



Member of the Derby Diocesan Academy Trust (DDAT) Company No. 09442311

## **Admission Criteria for Turnditch CE Primary School**

Turnditch 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 Christian in character.

Derby Diocesan Academy Trust is the Admissions Authority for school. All matters relating to admissions have been delegated and are carried out by the Local Governing Body of Turnditch Church of England Primary School on behalf of the Academy Trust. 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.

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 Turnditch 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 Turnditch Church of England Primary School is 84.

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 Turnditch Church of England Primary School is 12.

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**

Turnditch 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 (i.e, 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 Turnditch 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. 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**

An independent panel will be constituted to hear Admissions Appeals. The Derby Diocesan Academy Trust will arrange appeal hearings for Turnditch Church of England Primary School. Parents should lodge their appeal within 20 days with DCC, who will pass it on to DDAT to arrange a hearing within 40 school days of the deadline for lodging an appeal (School Admission Appeals Code Section 2).

## **Oversubscription Criteria**

If the school is over subscribed, after the admission of pupils with a Statement of Special Educational Needs which names the school, priority for admission will be given to those who meet the criteria set out below:

1. Children in public care and children who were looked after but ceased to be because they became subject to a residence, special guardianship or adoption order.
2. Residence in the school's defined area including the parishes of Hazelwood, Shottle, Idridgehay and Ireton Wood (see map in School).
3. Siblings of current pupils (older sibling must be in school when younger sibling starts).

For clarification the definition of a sibling is as follows:

- A brother or sister
  - A half-brother or half-sister
  - An adopted brother or sister
  - A step-brother or step-sister
  - A child for whom the school place is sought is living in the same family unit at the same address as that sibling.
4. Children of whom a least one parent carer has regularly (1) worshipped at All Saints Church, Turnditch for a period of at least one year to the date of application (2):
    - Regular means an average attendance of once per month
    - Church attendance must be verified by a letter from the relevant priest, minister or churchwarden.
  5. Children who live outside the school's defined area who are regular worshippers at a Parish Church with no church school (see 4 above for criteria of regular worshipper).
  6. Any other children

In the event of oversubscription a final choice will be made on the basis of the travelling distance the child lives from the school. Distance will be measured using the Local Authority's computerised measuring system. The School will follow the co-ordinated scheme for waiting lists, late applications, appeal dates.

## **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.