

Longstone CE (VA)  
Primary School

# Admissions Policy



Version: 8.3  
Date: February 2017

# Summary

This document explains the school's policy on the admission of pupils.

## Document control

### *Owner*

The owner of this document is the Head Teacher. All requests for change should be directed to them.

Any printed copies of this document are for reference only; the definitive version is the computer file held on the school office administrator's computer.

### *Revision history*

Version	Date	Changes	Author(s)
7	16Sept11	Alterations to App.1 as per Diocese advise-Map,Tie break & waiting list.	J Gledhill
8	16 Nov11	Amendments from Diocese & new school Admission Code (2/11/2011)	J Gledhill
8.1	8/7/15	References to statements converted to EHCP New numbering	G Harvey
8.2	23/2/16	Altered review period to every 7 years	G Harvey
8.3	13/2/17	Altered dates for next year's incoming reception	G Harvey

### *Approval*

Version	Date	Approver(s)	Minute number
7	3OCT11	Governors meeting	14.1
8	5DEC11	Governors meeting	11.1
8.1	8/7/15	Full Governing Body	68.1
8.2	23/2/16	Full Governing Board	100
8.3	23/2/17	Resources Committee	11.1

### *Review period*

The maximum period between reviews of this document is annually.

Version	Next revision due
8.3	Feb 2018

## **Statement of Policy**

### **1. The Context**

Longstone CE (Voluntary Aided) Primary School is its own admissions authority. It is the duty of the Governing Body to draw up and implement both the Admissions Policy and the over-subscription criteria. In all cases the initial admissions into reception classes will be via the Local Authority's Centralised Admission System.

Children who have an EHCP which names the school will be admitted before the oversubscription criteria are applied. In other cases, admissions are a matter for the Governing Body.

### **2. Guiding Principles**

All matters pertaining to the admissions of children to Longstone CE (VA) Primary School will be conducted with the highest integrity. Principles of transparency, honesty and fairness will always apply.

The Planned Admission Number (PAN) is 20. The school will admit pupils up to the PAN in reception year.

### **3. Local Authority Centralised Admission Systems**

- 3.1 All applications for admissions must be made via the Local Authority Centralised Admission System. Parents must complete and return the Local Authority (LA) application form. The LA will submit a list of potential applicants to the school.
- 3.2 The Head Teacher/admissions committee of governors will then rank Reception applications under the school's over-subscription criteria (see below), the ranked list is then returned to the LA.
- 3.3 Once the LA has received this information places are offered and the school is informed.
- 3.4 The LA will inform unsuccessful applicants of their right to appeal.
- 3.5 From September 2015, parents may choose for their child to start school on a part-time or full-time basis.

### **4. Admission of children below compulsory school age**

For admission to the 2017-18 and 2018-19 school years, Longstone Church of England (VA) Primary School will provide for the admission of all children in the September following their fourth birthday. Parents can request that their child attends part-time until the child reaches compulsory school age.

### **5. Deferred entry to primary schools**

Longstone Church of England (VA) School will allow parents of children who are offered a place at the school before they are of compulsory school age to defer their child's entry until later in the school year. The place for that child will be held and not offered to another child. The parent would not however be able to defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the academic year for which the original application was accepted.

### **6. In-year Applications**

The school will follow the local authority co-ordinated arrangements for in-year admissions. The Governing Board deals with applications for places received after the relevant allocation date for pupils in the first year of statutory education provided by the school and at any time for pupils in other school years.

If a year group is not fully subscribed pupils may be admitted. Parents are made aware by the LA of their right to appeal.

### **7. Appeals**

In all Aided schools, an independent panel should hear admissions appeals. The Derby Diocesan Board of Education (DDBE) will arrange the appeal hearings for Longstone CE (VA) Primary School.

Parents should complete the appeal letter as quickly as possible and forward to LA, who will forward it to the DDBE so that the hearing can be heard within 6 school weeks.

Appeal hearings will have two distinct elements. 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).

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 (e.g. issues of space, staffing, resources) and from parents as to why their case for admission should override the prejudice.

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.

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

The school maintains a waiting list for one term after the designated admission date. Any place which become available are allocated to children on the waiting list irrespective of whether or not appeals are pending.

Signed ..... Head Teacher

Signed ..... Chair of Governing Board

Date:

## **Appendix 1 - Over-subscription Criteria**

In the event of places being over-subscribed, the governors will take into account the following criteria, in order of priority:

1. Children in public care (looked after children). Looked after children are those who are either looked after by the Local Authority 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. Residence in the ecclesiastical parishes of Ashford in the Water, Sheldon, Longstone and Wardlow, and the civil parish of Cressbrook. (Map of the ecclesiastical parishes available in the school office) .
3. Siblings of pupils who will already be on the roll of the school at the time of the admission. For the purposes of this criterion, siblings shall include children brought up in the same household.
4. Any other child whose family has applied for a place and who does not qualify for consideration within the above criteria.

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) This 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, the allocation of places within that place of residence will be made by the drawing of lots.

The tie-breakers are applied, in the order as above, to determine the ranking within each of the criteria. EG if the PAN was 20 and there were 21 children qualifying for consideration within criteria 1 to 3, then one sibling child could not be offered a place. The tie-breakers would then operate on those qualifying under criterion 3 to determine which child would not be offered a place.

5. The school holds a waiting list for at least one term after the designated admission date. Any places that become available are offered to parents on the waiting list irrespective of whether or not any appeals are pending.

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