

# **Newbold Church of England Primary School**



## **ADMISSIONS POLICY (VERSION 2)**

Review: K Marsh February 2017

Approved: GB

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

Signed: Headteacher \_\_\_\_\_

Next Review: February 2018

## **The Context**

Newbold Church of England Primary School is a school whose foundation is solidly built on the teachings of Christ's Gospel. The ethos in the school is unashamedly Christian in character. We enjoy close links with our parish church of St. John The Evangelist, Newbold.

Newbold Church of England Primary School is its own Admission Authority. It is the duty of the Governing Body to draw up and implement both the Admission Policy and Over-subscription Criteria.

The admission policy has been adopted by the Governing Body and will operate from September 2018. It applies to all applications for the school year 2018-19.

In all cases admissions will be made via the Local Authority's Centralised Admission System.

All decisions relating to admission applications will be taken by the Governing Body of the school.

## **Guiding Principles**

All matters pertaining to the Admission of children and young people to Newbold Church of England School will be conducted with the highest integrity. Principles of transparency, honesty and fairness will always apply.

## **Net capacity and Planned Admission Numbers**

Net Capacity denotes the theoretical maximum number of children, which can be accommodated in the school building. All schools have a calculated Net Capacity, which should only change when teaching space within the school is created or reduced. The current Net Capacity of Newbold Church of England Primary School is 210.

Planned Admission Numbers (PAN) are usually derived from the Net Capacity by dividing it by the number of year groups catered for. The School will admit pupils up to the PAN in each and every year group. The PAN of Newbold Church of England Primary School is 30.

Parents can request that the date their child is admitted to school is deferred until later in the academic year, or until the term in which the child reaches compulsory school age.

Parents can request that their child takes up their place part time until the child reaches compulsory school age.

### **Deferred and part-time entry**

Newbold Church of England Primary 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.

### **Local Authority Centralised Admissions Systems**

Applications for admissions must be made via the Local Authority's Centralised Admissions System. Parents must complete and return the LA Application Form together with a letter of support if appropriate from your minister of religion as Newbold Church of England Primary School takes account of faith matters in implementing its Over-subscription Criteria. The Local Authority will submit a list of potential applicants to the school. The Governors will then rank these under the School's over subscription criteria, taking account of any supplementary supporting evidence received. The ranked list is then returned to the LA. Once the LA has received all relevant information places are offered and the school is informed. The LA will inform unsuccessful applicants of their right to appeal.

## **Fair Access Protocols**

Local Authorities are required to have Fair Access Protocols in order to make sure that unplaced children, especially the most vulnerable, are offered a place at a suitable school as quickly as possible. This includes admitting children above the published admissions number to schools that are already full.

## **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 the 30 limit. Parents/carers do have a right of appeal in accordance with the Infant Class Size Regulations if the school is oversubscribed and their child is refused a place.

## **Applications for twins / multiple birth children**

Where a place available 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 planned admission number.

## **Appeals**

In all Aided Schools, an independent panel will hear Admissions Appeals. The Derby Diocesan Board of Education will arrange appeal hearings for Newbold Church of England Primary School. Parents should lodge their appeal within 20 days with DCC, who will pass it on to the DDBE to arrange a hearing within 40 school days of the deadline for lodging an appeal (School Admission Appeals Code Section 2).

## **Over subscription Criteria**

All children whose statement of SEN names the school will be admitted the remaining places will be allocated at Newbold Church of England Primary School according to the following priorities:

1. Looked After Children. (a)

2. Children whose parent/s\* (the church attendance of one parent is satisfactory to fulfil the criteria) are regular (i.e. at least once a month) worshippers at St. John's Parish Church and who must support their application with a letter of confirmation (specifying both the regularity and duration of [for the period of at least one year prior to the application] church attendance) from the Parish Priest or a Churchwarden.  
( A map of the boundaries of the parish is available for inspection at the school office)
3. Children whose parent/s\* (the church attendance of one parent is satisfactory to fulfil the criteria) are regular (i.e. at least once a month) worshippers at another Anglican Parish Church and who must support their application with a letter of confirmation (specifying both the regularity and duration of [for the period of at least one year prior to the application] church attendance) from the Parish Priest or a Churchwarden.
4. Children whose parent/s\* (the church attendance of one parent is satisfactory to fulfil the criteria) are regular (i.e. at least once a month) worshippers at a Christian Church recognised as a member of Churches Together in England and who must support their application with a letter of confirmation (specifying both the regularity and duration of [for the period of at least one year prior to the application] church attendance) from the Priest or Minister concerned. (b)
5. Children who will have a sibling attending the school at the time of the proposed admission. ( c )
6. Children resident within the Ecclesiastical Parish (or Beneficial Area) of Newbold (d)
7. Other Children

In the case of a tie in criteria 2 to 7, priority will be given to the child living nearer to the school. 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.

(a) '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)

(b) Churches Together in England are:

The Baptist Union of Great Britain

Council of African and Afro-Caribbean Churches

Church of Scotland Congregational Federation

Council of Oriental Orthodox Churches

Free Churches' Council

Independent Methodist Churches

New Testament Assembly

Joint Council for Anglo-Caribbean Churches

Lutheran Council of Great Britain

Religious Society of Friends

Church of England

Salvation Army

Methodist Church

Moravian Church

Greek Orthodox Church

Roman Catholic Church

Wesleyan Holiness Church

Ichthus Christian Fellowship

Russian Orthodox Church

(c) "Sibling" means:

Brother or sister, half brother or sister, adopted brother or sister, step brother or sister or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.

(d) Definition for Resident

1. 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 the 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 the child resides for the greater part of the week, including weekends.

\*A parent is any person who has parental responsibility for or is the legal guardian of the child.

## **Waiting Lists**

Parents whose children have not been offered their preferred school in the normal admissions round will be added to their preferred school's waiting list. Waiting lists for admission will normally remain open until the end of the Autumn Term in the admission year but schools may maintain waiting lists after this date and for year groups other than the intake year. Please contact the school to request further details.

Waiting lists are ranked in the same order as the oversubscription criteria listed below. Your child's position on the waiting list may change. This means that a child's waiting list position during the year could go up or down.

Any late applications will be added to the list in accordance with the oversubscription criteria. Inclusion on a school's waiting list does not mean that a place will eventually become available.

## **Applications during the School Year**

Details of the application process are available from the school and from the Local Authority. Once an application has been made, it will be passed to the Admissions Committee of the Governing Body for consideration. If the respective year group total is below the published admission number for that year group, the child will be offered a place.

Decision letters will be issued in writing. Offers of places may be withdrawn if they are offered in error, a parent has not responded within 10 school days or it is established that an offer was obtained through a fraudulent or intentionally misleading application.

In cases involving school transfers that do not require a house move or where there is no need for an immediate move, arrangements may be made for the child to start school at the beginning of term to minimise disruption to their own and other children's education.

If your application is refused you have a statutory right to appeal (see 'Appeals'). Your appeal should be lodged within twenty school days after the date of your refusal letter.

## **Fraudulent Information**

If the allocation of a place has been made on the basis of fraudulent or intentionally misleading information, the governors reserve the right to withdraw the place.

February 2017