

## **AP1 Admissions Policy 2018/2019**

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### Introduction

This document is a statement of the Admissions Policy 2018/2019 and will be reviewed annually.

It was compiled through a process of consultation with *Governors*

It was approved by the *Governing* body on: 23<sup>rd</sup> January 2017

The implementation of this policy is the responsibility of all *Governors*

# **Dinting Church of England Voluntary Aided Primary School**

## **Admissions Policy**

**Policy No.: AP1**

There is now a co-ordinated approach to admissions for Primary Schools in Derbyshire. All parents in Derbyshire must apply to the LA for primary school places on a common application form. As an Aided school the Governing Body retains the right to consider applications from parents that are passed on by the LA. All forms to be returned by the date determined with the LA under the co-ordinated arrangements. An offer of a place will then be made by the LA on behalf of the school, in accordance with the agreed co-ordinated scheme.

Further information about the co-ordinated admissions scheme is available in the Authority's Parents' Information Booklet - 'How to apply for a place at Primary School - A guide for parents'

This policy will operate from September 2018 for all new admissions to the school. It will apply to all admissions for the year 2018-19

All children are normally admitted in the September term (single-point entry). The school will, however, support parents who express a preference to educate their four-year-old child(ren) for mornings only. If a parent is offered and accepts a place during the normal admission round but asks to defer the child's entry until he or she is of compulsory school age, the place will be held open provided it is taken up within the same academic year.

### **Numbers**

The Governors will admit a maximum of 17 children to the Reception Class during the academic school year. The school's published admission number (PAN) is 17.

### **Over-subscription**

Children who have a statement/ Education, Health care Plan which names the school will be admitted before the oversubscription criteria is applied. (this is a legal requirement)

### **In Year Admissions**

If you are moving to Derbyshire or want your child to move schools other than at the normal admission/transfer time, you will need to apply for an in-year admission. You can apply by telephone 01629 537499, email [admissions@derbyshire.gov.uk](mailto:admissions@derbyshire.gov.uk)

**Deferred and part-time entry**

The School admits children to the Reception class in the September of the school year in which a child attains the age of 5 years. (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 five 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 until their child reaches compulsory school age. Parents/carers who 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 state clearly 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 school will always give priority to children living in the parish of Holy Trinity, Dinting Vale,** but is pleased to consider applications from families not resident in the parish, unless the total number seeking admission exceeds the school's published admission number. Where applications for admissions exceed the number of places available, the priority will be determined as follows:

- Looked after children and children who were looked after but ceased to be because they were adopted (or became subject to a residence order or special guardianship order)
- Children resident in the ecclesiastical parish of Holy Trinity Dinting : a map is available in school
- Children who will have siblings in school on the date that they will take up the place (siblings are brothers and sisters, as well as step, half-brother/sisters adopted or fostered brothers and sisters resident at the same address).

- Children of whom at least one parent or carer has regularly (1) worshipped at their local church for a period of at least one year prior to the date of application and (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

(the application should be supported by a letter, signed by a priest, minister or pastor indicating regularity and duration of church attendance)

- Other children whose parents have requested a place

We will allow KS1 classes to exceed the statutory limit where the 31<sup>st</sup> child is a twin or from multiple births or of Armed Forces personnel. The same admission rule applies to KS2

### **Tie Breaker**

In the event of Governors having to make a choice between applications of equal strength, places will be allocated on the basis of those children living nearest to the school (measured by the nearest available route\*\*).

Footnote: \*\* 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.

### **Appeals**

If a child is not offered a place, parents/carers have a statutory right to appeal. This should be done by writing to the Clerk to Governors, care of the school, no later than twenty school days after the decision letter has been received. The appeal will be arranged on behalf of the Governors by the Derby Diocese Education Board and will be heard by an independent panel. The decision of the panel will be binding on the school.

**Note :**

### **Waiting List**

Children who are not offered a place will have their names entered on a waiting list in order of priority ranked by the admission criteria. The waiting list will be maintained until the 31 December of the school year that they have applied for.. If a place becomes available it will be offered to the first pupil on the waiting list (para. 3.19)

Places on the waiting list will continue to be ranked using oversubscription criteria listed earlier during the period the waiting list is open. Accordingly your child's position on the list could go up or down (during this period). Note that inclusion on the school's waiting list does not mean that a place will eventually become available. Any late applications will be added to the list in accordance with oversubscription criteria.

Other terms used in this policy (such as distance or sibling) are defined in the same way as in the county policy for community and controlled schools.

### **Place of residence**

Place of residence: the child's ordinary place of residence will be deemed to be a residential property at which the person or persons with parental responsibility for the child resides at the closing date for receiving applications for admission to school. Where parental responsibility is held by more than one person and those persons reside in separate properties, the child's ordinary place of residence will be deemed to be that property at which then child resides for the greatest part of the week, including weekends. Documentary evidence of ownership or rental agreement maybe required together with proof of actual permanent residency at the property concerned.

Schools designated by the Secretary of State as having a religious character (faith schools) are exempt from the provisions making it unlawful to discriminate on the grounds of religion nor belief when oversubscribed in the terms on which it offers to admit a child as a pupil or by refusing to accept an application to admit then as a pupil. Other exceptions for faith schools concern:

- a) The content of the curriculum; and
- b) Acts of worship or other religious observance organised by or on behalf of an educational establishment (whether or not forming part of the curriculum.

Children will not be discriminated against due to religion, disability, race, colour or gender.

It is not a requirement for parents to fill in any other supplementary forms.

### **Infant Class Size Regulations**

Infant classes of 5, 6 and 7 year olds may not, by law, contain more than 30 pupils with a single qualified teacher. Parents/carers should be aware that when the Governing Body is considering applications for places, they must keep to this limit. Parents/Carers do not have a right of appeal in accordance with Infant Class Size Regulations if the school is oversubscribed and their child is refused a place.

### **Applications for twins/multiple Births**

Where a place is offered to a child from a twin or multiple birth the Governors will normally offer places to both twins, triplets, etc. even if this means exceeding the Published Admission Number.

Policy updated 18<sup>th</sup> January 2017

Approved by Governing Body 23<sup>rd</sup> January 2017

Signed \_\_\_\_\_ Chair of Governors

Date \_\_\_\_\_