from all members of the community and we ask all parents/guardians to respect the Christian ethos of our school and its importance to our local community.

### **B. SEN / EHCP Pupils**

In line with the School Admissions Code, children with Statements of Special Educational Needs (SEN) or Education, Health and Care Plans (EHCP) that name *(insert name)* Church of England Voluntary Aided School will be admitted. As a result of this, the published admissions number will be reduced accordingly before places are allocated to other pupils. A Statement of Special Educational Need is a statement made by the Local Authority under Section 324 of the Education Act 1996 specifying the special educational provision required for that child. An Education, Health and Care plan is a plan made by the Local Authority under Section 37 of the Children and Families Act 2014 specifying the special education provision required for that child.

### **C. Application Process**

To apply for a place at *(insert name)* Church of England Voluntary Aided School, parents/guardians will need to complete a Common Application Form (CAF), which is available from the School Admissions Team at the Local Authority (LA) and submit it online or return it to the LA by the *(insert date)* deadline. The school's Supplementary Information Form, for Faith place applications only, which is available from the school, should also be completed and returned to the school by *(insert date)*. Offers of places will be sent to parents on the common offer date and notified by the LA.

The published admission number for the school is 30 and therefore the Governing Body will offer up to 30 pupils a place in the Reception class in the academic year *(insert date)*. The school provides for children between 4 and 11 years old, educational year groups Reception to 6 inclusive.

Children are admitted to the Reception class in the school year in which they have their fifth birthday. All Reception year children are admitted in September, at the start of the Reception year. Parents/guardians of Reception age children have the right to deferment of entry or to take the place up part time, until the term in which the child reaches compulsory school age.

Parents of gifted and talented children, or those who have experienced problems or missed part of a year, for example due to ill health, can seek places outside their normal age group. In addition, the parents of a summer born child may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to Reception rather than Year 1. Parents should write, in the first instance, to the Head Teacher, explaining their reasons. All such requests should also be sent to (give email / postal address of the school's admissions officer).

It is not an automatic right to choose this option and decisions will be made by the admission authority on the basis of the circumstances of each case and in the best interests of the child concerned. To determine this the following will be taken into account: the parent's views; information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. The views of the Head Teacher of the school will also be taken into account. When informing a parent of their decision on the year group the child should be admitted to, the admission authority will set out clearly the reasons for the decision.

Where the admission authority agrees to a parent's request for their child to be admitted out of their normal age group and, as a consequence of that decision, the child will be admitted to a relevant age group (i.e. the age group to which pupils are normally admitted to the school) the local authority and admission authority will process the application as part of the main admissions round, unless the parental request is made too late for this to be possible, and on the basis of their determined admission arrangements only, including the application of oversubscription criteria where applicable. They will not give the application lower priority on the basis that the child is being admitted out of their normal age group. Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school but it is not in their preferred age group.

The Governing Body is required to abide by the maximum limits of 30 pupils per class for infant classes (5, 6 and 7 year olds).

Applications for admission are welcomed from all parents/guardians however evidence is required for some admission criteria should the school receive more than 30 applications.

#### **D. Over Subscription Criteria**

Where the number of applications for admission exceeds the number of places available, all applications will be considered in accordance with the over subscription criteria in the following order of priority:

1. Children in Local Authority Care or Previously in Local Authority Care.

Children in Local Authority Care or Previously in Local Authority Care are defined as children under the age of 18 years for whom the local authority provides accommodation by agreement with their parents/carers (Section 22 of the Children Act 1989) or who ceased to be so because they became subject to an adoption, residence or special guardianship order under Part IV of the Act.

2. Children who have siblings in the school at the time of admission.

This applies where the family continue to live at the same address as when the sibling was admitted. It must be noted that if they move house before an application for a place for a younger sibling is made, the new property must be within (x) miles of the school, or nearer to the school than the previous property as defined by the distance measurement criterion, (within E. Permanent Residence and Tie Break), in order for this link to be maintained. In this context siblings are defined as children who permanently live as brother or sister in the same house,

including natural brothers and sisters, adopted siblings, step brothers or sisters and foster brothers or sisters.

3. Children with at least one parent/guardian who is a practising member at (insert name of local Anglican parish Church), evidenced by attendance at religious services at least fortnightly for two years preceding the application for a school place. Confirmation of having met this requirement must be provided by completion of a Supplementary Information Form (SIF) which is obtainable from the School Office and must be returned to the school duly signed by (insert date).

4. Children with at least one parent/guardian who is a practising member at any other Christian Church, (that is a member of Churches Together in Britain and Ireland or the Evangelical Alliance), or Place of Worship in other Faiths, evidenced by attendance at religious services at least fortnightly for two years preceding the application for a school place. Confirmation of having met this requirement must be provided by completion of a Supplementary Information Form (SIF) which is obtainable from the School Office and must be returned to the school duly signed by (insert date).

5. Children with particular medical / health and special access reasons.

Medical, health, social and special access reasons will be applied in accordance with the school's legal obligations, in particular those under the Equality Act 2010. Places will be allocated under this criterion to children whose mental or physical impairment means they have a demonstrable and significant need to attend (insert name of school) or to children whose parents' or guardians' physical or mental health or social needs means they have a demonstrable and significant need to attend (insert name of school). Medical, health, social or special access reasons must be supported with written evidence from an appropriately qualified medical, health professional, social worker or other care professional. The evidence must demonstrate the reasons why the school is the most suitable school and the difficulties that would be caused if the child had to attend another school.

6. Children who have a parent who is a relevant member of the staff of (insert school name). A parent will be considered a relevant member of the staff of (insert school name) if he or she has been employed at the school for two or more years at the time at which the application for admission to the school is made or has been recruited to fill a vacant post for which there is a demonstrable skills shortage.

7. All other children

#### **E. Permanent Residence and Tie Break**

In the event of the criteria being oversubscribed, applications will be ranked in accordance with proximity of the child's permanent residence to the school with the closest being given higher priority. Distance will be measured using Ordnance Survey address point data as supplied by the LA. In the event of any of the above criteria being oversubscribed, priority will be given based on distance as described above with those closest being given higher priority. In the unlikely event that two or more children in all other ways have equal eligibility for the last available place at the school, the names will be issued a number and drawn randomly to decide which child should be given the place, (this process will be independently verified).

A child's home is considered to be a residential property that is the child's only or main residence and not an address at which the child may sometimes stay or sleep due to domestic or special arrangements. The address must be the child's home address on the day the application form is completed and which is either

- Owned by the child's parent(s) or guardian(s), OR
- Leased to or rented by the child's parent(s) or guardian(s) under a lease or written rental agreement.

Where there are shared responsibilities for the child, and as a consequence the child lives at two different addresses during the week, the home address will be regarded as the one at which the child sleeps for the majority of weekdays.

#### **F. Waiting List**

A waiting list will be kept of the applicants who are refused admission due to over subscription and whose parents make a written request to have their child's name to be placed on the waiting list. The list will be kept in the sequence of the criteria described above and re-ranked, in line with the published oversubscription criteria, every time a child is added. As and when places become available they will be offered to applicants. Names will be kept alongside any additional names throughout the year on the waiting list until the end of the academic year for which the application for admission was made.

#### **G. In-Year Admissions**

Applications for In-Year admissions are made directly to the school. If a place is available and there is no waiting list, the child will be admitted. If more applications are received than there are places available then applications will be ranked by the governing body in accordance with the oversubscription criteria above. If a place cannot be offered at this time then you may ask us for the reasons and you will be informed of your right of appeal. You will be offered the opportunity of being placed on a waiting list as outlined above.

#### **H. Appeals**

Any request for an appeal should be made in writing to the Chair of Governors, care of the school, within 20 school days of being notified that a place has not been allocated. An independent appeals panel will then be convened to hear the appeal.

#### **I. Fair Access**

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admissions round the governing body is empowered to give absolute priority to a child where admission is requested under any local protocol that has been agreed by both the Diocese and the governing body for the current school year. The governing body has this power even when admitting the child would mean exceeding the published admission number.

The Governing Body reserves the right to withdraw the offer of a school place where false evidence is received in support of an application, where parent(s)/guardian(s) have failed to respond to an offer within a reasonable period of time or where parent(s)/guardian(s) have failed to notify the school of important changes to the application.

Queries about the Admissions Policy should be addressed to the Headteacher or Chairman of Governors c/o the school office.