



## ADMISSION POLICY

At Christ Church Primary School we strive to ensure that parents receive as much information prior to their child's admission in to the school so that they feel welcomed in to our school community. Our governing body applies the regulations on admissions fairly and equally to all those who wish to attend this school.

### Aims

We seek to be an inclusive school, welcoming children from all backgrounds and abilities. It is our wish for parents and carers to find a place for their child at the school of their choice. However, this is not always possible, due to excess demand on the places available. The only restriction we place on entry is that of number. If the number of children applying for entry exceeds the places available, we adopt the procedure set out below to determine whether a child is to be accepted or not. All applications will be treated on merit, and in a sensitive manner. A child's level of ability is irrelevant to this school's admissions policy, as are any special needs the child may have.

### Procedures

#### Applying For School

Our school is a community school, and it determines the admission arrangements in agreement with the Local Authority (LA). The Admissions Authority for our school is therefore the LA, which publishes its entry regulations every year. Parents and carers can receive a copy of these regulations directly from the LA.

The LA's annual admissions prospectus informs parents and carers how to apply for a place at the school of their choice. Parents and carers have a right to express their preference, but this does not, in itself, guarantee a place at that particular school. Applications should be made on-line or on forms that can be obtained from the LA, and should be returned by the date stipulated on that form. The school will notify parents and carers of the decision as soon as all the applications have been considered.

In this area, children enter school at the start of the academic year in which they become five. There is one admission date per year, early in September (i.e. when the autumn term begins). Therefore, parents and carers who would like their child to be admitted to this school during the year their child is five should ensure that they return the necessary application form by the end of January.

We also have a Nursery provision. This provision is available from the start of the Autumn Term after the child's third birthday. Admission to the Nursery does not guarantee a full time place in Reception.

#### Admission Arrangements for Community Designated Nursery Provision: Academic Year 2018/2019

Children will be admitted in September of the academic year in which they become four years old. It is the County Council's policy to try and meet parents' wishes where possible, however in some cases there may be more applications for a particular setting than there are places. Admission to these settings is determined by the oversubscription criteria detailed below.

#### Oversubscription Criteria

If the total number of preferences for admission to a nursery age setting exceeds the number of available places, then the following order of priority will be used to allocate the available places.

- 1) Children in Care and children who ceased to be in care because they were adopted (or became subject to a residence order or special guardianship order).
- 2) Children who satisfy both of the following tests:

**Test 1:** the child is distinguished from the great majority of other applicants either on their own individual medical grounds or by other exceptional circumstances. Medical grounds must be supported by a medical report (obtained by the applicant and provided at the point of application).

This report must clearly justify, for health reasons only, why it is better for the child's health to attend the preferred maintained nursery rather than any other nursery.

Exceptional circumstances must relate to the choice of nursery and the individual child, i.e. the circumstances of the child, not the specific economic or social circumstances of the parent/carer, and be supported by a professional report (obtained by the applicant and provided at the point of application), e.g. social worker, justifying why it is better for the child to attend the preferred maintained nursery rather than any other nursery.

**Test 2:** the child would suffer hardship if they were unable to attend the preferred nursery setting. Hardship means severe suffering of any kind, not merely difficulty or inconvenience, which is likely to be experienced as a result of the child attending a different school. Applicants must provide detailed information about both the type and severity of any likely hardship at the time of application.

3) Children who have an elder brother or sister in attendance at the school and who will still be attending the school at the time of the proposed admission date.

(For admission purposes, a brother or sister is a child who lives at the same address and either: have one or both natural parents in common; are related by a parents marriage; are adopted or fostered by a common parent or are unrelated children who live at the same address, whose parents live as partners.)

4) Children living within the defined catchment or cluster area of the preferred setting. Cluster areas for nursery age settings will sometimes, but not always, correspond to the catchment area for the main school.

5) Other children arranged in order of priority according to how near their home addresses are to the main gate of the nursery setting, determined by a straight-line measurement as calculated using the Local Authority's Geographical Information System.

Where it is not possible to accommodate all children applying for places within a particular category then the Local Authority will allocate the available places in accordance with the remaining criteria. If for instance, all the catchment area or cluster area children cannot be accommodated at a school, children who are resident within the catchment or cluster area will be arranged in order of priority according to distance i.e. category (5).

## **Admission Arrangements for Community Primary Schools**

### **Normal Age of Entry: Academic Year 2018/2019**

Full time places in reception classes will be available in September of the academic year within which the child becomes five years old. Although parents have the right to express a preference for the school that they wish their child to attend, there is no guarantee of a place being offered at their preferred school. It is the County Council's policy to try and meet parents' wishes where possible, however in some cases there may be more applications for a particular school than there are places available. Admission to oversubscribed schools are determined by the oversubscription criteria detailed below.

### **Oversubscription Criteria**

If the total number of preferences for admission to a school exceeds the school's Published Admission Number (PAN) of 45, the following order of priority is used to allocate the available places. (N.B., after applying the oversubscription criteria, where an applicant can be offered a place at more than one preferred school then they will be offered a place at the school ranked highest on their application.)

1) Children in Care and children who ceased to be in care because they were adopted (or became subject to a residence order or special guardianship order).

2) Children who satisfy both of the following tests:

**Test 1:** the child is distinguished from the great majority of other applicants either on their own medical grounds or by other exceptional circumstances. Medical grounds must be supported by a medical report (obtained by the applicant and provided at the point of application). This report must clearly justify, for health reasons only, why it is better for the child's health to attend the preferred school rather than any other school. Exceptional circumstances must relate to the choice of school and the individual child, i.e. the circumstances of the child, not the economic or social circumstances of the parent/carer. They should be supported by a professional report (obtained by the applicant and provided at the point of application), e.g. social worker. This report must clearly justify why it is better for the child to attend the preferred school rather than any other school.

**Test 2:** the child would suffer hardship if they were unable to attend the preferred school. Hardship means severe suffering of any kind, not merely difficulty or inconvenience, which is likely to be experienced as a result of the child attending a different school. Applicants must provide detailed information about both the type and severity of any likely hardship at the time of application.

- 3) Children who have an elder sibling in attendance at the preferred school and who will still be attending the school at the proposed admission date; (For admission purposes, a brother or sister is a child who lives at the same address and either: have one or both natural parents in common; are related by a parents marriage; are adopted or fostered by a common parent or are unrelated children who live at the same address, whose parents live as partners.)
- 4) Children living within the catchment area of the preferred school
- 5) Other children arranged in order of priority according to how near their home addresses are to the main gate of the school, determined by a straight-line measurement as calculated by the Local Authority's Geographical Information System.

Where it is not possible to accommodate all children applying for places within a particular category then the Local Authority will allocate the available places in accordance with the remaining criteria. If for instance, all the children with an older sibling cannot be accommodated at a school, children who have an older sibling at the school and satisfy category (4) will receive offers of a place, followed by children who satisfy category (5), etc.

### **Additional Notes**

Copies of school catchment area maps are available from the Local Authority or individual schools. There is no charge or cost related to the admission of a child to a school. Admissions are administered through a coordinated admission scheme and preferences for community, controlled, aided and foundation schools will be processed centrally by the School Admissions and Transport Service. Each child will receive only one offer of a place at a Staffordshire school.

Attendance at a particular infant school will not guarantee admission to any particular junior school. Parents must make a separate application for admission to junior school at the appropriate time.

In accordance with legislation, children who have a statutory statement of special educational need that names a particular school as being the most appropriate to meet the child's needs must be admitted to that school. This will reduce the amount of places available to other applicants.

### **Deferred Entry to Reception Class**

The Local Authority will consider requests from parents to retain a place in the preferred school where the parents wish to defer their child's entry to a Reception Class until later in the same academic year or until the term in which the child reaches compulsory school age. The effect is that the place will be held for the child and is not available to be offered to any other child. Where it is possible to offer a place, deferral will be supported if the request is made at the normal time of application. A parent may not defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the academic year for which the application was accepted.

The Local Authority will also consider requests from parents who wish their child to attend Reception Class on a part-time basis until the child reaches compulsory school age.

### **Waiting lists**

Unsuccessful applicants will be placed on a waiting list in accordance with the oversubscription criteria stated above and not based on the date their application was received. If places become available after the offer date they will be offered according to the child at the top of the waiting list. For cases where the infant class size regulations apply, the waiting list will operate until the cohort concerned leaves Year 2.

For all other cases, Waiting Lists will be kept until the end of the autumn term of admission.

Inclusion on a school's waiting list does not mean that a place will eventually become available at the preferred school.

A child's position on a waiting list is not fixed and is subject to change during the year i.e. they can go up or down the list since each added child will require the list to be ranked again in line with the oversubscription criteria listed above.

Children who are subject of a direction by a local authority to admit or who are allocated to a school in accordance with the Fair Access Protocol will take precedence over those on the waiting list.

### **Late Applications**

Application forms received after the closing date will be considered alongside those applicants who applied on time wherever possible. Where it is not practicable because places have already been allocated, or are shortly to be allocated, then late applicants will be considered only after those applicants who applied by the published closing date.

A late application does not affect the right of appeal or the right to be placed on a school's waiting list.

**Repeat Applications**

Parents do not have the right to a second appeal in respect of the same school for the same academic year unless, in exceptional circumstances, the local authority has accepted a second application from the appellant because of a significant and material change in the circumstances of the parent, child or school but still refused admission.

**“In-Year Transfer” Arrangements**

Parents or carers seeking to transfer to a Community or Voluntary Controlled School may make an application using the appropriate application form. This application will be processed in line with the procedure outlined in the determined admission arrangements and parents and carers need to be aware that any date set for joining the new school may be after the next term or half term holiday and those parents/carers are responsible for ensuring that their child continues to receive appropriate education in the interim.

**Relevant Area**

Staffordshire County Council’s relevant area for consultation is contained within the administrative area of Staffordshire County Council.

This policy will be monitored by the governing body, who will always take due note of the guidance provided by the local Admissions Forum. The policy will be reviewed every two years, or earlier in the light of any changed circumstances, either in our school or in the local area.