

Bishop Pursglove Church of England (VA) Primary School

Admissions Policy 2018/2019

Aims

- ◆ To give children and parents as much information as possible about Bishop Pursglove School and the education we provide.
- ◆ To make each child's start happy and successful.
- ◆ To begin a lasting partnership with parents.

Procedures

The County Council will provide information to ALL Derbyshire Infant and Primary schools to alert parents of the need to apply for a Reception school place. In addition the Council mounts a County wide publicity campaign to raise awareness of the application procedure. Further information is available at <http://www.derbyshire.gov.uk>

Deferred and part-time entry

At Bishop Pursglove School, children may start school full time in the September of the "school year" (September 1st – August 31st) they have their fifth birthday. (The school year runs from 1 September to the 31st August.) All parents/carers are entitled to a full time place for their child in the Reception class from September, but may defer entry until the beginning of the term after their child is 5 years old (ie when the child reaches compulsory school age) or until the beginning of the Summer term whichever is earlier. Children may attend part-time (mornings) until their child reaches compulsory school age. Parents /carers which have been offered a place at the school and wish to defer entry for their child and /or attend part-time must put this in writing to the headteacher at the earliest opportunity and before the start of the Autumn term.

Education out of normal (chronological) age group

Children are normally educated in school with others of their age group; however, in exceptional circumstances parents/carers may seek a place outside of their child's normal age group. Decisions will be made on the basis of the circumstances of each case. Parents/carers must clearly state why they feel admission to a different year group is in the child's best interests and may provide recent professional evidence to support this. Further details of how to make such a request are available from the school.

The published admission number for the school is 30 in any one school year.

Over Subscription Criteria

Children with a statement of Special Educational Needs or an Educational Health Care Plan which names the school will be admitted.

Where the number of applications exceeds the standard number then the governing body will allocate on the following criteria:

1. Children who are in public care, and children who were in care and have become subject to a residence, special guardianship or adoption order,
2. Children of parents living in the Parish
3. Children who have a sibling in school at the time they are admitted (sibling means a brother or sister or an adopted brother or sister, or fostered at the same address).
4. Children of whom at least one parent or carer has regularly (1) worshipped at one of the churches of Tideswell Parish or its ecumenical partners for a period of at least six months prior to the date of application (2).

(1) Regular means an average attendance of once per month.

- (2) Church attendance must be verified by a letter from the relevant priest, minister or churchwarden.
5. In the event of a *tie break* priority will be given to other children who live nearest the school as measured by the straight line. (* see note below)

***Note**

If any of these categories are oversubscribed, the governing body will make a decision based on the shortest distance between the applicant's home and the main entrance of the school as measured by the council. The nearest to the school will be given priority. This distance "tie breaker" will be in any of the five categories, if two or more applicants are equal in all other respects.

Children who are not offered a place will have their names entered on the schools waiting list in order of priority ranked by the admissions criteria. This waiting list will be maintained until January 31st of the following year.

If a place becomes available it will be offered to the first pupil on the waiting list

Information about applying (from the LA) will be sent out in the autumn term, and parents are invited to look round school before confirming their choice.

In the Spring letters are sent out from the Local Education Authority offering places. Once admissions are confirmed we welcome each child and his or her family and invite them to stay half a day in his or her class at **Bishop Pursglove Primary School** in the summer term prior to starting school.

Appealing against the decision of the Governing Body

Families that have been unsuccessful at obtaining a place have a right of appeal against the Governing Body. Letters of appeal should be sent to the chair of governors c/o the school within 20 days of the date of the letter informing parents that they have not been offered a place for their child.

The school will send the letters of appeal to the Derby Diocesan Board of Education who will arrange for an independent appeal panel to hear appeals. The decision of the appeal panel is legal and binding on all parties.

Further Information

Useful Documents and Resources

LA	How to apply for a place at Primary School – a guide for parents
DFE	School admissions code 2014