



Scargill CE VA Primary School  
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**Headteacher Mr A Poole**

## **Admissions Policy**

Scargill CE VA 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 admissions 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.

The admissions process is co-ordinated by Derbyshire County Council on behalf of the admission authority. All decisions relating to admission applications will be taken by the Governing Body of the School.

Parents/carers should consult the Local Authority web site [www.derbyshire.gov.uk](http://www.derbyshire.gov.uk), education and learning, ***“How to apply for a place at primary school.”***

### **1. Guiding Principles**

Scargill CE VA is a Church of England Primary School with a strong Christian ethos. It is also the local school for all children. All matters pertaining to the Admission of children and young people to Scargill CE VA Primary School will be conducted with the highest integrity. Principles of transparency, honesty and fairness will always apply.

Individual children who have a Statement of Special Education Needs or an Education Health and Care Plan which names Scargill CE VA Primary School will be admitted.

### **2. 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 Scargill CE VA Primary School is 476.

The school's 'Planned Admission Number' (PAN) is 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 for Scargill CE VA Primary School is currently 68.

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

Applications must be made on the Common Application Form. The form must be completed by all applicants and returned by the closing date set by

the local authority. Applications can be made online at [www.derbyshire.gov.uk](http://www.derbyshire.gov.uk) or through Call Derbyshire, tel: 01629 533190.

The Governors will then rank these under the School's over subscription criteria, taking account of any supplementary application forms and/or 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.

## **Oversubscription Criteria**

In the event of there being more applications than places available, the following oversubscription criteria will be applied in the priority order indicated:

1. Children looked after or previously looked after children (see definition below).
2. Children living in the normal area served by the school (see below) at the time of application and admission who have brothers or sisters attending the school at the time of application and admission.
3. Children living in the normal area served by the school at the time of application and admission.
4. Children not living in the normal area served by the school but who have brothers or sisters attending the school at the time of application and admission.
5. Children of staff employed at the school for two years or more, or who will meet a skills shortage.
6. Other children whose parents have requested a place.

## **Definitions**

### **Sibling**

*The term sibling is defined as: A brother and/or a sister A half-brother and/or half-sister A legally adopted child being regarded as a brother or sister A step-brother and /or step-sister residing in the same family unit.*

### **Looked after Children**

*A "looked after child" is a child who is:*

*(a) in the care of a local authority, or  
(b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22(1) of the Children Act 1989) at the time of making an application to a school. A "previously looked after child" is a child who:  
(a) ceased to be looked after because they were adopted, or*

*(b) became subject to a residence or child arrangements order (under the terms of the Children Act 1989 Section 8 - an order settling the arrangements to be made as to the person with whom the child is to live), or (c) became subject to a special guardianship*

order (see Section 14A of the Children Act 1989 - an order appointing one or more individuals to be a child's special guardian [or special guardians]).

## **Normal area of the school (Catchment Area)**

*Children of parents resident in the Parish or benefice. Parishes in the benefice are St Wilfrid's West Hallam, Holy Trinity Mapperley, St Andrew Stanley and Church of All Saints Stanley Common. (A map showing these parishes is available for inspection at the school office.)*

## **Tie breaker**

Having applied the ranking criteria above against the number of places available at the School and determined the cut off point (i.e. the criterion point - in the list above - at which the number of children equals or starts to exceed the number of places available), the number of children may still exceed the places available. In such a case the following additional criteria will be used to determine which pupils within that criterion band will be admitted.

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

## **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 1st 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.

## **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.

## **Late Applications**

Late applications will be administered in accordance with your home Local Authority Primary Coordinated Admissions Scheme. You are encouraged to ensure that your application is received on time.

## **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 by the Local Authority. 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.

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.

## **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. Please contact the School to request further details.

Waiting lists are ranked in the same order as the oversubscription criteria listed above. 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.

## **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.

## **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 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.

## **When will I hear if my child has got a place?**

Parents will receive notice of allocation of places from Derbyshire Local Education Authority on National Offer Day.

## **Visits to School**

Visits to school prior to making an application are warmly welcomed. Please telephone the school to arrange an appointment with the Headteacher.

***Please note we do not require a supplementary form to be completed.***