

# **Fritchley Church of England Aided Primary & Nursery School**

## **Admissions Policy for 2018-2019**

### Aims

To give clear guidelines regarding annual admission arrangements.

To have admission criteria that are clear, fair and objective for the benefit of all children, including those with special educational needs or disabilities.

To ensure that all admission requests are treated fairly.

To ensure the Published Admission Number is set at 16.

### Legal Requirements.

This policy has been written in accordance with:-

- ◆ School Standards and Framework Act 1998
- ◆ Education Act 1998 and 2002
- ◆ Revised Schools Admissions Code 2014

### Implementing the Policy

The LA, Diocese and neighbouring schools will be consulted on admission arrangements.

Pupils will not be admitted above the Published Admissions Number unless exceptional circumstances apply (see Oversubscription Criteria below).

### Procedure for putting the Policy into place

The Co-ordinated Scheme for admissions enables parents to apply for up to three primary schools and receive a single offer of a place. Parents have to complete a common application form, provided by the LA, in order to apply for places at all schools. The Authority will then act as a clearing house for the admissions of all Derbyshire pupils.

All applications are considered against each school's published admissions number. If there are more applications than there are places available at a school, places will be allocated according to the school's published admissions criteria. If a place can be offered at more than one school, then a place will be offered at the highest priority school for which the child is eligible.

Derbyshire LA's form invites parents to name their preferred school(s) by 3.30pm on 15<sup>th</sup> January 2018 (closing date). On April 16<sup>th</sup> 2018 all parents will be informed of their allocated school place.

If parents/guardians are refused a place for their child, they should appeal to the Local Authority who will inform the Governing Body who, in turn will initiate an appeal hearing through the Derby Diocesan Board of Education.

Children will be admitted to the reception class as follows:

- ◆ A child whose fifth birthday falls on or between 1 September and 31 August will be offered a full time place from September of that academic year.

There is no legal requirement for a child to start school until the beginning of the term in which the child's fifth birthday falls. However, if a parent is offered and accepts a place during the normal admissions round, but asks to defer their child's entry until he or she is of compulsory age, the Governors will agree to defer entry until January of the same academic year. The place will be held for that child and is not available to be offered to another child.

Mid-term requests will also be dealt with by the Derbyshire Co-ordinated Scheme for admissions.

#### Oversubscription Criteria

In the event that the school receives more than 16 applications for admissions to the reception year group at the start of any academic year, the following criteria will be applied by the Governing body to decide which children are offered a place. If the foundation stage classroom has the majority of its pupils in the reception year then the class size should not exceed 30.

The criteria are ranked in the order in which they will be applied i.e. priority will be given to those applicants who meet the first criterion. Before the criteria are applied places will be allocated to children who have a statement of special needs which names the school.

1. 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).

2. Children with a sibling already on the school roll. For reasons of clarity, the definition of sibling is as follows:

A brother and/or sister

A half-brother and/or half-sister

A legally adopted child regarded as a brother or sister.

A step-brother and/or step-sister residing in the same family unit.

The older sibling should be attending the school at the time of new admission.

3. Other children who live within St Mary's Parish boundary and / or the normal catchment area of Fritchley CE (Aided) Primary School. A map of St Mary's Parish Boundary is attached.

4. Children of whom at least one parent or carer has regularly<sup>1</sup> worshipped at a Christian Church, recognised as a member of Churches Together in England (*including Religious Society of Friends (Quakers) and Fritchley*

*Congregational Chapel*) for a period of at least one year prior to the date of application<sup>2</sup>.

1. "Regularly" 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. Other children whose parents have requested a place at Fritchley CE (Aided) Primary School.

6. In the case of a tie-breaker, the order of applicants within any of the above criteria will be determined by their proximity to the school, measured by the shortest available route.

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

If more than 16 applications are made to Nursery then the above criteria will be applied in the same order. If the foundation stage classroom has the majority of its pupils in the reception year then the class size should not exceed 30.

## **NOTE**

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.

Children who are not offered a place will have their names entered on a waiting list in order of priority ranked by the admissions criteria. The waiting list will be maintained until the 31<sup>st</sup> January of the following year. If a place becomes available it will be offered to the first person on the waiting list.

This policy has been approved by the Governing Body and will apply to all new admissions from September 2016 onwards.

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Footnote

Churches Together in England

(See [www.churches-together.org.uk](http://www.churches-together.org.uk) for further details on membership)

Approved: March 2016 by email and at resource meeting 12<sup>th</sup> April 2016  
(**R:10.12/04/16I**)

Reviewed – 9<sup>th</sup> March 2017 at FGB meeting

Minute No: **FGB:15a.09/03/17**

**Signed by chair of committee:** \_\_\_\_\_

**Date:** \_\_\_\_\_



