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| This policy complies with WBC guidance | Yes |
| Linked Policies | Admission Appeals Policy |
| Written By | School |
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| Review Date | October 2016 (to get in line with correct cycle of admissions policy) |

Admissions Policy 2017/18

Admissions to school are the responsibility of the Governing Body. As a Church Aided School, RE, collective worship and the whole ethos of the school are based on the teaching of the Church of England.

- The Published Admission Number for the school is 15.

Where there are more applications than places available the following oversubscription criteria will apply:

1. A 'Child in Care' or a child who was previously looked after but ceased to be so because they were adopted (or become subject to a child arrangement order or special guardianship order) and is from a church background. Applicants will need to submit a written reference from their incumbent as confirmation of their commitment.
2. A 'Child in Care' or a child who was previously looked after but ceased to be so because they were adopted (or become subject to a child arrangement order or special guardianship order).
3. The child has a brother or sister already attending the school and expected to continue at the school during the following year. This includes full, half or step brothers and sisters and foster brothers and sisters who are living at the same address as part of the same family unit.
4. The child lives in the parish of Glazebury.
5. The child comes from a Church of England family and is involved in the life of All Saints Church. Applicants will need to submit a written reference from their incumbent as confirmation of their commitment
6. A child who regularly worships at another church. Applicants will need to submit a written reference from their incumbent as confirmation of their commitment.
7. Children for whom advice from a medical practitioner or psychologist has been provided by the parents at the time of application in support of the admission to Glazebury CE Primary School, which in the Governors view, justifies admission. (See supporting notes relating to this criteria).
8. Any other children.

In the event of any over-subscription in the number of applications made under any of the categories above then the admissions committee will offer places first to pupils living nearest to the school measured as a direct distance from the child's permanent place of residence to the school using a geographical information address point system based of the local land and property gazetteer. This measures straight line (direct) distances in miles from the address point of the permanent place of residence to the address point of the school.

Please note: attendance at Glazebury CE Nursery does not guarantee a place at the school

Parents/carers will be required to complete a Local Authority application form (online for September Reception and manual copy for in year admissions) **and** the school's own supplementary admission form.

Supporting notes to accompany Criteria 7

- *Supporting evidence from a professional e.g. a doctor, psychologist, social worker, is essential if admission is to be made under the criterion for special medical or social circumstances, and such evidence must set out the particular reasons why the school in question is the most suitable school and the difficulties that would be caused if the child had to attend another school.*

Children with Educational Health Care Plans

Section 324 of the Education Act 1996 required the governing bodies of all maintained schools to admit a child with a EHC (previously Statement of Special Education Needs) that names the school.

Late Applications for Admission to Reception Class

Applications which are received after the closing date may be dealt with after all those received on time.

Waiting List

If your child is refused a place at the school then their name is automatically placed on a waiting list. If vacancies arise they will be offered to the next on the waiting list. Waiting lists are held strictly in oversubscription criteria order.

In Year Admissions

Please contact the school in the first instance to enquire about places available and to arrange a visit. You will need to complete a LA in year application form. In addition you will need to complete the schools supplementary form. Both of these forms are available from the school office. The school is happy to assist and guide you through the admission process if required.

Deferred Entry

Children are legally required to begin school in the term following their fifth birthday. In Warrington, it is current practice for children to start school from the beginning of the school year in which they are five. Parents can request that the date their child is admitted is deferred until later in the academic year or until the term in which the child reaches compulsory school age. In these circumstances a place is reserved provided the deferred place is taken up during that same academic year.

Twins/multiple births

In respect of applications for twins, triplets etc the Governing Body will apply the oversubscription criteria in the normal way but will oversubscribe as a family would otherwise be split. Twins and children from multiple births may exceptionally be offered a place/places when one of the siblings is offered the last place at the school.

Address of pupil

The address provided on the school and Local Authority admission form must be the child's actual address at the time of application. If the address changes parents should notify the school and Local Authority, immediately. Where a child lives with parents with shared responsibility the address given on the form should be the address of the parent, where the child wakes up for the majority of Monday to Friday mornings. Proof may be required. Where there is a dispute about the correct address to use, the governors reserve the right to make enquiries of any relevant third parties, e.g. the child's GP. For children of UK service personnel and other Crown Servants returning to the area proof of the posting is all that is required.

Fraudulent applications

It is assumed that you will always give factual information. You should be advised that giving false information in respect of an application for admission may result in any offer of a school place being withdrawn.

Appeals

If the child is refused a place at the school, parents have the statutory right to appeal to an independent appeal panel. Parents should follow the procedure outlined in the letter refusing a place. Parents will have the opportunity to submit their case to the panel in writing and also to attend in order to present their case.

Regulations made under Section 1 of the School Standard's Framework Act 1998 limit the size of an Infant Class to 30 pupils per school teacher. **Only in very limited circumstances will an appeal be successful.** You would have to show that the decision was one which in the circumstances no reasonable governing body would have made, or that your child would have been offered a place if the governors' admissions arrangements had been properly implemented.

Admission authorities **must** ensure that appeals lodged by the appropriate deadlines are heard within the following timescales:

- a) for applications made in the normal admissions round, appeals **must** be heard within 40 school days of the deadline for lodging appeals;
- b) for late applications, appeals should be heard within 40 school days from the deadline for lodging appeals where possible, or within 30 school days of the appeal being lodged;
- c) for applications for in-year admissions, appeals **must** be heard within 30 school days of the appeal being lodged.

If you are unsure of any of the above procedures please do not hesitate to contact the school who will always be happy to assist you with your application or answer any questions you may have.