

# **HATHERSAGE ST MICHAEL'S C E SCHOOL**

## **ADMISSIONS POLICY**

There is now a co-ordinated approach for admissions to Primary Schools in Derbyshire. All parents in Derbyshire must apply to the LA for primary school places. As an Aided school the Governing Body retains the right to consider applications from parents that are passed on by the LA. The closing date for applications will be **15<sup>th</sup> January** which is in line with all primary schools across the county.

The proposed admissions number (PAN) for the school is 25.

The Governing Body will use the priorities below when considering parents' (see footnote (i)) requests for the admission of their children to the School.

0. Children for whom the school is named in a statement of special educational need or Education Health Care Plan.
1. Children in public care ('looked after children').
2. Children of families residing within the parish of the school. (The parishes of Hathersage and Outseats).
3. Siblings (see footnote (ii)), adopted or foster brothers/sisters of pupils attending the school in the year of admission.
4. Children whose parents have requested education in the Christian Faith and who can provide evidence that one parent has regularly attended a Christian church for one year (see footnote (iii)).
5. Children of staff in either or both of the following:
  - a) Where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made and/or
  - b) The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
6. Others that don't fall into any of the above categories.

**Tie Breaker:** Pupils living nearer the school would have preference. This would be judged by the shortest distance (see footnote (iv))

If the number of applicants exceeds 25, the names of those not offered a place will be entered on a waiting list (see footnote (v)).

Children must be admitted to school for full time education by the start of the term which follows their 5<sup>th</sup> birthday.

*Children admitted in year to other year groups will be bound by the same criteria.*

### **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 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.

Parents are more than welcome to visit the school prior to the admission of their child. We invite children, with their parents, to an induction meeting during the term before they start school. The purpose is to enable children and parents to meet with staff, learn about school procedures, and gain some level of familiarity with the surroundings.

Agreed at Governor's Meeting on 26<sup>th</sup> February 2009

Reviewed on 19<sup>th</sup> March 2014

To be reviewed: Spring 2015

7 Year Consultation: Autumn 2015 (FGB 2.12.15)

Approved and adopted following Consultation: 1.3.16

Reviewed & approved by Governors 13.10.16

Reviewed & approved by Governors on 8.3.18

Reviewed & approved by Governors on 7.3.19

### **Footnotes**

(i) A parent is any person who has parental responsibility for, or is the legal guardian of, a child.

(ii) Sibling refers to brother or sister, half brother or sister, adopted brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.

(iii) Children of whom at least one parent or carer has regularly (1) worshipped at a Christian church for a period of at least one year prior to the date of the application (2).

(1) Regular means an average attendance of once per month

(2) Church attendance must be verified by a letter from the relevant priest, minister or church warden.

(iv) Distance: 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. Higher priority will be given to those living closer to the school.

(v) 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 January of the following year. If a place becomes available it will be offered to the first child on the waiting list.