

# **Denby Free Church of England Voluntary Aided Primary School**

## **Admissions Policy 2019/20**

This policy has been reviewed on 29 January 2018 and has been impact assessed in the light of all other school policies and the Equality Act 2010

### **Aims**

To give clear guidelines regarding annual admission arrangements.

To ensure the policy is adhered to at all times.

To have admissions criteria that are clear, fair and objective for the benefit of all children, including those with special educational needs or disabilities.

To ensure that all admission requests are treated objectively, consistently and fairly.

To offer parental choice where places are available up to the published admission number.

To ensure that no infant class comprising pupils, the majority of whom will attain the age of 5, 6 or 7 during the course of the school year, may be taught in a class of more than 30 pupils by a single, qualified teacher.

To ensure the Published Admission Number is set at 20.

To ensure that the published information about admission arrangements explains which pupils will enter the school if there are more applicants than places at the school.

### **Legal Requirements**

This policy has been written in accordance with: -

- ◆ School Standards and Framework Act 1998
- ◆ Education Act 1998 and 2002
- ◆ The School Admission Code 2014

### **Implementing the Policy**

The admission arrangements will be published in the Prospectus for the school.

The LA, Diocese and neighbouring schools will be consulted on admission arrangements.

Pupils will not be admitted above Published Admission Number unless exceptional circumstances apply.

### **Procedure for putting the Policy into place**

Admissions will be subject to a co-ordinated scheme. The Co-ordinated Scheme will enable parents to apply for up to three primary schools and receive a single offer of a school place. Parents will have to complete a common application form, provided by the LA, in order to apply for places at all schools. The Authority will then act as a clearing house for the admission of all Derbyshire pupils.

All applications are considered against each school's published admissions number. If there are more applications than there are places available at a school, places will be allocated according to the school's published admissions criteria. If a place can be offered at more than one school, then a place will be offered at the highest priority school for which the child is eligible.

Derbyshire LA's form invites parents to name their preferred school(s) by 15 January 2019  
On 16 April 2019 all parents will be informed of their allocated school place.

If parents/guardians are refused a place for their child, the Governing Body will make arrangements for them to appeal against the decision to refuse to admit their child. Appeals will be administered on behalf of the Governing Body by the Derby Diocesan Board of Education.

Children will be admitted to the reception class as follows: -

- ◆ A place will be offered in the September beginning the school year in which the child becomes 5 years old.
- ◆ A child whose fifth birthday falls on or between 1 September and 31 August will be offered a full time place in September.

There is no legal requirement for a child to start school, until the beginning of the term following the child's 5<sup>th</sup> birthday.

If a parent is offered and accepts a place during the normal admission round, but asks to defer their child's entry until he or she is of the compulsory school age, the Governors will agree to the parent's request provided that the place is taken up within the same academic year. The place will be held open for that child and is not available to be offered to another child.

\* All children whose Statement of Special Educational Needs (SEN) or Education, Health and Care plan (EHC) names the school will be admitted.

The Admissions Committee will consider mid-term admission requests submitted to school via the Admissions and Appeals Section of Derbyshire County Council.

### **Oversubscription Criteria**

In the event that the school receives more than 20 applications for admission to the reception class, at the start of any one academic year, the following criteria will be applied by the Governing body to decide which children will be offered a place. The criteria are ranked in the order in which they will be applied ie priority will be given to those applicants who meet the first criterion.

1. Children in Public Care.  
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. Children with a sibling already on the school roll at the time of application and admission.  
For the reasons of clarity a definition of sibling is as follows:
  - A brother and/or sister
  - A half-brother and/or half-sister
  - A legally adopted child regarded as a brother or sister
  - A step-brother and/or step-sister residing in the same family unit
3. Children who live within the ecclesiastical parish of St Mary the Virgin.
4. Children whose parents/guardians have requested a Christian education. A letter of support from a priest, minister or pastor, who knows the family and can confirm \*regular attendance at public worship, must be included with the application.
5. Other children whose parents request a place and who can be accommodated within the admission number.

The order of applicants within any of the above criteria will be determined by their proximity to the school. This will be measured by straight line distance as plotted on the children's services department geographic information system. This measurement is taken from the postal address file, normally the house front door. For schools the grid reference is again taken from the postal address file and will be the centre of the school.

## **Note**

Children who are not offered a place will have their names entered on a waiting list in order of priority ranked by the admission criteria. The waiting list will be maintained until 31 December of the following year. If a place becomes available it will be offered to the first pupil on the list.

A map defining the ecclesiastical parish forms part of this policy and can be inspected in the school.

This policy has been approved by the Governing Body and will apply to all new admissions from September 2019.

*\* Regular Church attendance for a least a year prior to the date starting school for a parent or carer. It is not necessary for the child to attend with the adult to meet this requirement. They would need to attend at least once a month. The Churchwarden would monitor this as different clergy come each week to take services. The school would need to inform the church if this was needed.*

Review Date	Signed by Chair of Governors	Next Review Date
29 January 2018		January 2019

The School Admission Policy for Denby Free CE VA Primary School was approved by the Governors on Monday 29 January 2018