

	Youlgrave All Saints' C of E (VA) Primary School	DOCUMENT: Admissions
	Governors Policies	ISSUE: 6 DATE: May 2016 AUTHOR: Governors PAGE: 1 of 5

ADMISSIONS POLICY

1.1 POLICY STATEMENT

1.1.1 Youlgrave, All Saints' CE (VA) Primary School has a one- point entry system for children who are 4/5 years old. This means that for admission to the 2018-19 school year, all children where their 5th birthday falls within the academic year can be admitted full time from September 1st. The school has a Planned Admissions Number (PAN) of 14.

1.1.2 *(Please note: There is no legal requirement for a child to start school until the beginning of the term following the child's 5th birthday.)*
In all cases the initial admissions into reception classes will be via the Local Authority's Central Admissions System.

1.1.3 The school has a distinctly Christian character, which is evident in the ethos, teaching, Collective Worship and displays.

1.2 APPLICATION OF POLICY

- 1.2.1
- Admission arrangements will be published in the School Prospectus.
 - The policy will be reviewed annually by The Governing Body.
 - Copies are available from the school office.
 - The Local Authority (LA) i.e. Derbyshire County Council, The Diocese i.e. Derby Diocesan Board of Education (DDBE), local community and local pre-schools will be consulted on admission arrangements via letters, adverts and a public meeting. This will take place every three years in line with legal requirements.

1.3 PROCEDURE

1.3.1 Admissions from September 2006 are subject to a new co-ordinated scheme through the Local Authority. The scheme allows parents to apply for up to three Primary Schools placing them in order of preference. The LA acts as a 'clearing house' and submits a list of potential applicants to the school.

1.3.2 The Headteacher/Governing Body will then rank these applications under the school's over-subscription criteria (see below). The ranked list is then returned to the LA. Parents/Carers will receive a single offer of a school place.

	Youlgrave All Saints' C of E (VA) Primary School	DOCUMENT: Admissions
	Governors Policies	ISSUE: 6 DATE: May 2016 AUTHOR: Governors PAGE: 2 of 5
1.3.3	Parents/ Carers must make their application on a common application form, to be returned direct to the LA, and give reasons for their preferred school. (Applications can also be made online to www.derbyshire.gov.uk/admissions or phone 01629 533190).	
1.3.4	Applications will be considered against each schools published admissions number and criteria. The dates for applications each year will be published by the LA and advertised locally.	
1.3.5	All matters pertaining to the admissions of children to Youlgrave All Saints' CE (VA) Primary School will be conducted with the highest integrity. Principles of transparency, honesty and fairness will always apply.	
1.4	APPEALS	
1.4.1	Parents/ Carers who are unsuccessful in their application are entitled to appeal against the decision to an independent appeals committee. The DDBE will arrange the appeal hearings for Youlgrave, All Saints' CE (VA) Primary School.	
1.4.2	Appeal hearings will have two distinct elements.	
1.4.3	Firstly, the panel will determine whether or not the school has acted properly in refusing to admit (i.e. that the year group is full and that over-subscription criteria have been fairly applied).	
1.4.4	Secondly, the panel will hear evidence from the school as to why the admission of additional pupils would be prejudicial to the education of existing pupils and from parents as to why their case for admission should override the prejudice.	

	Youlgrave All Saints' C of E (VA) Primary School	DOCUMENT: Admissions
	Governors Policies	ISSUE: 6 DATE: May 2016 AUTHOR: Governors PAGE: 3 of 5

1.4.5 The school will submit its case in writing and be represented at the hearing. The panel will then make a binding decision and inform both parties in writing.

1.4.6 If the appeal is upheld, the school will make arrangements to admit the child with no undue delay.

1.5 OVERSUBSCRIPTION

1.5.1 CRITERIA TO BE USED IN THE CASE OF OVER SUBSCRIPTION

Children who have an Education, Health and Care Plan (EHCP) which names the school will be admitted, remaining places will be allocated using the following criteria

1. Children in Public Care and Looked after children are those who are either looked after by the LA or children who were looked after, but cease to be so because they were adopted (or became subject to a residence order or special guardianship order).
2. Children resident within the civil parishes of Youlgrave, Middleton by Youlgrave and Harthill. (Maps of the parishes available in the school office).
3. Siblings of pupils attending the school at the time of admission. For the purposes of this criterion, siblings shall include children brought up in the same household.
4. Children of whom at least one parent or carer has regularly (i) worshipped at the Churches and Chapels of Youlgrave and Middleton Parishes for a period of at least one year prior to the date of application (ii).
5. Other children whose parents have requested a place

Notes: (i) Regular means an average attendance of once per month
(ii) Church attendance must be verified by a letter from the relevant priest, minister or churchwarden.

	Youlgrave All Saints' C of E (VA) Primary School	DOCUMENT: Admissions
	Governors Policies	ISSUE: 6
		DATE: May 2016
		AUTHOR: Governors
		PAGE: 4 of 5

1.5.2 In the case of over-subscription in any of the above criteria, the following will be used as tie-breakers:

A. The distance the child lives from the school.

This will be judged in the same way as Derbyshire County Council's policy for community and controlled schools, which is:

Precedence will be given to the children living nearest to the school measured by straight line distance. The Children's Services Department has a Geographic Information System (GIS) to measure the straight line distance. It is measured by a standard straight line distance calculated to within two metres. This measurement is taken from the postal address file, normally the house front door. For schools the grid reference is taken from the postal address file and will normally be the centre of the school for primary phase schools, or the nearest gate or entrance for secondary schools.

The above also applies in cases where parents have shared responsibility for a child following the breakdown of their relationship and the child lives for part of the week with each parent.

B. In cases where the last available place pertains to a single place of residence from which two or more applications have been received (e.g. twins) the allocation of places within that place of residence will be made by the drawing of lots.

1.6 WAITING LISTS

1.6.1 The school will establish a waiting list for at least one term after the designated admission date and any places which become available will be allocated to the child on the waiting list irrespective of whether or not any appeals are ongoing.

1.7 ENQUIRIES

1.7.1 Parents must apply for places at the school via the LA.
The Headteacher will be very pleased to make arrangements to show parents around the school and discuss all aspects of the school with them.

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	<p align="center">Governors Policies</p>	
<p>1.7.2</p>	<p>For any enquiries about the admissions procedures, please contact: The Headteacher All Saints' C of E (A) Primary School Alport Lane Youlgrave DE45 1WN Tel:01629-636289 E-mail: headteacher@youlgrave-allsaints.derbyshire.sch.uk</p> <p>1.8</p> <p>GLOSSARY LA – Local Authority i.e. Derbyshire County Council PAN – Planned Admission Number DDBE – Derby Diocesan Board of Education</p> <p>1.9</p> <p>This policy was approved by the Governing Body on 8th March 2016, with a minor amendment approved on 17th October 2016 and will be reviewed annually. DCC new wording for 1.5.2 added 10th February 2017.</p> <p>Full consultation will next take place seven years from Jan 2012 providing no further changes are required to be made during this period.</p> <p>Chair of Governors signature: A McCloy Date: 8th March 2016</p>	