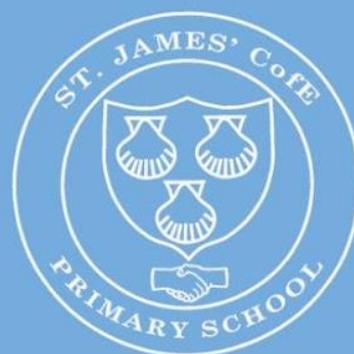


# St.James' CofE Primary School



## ADMISSIONS POLICY 2020/21

Created: R Andrew / C Hilton September 2018

Review: September 2019

All organisations concerned with children should work towards what is best for each child (Article 3)

## **ADMISSIONS POLICY 2020/21**

St James' CofE Primary School has a published admission number (PAN) of 30 pupils. If the number of applicants does not exceed this number, then all applicants will be admitted.

Before making an application parents should study the schools oversubscription criteria and be aware that an unrealistic first choice of school may result in your child not getting any of your preferred choices.

The following criteria will be applied to determine which pupils have priority for admission:

CHILDREN WITH STATEMENTS OF SPECIAL EDUCATIONAL NEEDS or EDUCATION HEALTH and CARE PLAN. Where pupils have a Statement of Special Educational Needs or an Education, Health and Care Plan that names a specific school, the Governing Body has a statutory duty to admit those pupils. This means that children with such a Statement of Special Educational Needs or EDUCATION HEALTH and CARE PLAN will be allocated a place before any other places are allocated.

The Governors have determined that if demand for places at St James' CofE Primary School exceeds the number of places available priority will be given to the following categories in the order stated:

**a) Children in public care (evidence to be provided with application)**

Children who are in public care ("Looked After" children as defined by section 22(1) of the Children Act 1989), or children who were previously looked after but ceased to be so because they became adopted or became subject to a residence or special guardianship order.

**b) Medical and/or Psychological grounds**

Exceptional medical needs must be supported at the time of application by a letter from a GP, hospital consultant or other medical professional indicating how a pupil's medical condition relates to the school preference. On receipt of the medical certificates/letters the case will be referred to the schools Governing Body for consideration. You should note that providing evidence does not automatically mean that a place will be allocated under this priority. Exceptional welfare considerations (such as children at risk) must be supported at the time of the application by a letter from a supporting agency (e.g. Social Worker, Family Support Worker, Education Welfare Officer) indicating how the circumstances relate to the school preference. On receipt of such a letter and evidence the case will be referred to the Service Director for consideration. You should note that providing evidence does not automatically mean that a place will be allocated under this priority.

This criteria will consider issues relevant to the child and/or the family in line with the Equalities Act 2010. If exceptional medical or exceptional welfare grounds are claimed after the allocation procedure has been completed, it might not be possible to allocate a place under this priority.

**c) Children with an older sibling attending the school at the time of admission.**

A sibling is defined as a brother or sister, half-brother or half-sister, adopted brother or adopted sister, step-brother or step-sister, or the child of the parent/carer's partner. In every case the sibling should be living at the same address as the child for whom application is being made and should be in attendance at the school at the start of the academic year for which admission is sought. Sibling priority will not be given where the sibling lives at a different address to the child for whom the application is being made. No sibling priority is given to cousins, regardless of their address.

**d) Evidence of Church affiliation for children who have strong church connections.**

At least one parent/guardian and the child must have attended public worship at the affiliated church (Wardle Village Church & St Andrews, Dearnley) at least once a month over a period of a year prior to closing date for applications. Evidence of church attendance must be provided in the form of a supporting letter from the Minister of the parent's church and must be submitted at the time of the application.

**e) Children eligible for the service premium.**

Children eligible for admission under this priority are those where:

- One of their parents is serving in the regular armed forces;
- One of their parents served in the regular armed forces in the last 3 years;
- One of their parents died whilst serving in the armed forces and the pupil is in receipt of a pension under the Armed Forces Compensation Scheme (AFCS) and the War pensions scheme (WPS).

**f) Children of staff at the school**

- 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
- The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

**g) Proximity and ease of Access – where you live.**

Once places have been allocated using the above criteria any remaining places are allocated on the basis of relative proximity and ease of access to the school but also other schools nearby.

Distance will be determined by measuring the shortest, suitable walking distance to the preferred school and deducting the shortest suitable walking distance to the nearest or next nearest alternative school. This figure will give the difference in distance that one child would have to travel compared to another, and so establish a priority ranking. This will mean that those living furthest from an alternative school will have priority for their nearest school. The nearest/next nearest school will include all community, voluntary controlled, foundation and academy schools whether in the Borough or not.

In the event of a tie break situation, priority will be given to the child who has the longer journey to the nearest/next nearest school. If after this it is still not possible to decide on who should be offered the place then any final place will be decided by the drawing of lots.

It should be noted that in looking at ease of access bus routes are not used. Nationally, the suitable walking distance for primary age children up to 8 is up to 2 miles and for children over 8 it is up to 3 miles, with the assumption that the journey can be undertaken on foot, accompanied as necessary. Walking routes are deemed to be along recognised, lit, paved routes which, in general, are overlooked by houses and as such are likely to be relatively safe to walk. Unlit, unmade-up shortcuts are not taken into account in calculating walking distances, even if they are public rights of way.

The school operates a waiting list for each class. When a place becomes available the lists are consulted and the oversubscription criteria applied to them to find the next child to be offered a place.

The school is part of the RMBC co-ordinated admissions scheme so application should be made to the local authority in the first instance. Parents will be notified by the local authority as to whether their application has been successful. If you are dissatisfied with the decision of the Governing Body, there is a right of appeal to an Independent Appeals Committee as laid down in the school's Statutory Instrument and Articles of Government. Details of how to appeal are available on the local authority website.

If you require any help with making an application for a Reception Class place for your child, please contact the school office who will be pleased to assist.

Please note that the speed in which an application is returned has no bearing on allocation of places.

Applications are to be made online via the Local Authority Website.

The Governors will consider second (or fresh) applications if there is a change in circumstances.

The Governors reserve the right to:

- Increase the number of places they are able to offer parents/carers.
- Accept direct applications from parents/carers for In-year admissions.
- Withdraw the offer of a school place where false evidence is received in relation to sibling connections or place of residence.

### **Additional Information**

#### **Shared parenting**

Where a child lives with parents with shared responsibility, each for part of the week, the child's address will be determined as the address of the parent who normally has responsibility for the majority of school days in a week. This applies when making allocations under criteria c) and criteria g).

#### **Allocation of places to Twins**

Where a single place remains at a school and the application being considered is for twins or children from multiple births or same year group siblings the Academy will allocate above the Published Admission Number to accommodate each child.

### **Deferred entry to school**

All children are entitled to a full-time place in the September following their fourth birthday. Parents can defer the date their child is admitted to school until later in the school year, but not beyond the point at which they reach compulsory school age, or for children born between 1st April and 31st August, not beyond the beginning of the final term of the school year for which the offer is made. Where parents wish, children may attend part-time until later in the school year, but not beyond the point at which they reach compulsory school age.

### **Admission of children outside their normal age group**

In some special cases, parents can request that their child is placed outside their normal age group. Where parents of a child born between 1st April and 31st August choose not to send their child to school until September following their fifth birthday they may request that they are admitted out of their normal age group- that is to Reception rather than Year 1. The Local Authority will take decisions on any such requests on the circumstances of each case. This will include taking account of the parent's views, information about the child's academic, social and emotional development and whether they have previously been educated outside their normal age group. The Governing Body will take into account the views of the Principal.

### **Children of UK Service Personnel**

Families of UK service personnel are subject to frequent movement within the UK and from abroad, often at relatively short notice. A school place can be allocated in advance of the confirmed posting, even if there is uncertainty about the exact future address in accordance with the requirements of the school admissions code. Infant age children admitted outside the normal on round are excepted pupils under the infant class size regulations.

### **Within year admissions**

Where there are spaces in classes, children will be admitted from the start of the next school term so as to avoid prejudicing the provision of efficient education or the efficient use of its resources. Prior to admission parents are welcome to visit the school and discuss any concerns they may have with the Headteacher or a member of the admissions team. A taster day may also be offered to children before they are admitted.

### **Appeals Procedure**

If the parent is not satisfied with the allocation which is made to the child or not satisfied with the start date, there is an appeals procedure laid down in the school's Statutory Instrument and Articles of Government.

If your child is not allocated a place, then parents/carers have the right of appeal against the decision, to an independent Appeals Panel as laid down in Government regulations. Details of how to appeal are available from the Local Authority and will be sent to parents on request. Please note however, that the class size rule dictates how many children can be accepted by the School. The Governors of St James' CofE Primary School consider that to admit additional pupils to the School would cause class size prejudice under Section 86 (4) of the School Standards and Framework Act 1998 by causing the statutory limit of 30 pupils in infant classes (i.e. Key Stage 1) to be exceeded.

Date: September 2018

Agreed by the Governing Body.

Next Review: September 2019