Glazebury C E Primary School

Policy Header

Policy Title	**Admissions Policy 2019/20**
Version No	**Two**
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This policy complies with WBC guidance	**Yes**
Linked Policies	**Admission Appeals Policy**
Written By	**School**
Date shared with Staff	**February 2018**
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Review Date	**October 2018**

Admissions Policy 2019/20

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 number of places available per year group is known as the Published Admission Number (PAN). The PAN for admissions to the Reception Class in 2018 at the school will be 15. The governing body will not place any restrictions on admissions to the reception class unless the number of children for whom admission is sought exceeds this number.

The school admission code allows additional children to be admitted above the PAN in limited exceptional circumstances. Children admitted above the PAN are known as excepted pupils. Please contact the local authority or school for more information.

ADMISSION TO THE RECEPTION CLASS

Children reaching the age of five between 1st September 2014 and 31st August 2015 may be admitted full time from the beginning of the Autumn Term in September 2019. If a child is presently attending a nursery class, please note that his/her parent(s) do not have automatic right to transfer to the primary school to which the nursery is attached.

Applications for first admission to reception class must be made on-line using the Warrington Borough Council's Local Authority application form.

You must also complete a Supplementary Application Form which is available from the school or can be downloaded from the Council's website. It is not currently possible to complete the School's own form on line.

The forms are normally available from the September before the place is required and the closing date is usually mid-January.

Before you complete your application form, please ensure you have read the parent information booklet. Copies of the booklet are available to view or download from the Council's website. Paper copies are also available at, New Town House, Warrington WA1 2NH.

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).
2. 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.
3. Children who attend Glazebury CE Primary School Nursery.
4. Children whose families are regularly involved in the life and worship of All Saints Church, Glazebury (ie: at least twice a month). Applicants will need to submit a written reference from their incumbent as confirmation of their commitment
5. A child who regularly worships at another church. (ie: at least twice a month). Applicants will need to submit a written reference from their incumbent as confirmation of their commitment.

6. Children with social or medical needs who in view of the Governors would benefit from a place at the school. Supporting letters/documentation is required from Medical Specialists or Social Workers to be submitted with their application form.
7. 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.

A tie breaker must be applied to decide which applicant will be offered the last place at a school when two or more applicants cannot otherwise be separated. In the event of the direct distances (in miles) being the same for two or more applicants and the last place to be allocated would be to one of these applicants, the measurements would be taken again in kilometres and the place will be offered to the applicant living nearest to the school in kilometres. In the event that the distances measured in kilometres are the same, a random allocation will be applied.

Supporting notes to accompany Criteria 6

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 At 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.

Offer Information

Letters and emails informing parents/carers of whether or not their child has been allocated a place at one of their preferred schools will be sent out by the Local Authority on the National Offer Day, 16 April. Parents/carers of children not offered a place will be informed of the reason why the application was refused and offered the statutory right of appeal.

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.

Waiting List

Parents/carers of children who are not offered a place will have their name placed on a waiting list. The waiting lists for reception class are maintained by the local authority. The waiting list must be ranked strictly in oversubscription criteria order. Since the date of application cannot be a criterion for the order of names on the waiting list, late applicants for the school will be slotted into the order according to the extent to which they meet the criteria. Thus it is possible that a child who moves into the area later to have a higher priority than one who has been on the waiting list for some time. If a place becomes available within the admission number, the child whose name is at the top of the list will be offered a place. This is not dependent on whether an appeal has been submitted.

The local authority must operate the reception class waiting list until the 31 December. Parents/carers of children on the list will receive a letter from the local authority explaining that the waiting list will cease on 31 December.

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

Parents/carers can request that the date their child is admitted to school is deferred until later in that academic year or until the term in which the child reaches compulsory school age. Parents/carers can request that their child takes up the place part-time until the child reaches compulsory school age.

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 is 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 families of service personnel with a confirmed posting to the area, or crown servants returning from overseas to live in the area, by law the admission authority must allocate a

place in advance of the family arriving in the area provided the application is accompanied by an official letter that declares a relocation date and a Unit postal or quartering address.

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.