

# Eckington Camm's Endowed CofE VA Primary School



## S1 Admissions Policy 2021-2022

Date Approved	09/12/19	Approved by	Full Govs
Date for Review	Annually	Minute Number	FGM 091219.11

## **Version Control**

Version control is the process by which different drafts and versions of a document or record are managed. It is a tool which tracks a series of draft documents, culminating in a final version. It provides an audit trail for the revision and update of these finalised versions.

<b>Version</b>	<b>Date</b>	<b>Author</b>	<b>Changes</b>
1	Jan2018	TC/DCC/DDAT	Updated each year
2	Feb 2020	TC	Additional detail to 'sibling' admission code. FGM 100220.11
3	17/7/2020	TC/DDAT	Amended for the Covid-19 variation information.

# ECKINGTON CAMM'S ENDOWED CE AIDED PRIMARY SCHOOL

## POLICY FOR ADMISSION

### The Context

Camm's School is its own Admission Authority and it is the duty of the Governing Body to draw up and implement both the Admission Policy and over-subscription criteria.

In all cases, initial admissions into Reception Classes will be via the Local Authority's Coordinated Admission Scheme.

In other cases, admissions are a matter for the Governing Body.

The school will admit pupils up to the planned admission number in each year group.

### Nursery Class

The school admits children in the term after their 3rd birthday into a nursery class. Admission meetings are held each term and places are offered to children of the appropriate age by letter with an invitation to attend a parents' meeting prior to the child starting nursery.

In cases of over-subscription please refer to the enclosed application form (Admission form N1)

### Local Authority Coordinated Reception Admission

Applications for admission into Reception must be made via the Local Authority's Coordinated Admission Scheme by January in the year prior to starting in the reception class in September. Parents must complete the Local Authority online application or via call Derbyshire on 01629 533190. In addition parent's are required to complete Camm's Supplementary Application Form R1 (available from and to be returned to school) as the governors take account of faith matters in implementing its over-subscription criteria. The Governors will then rank these under Camm's over subscription criteria, taking account of any supplementary application forms and/or supporting evidence received. The ranked list is returned to the LA and successful applicants are informed by email or receive a letter in second class post following National Offer day. The LA will inform unsuccessful applicants of their right to appeal.

For admission to the 2019-20 school year, and subsequent years, the governors provide or the admission of all children in the September following their fourth birthday. When determining the arrangements for primary schools the following points need to be noted:

- a) the arrangements do not apply to those being admitted for nursery provision including nursery provision delivered in a co-located children's centre;
- b) parents of children who are admitted for nursery provision **must** apply for a place at the school if they want their child to transfer to the reception class;
- c) attendance at the nursery or co-located children's centre does not guarantee admission to the school;

d) parents can request that the date their child is admitted to the school is deferred until later in the school year or until the child reaches compulsory school age in that school year;

e) parents can request that their child attends part-time until the child reaches compulsory school age.

### **Deferred entry to primary schools**

Governors allow parents of children who are offered a place at the school before they are of compulsory school age to defer their child's entry until later in the school year. Where entry is deferred, governors will hold the place for that child and not offer it to another child. The parent would not however be able to defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the academic year for which the original application was accepted.

### **In Year Applications**

Children who move into the area and request a place during the school year will be offered a place if there are spaces within the appropriate year group.

### **Net Capacity and Planned Admission Number**

Net Capacity denotes the theoretical maximum number of children, which can be accommodated in the school building. The Net Capacity in main school is 210.

Planned Admission Number (PAN) is usually derived from the Net Capacity by dividing it by the number of year groups catered for. Schools must admit pupils up to the PAN in each and every year group, but cannot admit above PAN unless directed to do so by an Independent Admission Appeal Panel. The PAN for Camm's is 30 pupils.

### **Appeals**

All parents who have been refused a place for their child will be sent written confirmation of the Governors' decision setting out the reason(s) for refusal and details of the appeals procedure. Appeals should be lodged with the Chair of governors no later than two weeks after the date of the letter refusing a place in the School. The School has adopted the Derby Diocesan Appeals Process and all valid appeals will be sent to the Derby Diocesan Director of Education who will be responsible for arranging appeals tribunals. Parents should complete the appeal letter as quickly as possible and these should then be forwarded to the DDBE, who will arrange a hearing within six school weeks. Decisions of the appeals tribunals are legal and binding on all parties.

Appeal hearings will have two distinct elements. Firstly, the panel will determine whether or not the school has acted properly in refusing to admit (i.e. that the year group

concerned is “full” in terms of its PAN and that over-subscription criteria have been fairly applied).

Secondly, the panel will hear evidence from the school as to why the admission of additional pupils would be prejudicial to the education of existing pupils (issues of space, resources and staffing) and from the parents as to why their case for admission should override the prejudice. Schools should submit their case in writing and should also be represented (ideally by the headteacher and the chair of the appropriate governors’ committee) at the hearing. The panel will then make a binding decision and inform both parties in writing. If the appeal is upheld, the School must make arrangements to admit the child with no undue delay.

### **Over Subscribed Criteria** (ranked in order of consideration)

Children with a statement of Special Educational Needs or who have an Education Health and Care (EHC) Plan which names the school will be admitted.

1. Looked after children (i)
2. Children of parents who worship in a church of any Christian Denomination - within the parishes of Eckington with Handley and Ridgeway (ii)
3. Children who will have brothers or sisters attending the school in the year of admission.(iii)
4. Children of parents resident in the Parish (or beneficial area) in which the school is situated.(iv)
5. Other Children

(i) ‘Looked After’ children include any child who is subject to a Full Care Order, an Interim Care Order, accommodated under Section 20 of the Children Act 1989 or is remanded or detained in Local Authority accommodation under Criminal Law. Adopted children and children with a residence or special guardianship order who were previously Looked After.

(ii) The DBE recommends that the description, Children whose parent/s\* (the church attendance of one parent is satisfactory to fulfill the criteria) are regular (i.e. at least once a month) worshippers at St. Peter and Paul 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 a year prior to the application] church attendance) from the Parish Priest or a Churchwarden.

Children whose parent/s\* (the church attendance of one parent is satisfactory to fulfill 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 a year prior to the application] church attendance) from the Parish Priest or a Churchwarden.

Children whose parent/s\* (the church attendance of one parent is satisfactory to fulfill 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 a year prior to the application] church attendance) from the Priest or Minister concerned. (b)

(iii) ‘Sibling’ means a child who matches the criteria below who will be educated in school at the time of admission.

- Children who have one or both natural parents in common.
- Children who are related by a parent's marriage (step-siblings) and are resident at the address of the applicant.
- An adopted or fostered child.

'Already attending school' relates to the year in which the applicant would be admitted, not the year of application. So, if a child applied and their sibling is currently in Year 6, then this would not apply.

(iv)'Resident' means that the child's ordinary place of residence is a residential property at which the person or persons with parental responsibility is/are living at the time the application for the school place is made.

When the school is oversubscribed a tiebreaker will apply. In the case of a tie, priority will be given to the child living nearer to the school, measured by a straight line from the front door of the child's home address (including flats) to the main entrance of the school, (using the Local Authority's computerised measuring system).

School will follow the Co-ordinated Scheme for matters such as waiting lists, late applications, appeal dates and in-year applications.

Prospective parents are encouraged to telephone school to make an appointment to visit.

Prior to admission to Camm's, we need to see your child's birth certificate.

This policy should be read in conjunction with the document:

- The Diocese of Derby Admissions Guidance for Schools and Academies

### **Covid-19 Variation:**

During the COVID19 pandemic, churches and other religious buildings have been closed by law for public worship and for other uses. Since the school's oversubscription criteria include church attendance (at a specified frequency and period of time), parents and their children are unable to meet this criterion under the terms of our current admissions arrangements.

Parents and their children will not be able to clearly identify how they may meet that criterion and how church attendance will be determined. The school will have difficulty in advising prospective pupils and their families; in dealing fairly and lawfully with admissions decisions and potential appeals, and diocesan education staff and clergy will also face uncertainty on these matters, for instance when completing the approved Supplementary Information Form (SIF).

It is also the case that not all churches and other worship centres will be open for public worship at the same time, and that public health requirements may lead to temporary closures and other restrictions should infection levels rise again.

"In the event that during the period specified for attendance at worship the church [or, in relation to those of other faiths, relevant place of worship] has been closed for public worship and has not provided alternative premises for that worship, the requirements of these [admissions] arrangements in relation to attendance will only apply to the period

when the church [or in relation to those of other faiths, relevant place of worship] or alternative premises have been available for public worship”.

**DERBY DIOCESAN BOARD OF EDUCATION**  
**ADMISSION OF CHILDREN TO ECKINGTON CAMM'S CE (AIDED) PRIMARY SCHOOL**

The Published Admission Number is 30 places and when the Governors are considering the allocation of places at Camm's, priority will be given as follows:-

1	Children in public care (looked after children)	
2	Children of parents who worship in a church of any Christian Denomination within the parishes of Eckington with Handley and Ridgeway. <sup>1</sup>	
3	Children who will have brothers or sisters attending the school in the year of admission.	
4	Children of parents resident in the Parish (or beneficial area) in which the school is situated.	
5	Children living outside the beneficial area.	

When the school is oversubscribed in any of the above categories a tie breaker applies with the shortest walking distance used as the criteria.

Please tick the box/es which apply to your child and complete and return the application form to the head who will submit it to the Governors at the appropriate meeting.

Completion of this form does not automatically guarantee a place at Camm's school for your child.

*"The Local Education Authority is required to co-ordinate admissions to all Derbyshire Primary, Infant and Junior School. Essentially the Authority acts as a 'clearing house' for all admissions and enables parents to express a preference for one, two or three schools and to place those preferences in rank order. Parents must make their application on a common application form, to be returned direct to the LEA, and give reasons for their preferred schools.*

*Common application forms will be available from Derbyshire Primary, Infant and Junior schools and other public establishments. They should be returned by the closing date specified. Parents will be offered one place only in a Derbyshire School.*

*<sup>1</sup> Covid-19 Variation - "In the event that during the period specified for attendance at worship the church [or, in relation to those of other faiths, relevant place of worship] has been closed for public worship and has not provided alternative premises for that worship, the requirements of these [admissions] arrangements in relation to attendance will only apply to the period when the church [or in relation to those of other faiths, relevant place of worship] or alternative premises have been available for public worship".*

*Further information about the co-coordinated admissions scheme is available in the Authority's Parents' Information Booklet – 'An Essential Guide to Primary Education' for the current year.*

**PLEASE COMPLETE THE FOLLOWING IN BLOCK CAPITALS**

**Name of child** \_\_\_\_\_ **Date of birth** \_\_\_\_\_

**Names of Parents/Guardians** \_\_\_\_\_

**Address** \_\_\_\_\_

\_\_\_\_\_ **Post Code** \_\_\_\_\_

**Tel. No: Daytime** \_\_\_\_\_ **Evening** \_\_\_\_\_

**Email** \_\_\_\_\_



# The Church of England Diocese of Derby

## Additional Information

to make an Application for a Church of England Aided School or Academy

**PLEASE COMPLETE IN BLOCK CAPITALS Name of Pupil** for whom application is made

.....

1. Is the application for a local school? ☐ YES ☐ NO

2a. Are you a member of a Christian Denomination/World Faith? ☐ YES ☐ NO

2b. If yes please name the Christian Denomination/World Faith. ....

3a. If appropriate, please name your present parish/place of worship

.....

3b. How frequently have you attended this place of worship and for how long? .....

4. Is this application made because you want a Christian education for your child?  
(Because you want your child to be educated within a Church of England School?)

☐ YES ☐ NO

5a. Is this application being made because of a regular pattern of worship by parents/carers (at least once a month over the past two years) or by the child him/herself (at least once a month over the past twelve months)?

☐ YES ☐ NO

5b. If yes please complete the Minister's Referral form over page and then ask your minister of religion to countersign it.

**Full Name and signature of person(s) completing this form:**

**Name** ..... **Signature** .....

In determining faith admission applications priority is given to:-

a) those children whose parents/carers can prove a long-standing and regular pattern of worship at any public place of worship. This is defined as worship by at least one parent/carer at least twice a month over the last two years.

b) Those children who have attended on average twice a month a place of public worship (e.g. church, Sunday School, Mosque, Temple.)

**In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these [admissions] arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.**

## Minister of Religion Referral Form

Name of child: .....

Name(s) of parent/carer .....

Address of parent/carer .....

.....

In determining faith admission applications priority is given to:-

- a) those children whose parents/carers can prove a long-standing and regular pattern of worship at any public place of worship. This is defined by the Diocese as worship by at least one parent/carer at least twice a month over the last two years. Please consult the individual school's admission policy to check for any variation.
- b) Those children who have attended on average twice a month a place of public worship (e.g. church, Sunday School, Mosque, Temple.)

**In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these [admissions] arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.**

The parent(s)/carer(s) are asked to complete the details below at Section 1 and then ask their minister of religion to countersign the form at Section 2.

### Section 1

a) I/we the parent/carer(s) of ..... have worshipped at least once a month for the last ..... months at .....

b) Our child (name of child) ..... has worshipped at least once a month for the last ..... months at .....

Signed (parent/carer) ..... Date .....

### Section 2

Countersign by minister of religion ..... Date .....

Name of minister of religion ..... Tel Number .....

Address .....

Any other comments .....

*Thank you for your help*