

# **William Gilbert Endowed Church of England Primary School**

## **ADMISSIONS POLICY 2018-2019**

### **The Context**

William Gilbert Endowed Primary School (WGES) is proud to be a Church of England School. The ethos of this school is to serve its community by providing an education of the highest quality within the context of Christian belief and practice. It encourages an understanding of the meaning and significance of faith, and promotes Christian values through the experience it offers to all of its pupils. We ask all parents applying for a place at William Gilbert to respect this ethos and its importance to the school community. This does not affect the right of parents who are not of the faith of this school or of no faith to apply for a place here. We enjoy close links with our parish church of St Alkmunds, Duffield.

The Derby Diocesan Academy Trust 1 (DDAT1) and The Derby Diocesan Academy Trust 2 (DDAT2) is the Admissions Authority for school. All matters relating to admissions have been delegated and are carried out by the Local Governing Body of William Gilbert Endowed Church of England Primary School (WGES) on behalf of the Academy Trust.

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 onwards.

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 WGES 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 WGES is 245.

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 for WGES is 35.

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

WGES 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 31<sup>st</sup> 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 and if appropriate, **attach a letter of support from your minister of religion as** WGES 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.

The Governors will only consider one application on behalf of the same child in a single academic year unless the Chair of Governors considers there is a significant change in the particular circumstances of that child.

The Governors reserve the right to verify information and, if misrepresentation is confirmed, refuse or cancel the place.

The County Council will provide information to all Derbyshire Infant and Primary schools to alert parents of the need to apply for a reception school place. In addition the Council mounts a County wide publicity campaign to raise awareness of the application procedure. Parents can apply on line at [www.derbyshire.gov.uk/admissions](http://www.derbyshire.gov.uk/admissions) or by ringing Call Derbyshire on 01629 533190.

### **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.

It is the school's policy to maintain the total number of pupils to a maximum of 245, as far as possible. Only in exceptional circumstances will Key Stage 2 classes have more than 35 pupils. It is a statutory requirement for Key Stage 1 (infant) classes not to exceed thirty pupils. Consequently, the Infant department operates four teaching groups which are usually organised as follows (dependent upon numbers admitted)

- Thirty youngest reception pupils – Yellow Class
- Five eldest reception pupils combined with ten year one pupils based on ability, need and characteristics of learning from the end of Reception outcomes – Red Class
- The other Twenty Five year one pupils combine with five year two pupils who have gaps in the preceding stage of learning – Green Class
- The other Thirty year two pupils – Blue Class
- Class lists are finalised by the end of the Summer half-term in readiness for the start of the following academic year

### **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 hear Admissions Appeals. The Derby Diocesan Board of Education will arrange appeal hearings for WGES. 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**

Where applications for admissions exceed the number of places available, after the admission of pupils with a Statement of Special Educational needs (SEN) or Education, Health, Care Plan (EHC) where the school is named in the Statement, the following criteria will be applied, in descending order of priority, to decide which children to admit.

1. Children looked after by a Local Authority or adopted children who were previously in care (as defined in the School Admissions code). (Definition 1)
2. Children from families living in the ecclesiastical parish (beneficial area) (Definition 2) in which the school is situated, with siblings. An Older sibling should be attending school at the time of application and admission (*See map, which is available on the school website*) (Definition 4).
3. Children from families living in the ecclesiastical parish (beneficial area)(Definition 2) in which the school is situated, without siblings.
4. Children of whom at least one parent or carer has regularly worshipped at St Alkmund's Church or any Christian church recognised as a member of Churches Together in England for a period of at least 1 year prior to the date of application. Regular Church attendance must be verified by a letter from the relevant priest, minister or churchwarden which parents must obtain and provide to the Local Authority with their application form by the closing date for applications. (Definition 7 & 8)

5. Children living outside the area but with a sibling already attending the school.
6. Children living outside the area without a sibling already attending the school.

In the event of the school being oversubscribed in any of the above criteria the distance tie-breaker will be applied:

Distance will be measured from the front door of the child's home address to the main entrance of the school using the Local Authority's Geographic Information System. Those living closer to the school receive the higher priority. If the distance between two or more children's houses and the school is the same, the allocation of the place will be made by the drawing of lots.

Appeals will be heard by an independent appeals committee managed by the Derby Diocese Board of Education on behalf of the Governing Body.

#### **Definitions:**

1. *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. The 'beneficial area' covers an area outside the ecclesiastical parish boundary, but within the LA agreed area. (Please refer to the website for the map).
3. 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.
4. *Siblings* means brother or sisters who normally live at the same address and
  - a. Have one or both natural parents in common;
  - b. are 'step siblings' by reason of a parent's marriage, civil partnership, or living together with another person as though they were husband and wife;
  - c. are adopted or fostered by a parent living at the same address.
5. A *Parent* is any person who has parental responsibility for or is the legal guardian of the child.
6. *Carer* means any adult living with the child who exercises day to day care in respect of that child. It includes step parents, foster parents and adoptive parents who live with child.
7. *Regular worship* means attendance at a service of Christian worship at a church of any denomination at least once per month. **Church attendance must be verified by a letter from the relevant priest, minister or churchwarden and submitted with your application.**
8. The recognised Churches Together in England can be found by telephoning the Derby Diocese Office 01332 388660

### **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.

**Signed Chair of Governors .....**

**Signed Headteacher .....**

**Date .....**