



Admission Policy

**Policy approved by Full Governing Body:
March 2017**

**Policy to be reviewed:
March 2018**

Signed: _____ Head Teacher

Signed: _____ Chair of Governors

William Stukeley Church of England Primary School

Admission Policy

Children can start to school the September after their fourth birthday. The set admission number for the school each year is 40. The Governors are responsible for the admission of children and reserve the right to refuse to admit a child. Parents have the right of appeal in such cases. Appeals should be made to the clerk of Governors within 20 school days of the date of notification of their decision.

If applicants exceed the number of available places, governors will apply the admission criteria set out below, in that order, to all applications. In accordance with legislation the allocation of places for children with the following will take place first; Statement of Special Educational Needs (Education Act 1996) or Education, Health and Care Plan (Children and Families Act 2014) where the school is named. Remaining places will be allocated in accordance with this policy.

1. A 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school.

Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).

This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children's Act 2002 (see section 46 adoption orders).

Child arrangements orders are defined in s.8 of the Children Act 1989, as amended by s.12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order.

Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

2. clearly established medical reasons why the school is the most suitable. (Written evidence from a qualified medical professional setting out the case for admission under this criterion will be required at the time of application);
3. a sibling in school at the intended date of admission;
 - a) twins and other siblings from a multiple birth - in these cases all the children will be considered together as one application. If one or more can be admitted within the published admission number the school will go above its admission number as necessary to admit all the children, unless this would make the class too large. The government's school admissions code makes an exception to the infant class limit in this situation.
 - b) brothers and sisters in the same year group - where there is only one place available in the school the children will be considered together as one application. The school will go above its admission number as necessary to admit all the children, except in cases where infant class regulations prevent this from happening. If this happens we can only legally offer one place because the government's school admissions code makes no exception to the infant class size limit for siblings in the same year group. We will only be able to offer the parent a place for one child.

4. evidence and expression of a clear religious affiliation. This will be assessed using the following criteria:

- a) a parent or a guardian who is a faithful and regular worshippers at All Saints' Church, Holbeach, or other Christian Churches in the area; by regular we mean they attend church at least once a month for at least a year preceding the application (The attendance should be verified by a signed letter from an officiating minister at the place of worship. If you have recently moved to the area the school can also consider written evidence of an equivalent commitment to a place of worship at your previous address.)
- b) parents, though worshipping in another faith, wish to attend a Christian school because of its religious emphasis and ethos; (Applicants are asked to submit their reasons for application on these grounds when applying. Applicants will be asked to provide written evidence of the commitment from their priest or minister at the time of applying.)

5. convenience of access measured by:

The introduction of a single measurement of distance. This will be the "driving distance" (as measured electronically between post office address point of the home and the post office address point of the school).

Where a child lives normally and habitually during the school week with more than one parent at different addresses, the home address for the purposes of school admissions will be that of the parent who lives closest.

By home address we mean: the address where the child lives for the majority of the school term time with a person who has parental responsibility as defined in the Children Act 1989.

If any of the criteria above are oversubscribed the final tie-break will be driving distance with the child living nearest being offered the place. If two or more children are tied for the last place a lottery will be drawn by an independent person, not employed by the school or working in Children's Service Directorate at the local authority.

The Governors will operate within the agreed co-ordinated schemes of the County Council and all dates set therein. A waiting list will be kept for a period of one year ending 31st August, which will be maintained in the order of the above criteria, the length of time on the list will not be used as a deciding factor. Late applications will be considered if all available places have not been allocated, or will be added to the waiting list.

Midyear Admissions

The governors will accept admissions into other year groups unless this would cause an infant class to be unlawfully large or prejudice to the provision of efficient education or the efficient use of resources. If there are more applications than places then the oversubscription criteria will be used to decide who should be offered the place. If there are no places then you will be told of the independent appeal system. Parents can apply online at www.lincolnshire.gov.uk/schooladmissions

Fraudulent or misleading applications

As an admission authority we have the right to investigate any concerns we may have about your application and to withdraw the offer of a place if we consider there is evidence that you have made a fraudulent claim or provided misleading information, for example a false address was given which denied a place to a child with a stronger claim.

We reserve the right to check any address and other information provided so we can apply the oversubscription criteria accurately and fairly

Children of UK service personnel (UK Armed Forces)

For families of service personnel with a confirmed posting to the area, or crown servants returning to live in the area from overseas, the Governors will:

- 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 address or quartering area address to use when considering the application against the school's oversubscription criteria.
- Accept a Unit postal address or quartering area address for admissions purposes for a service child.

The Governors will not refuse a service child a place because the family does not currently live in the area.

Admission of children outside their normal age group

(Required by the Code suggested wording adapted from section 2.17)

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health.

Parents wishing to make these requests must contact their home local authority for guidance on the procedure to follow.

It is important for parents to note that they will have the opportunity and responsibility to provide whatever evidence they wish to support their request.

William Stukeley CE Primary School will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned.

This will include taking account of:

- the parent's views;
- any available information about the child's academic, social and emotional development;
- where relevant, their medical history and the views of a medical professional;
- whether they have previously been educated out of their normal age group;
- any evidence that the child may naturally have fallen into a lower age group if it were not for being born prematurely
- the views of the head teacher

The school operates a Fair Access policy.

Definitions

Definition of Sibling:

- a. *A full brother or full sister, whether or not resident in the same household.*
- b. *Another child normally resident for the majority of term time in the same household, for whom an adult in the household has parental responsibility as defined in the Children Act 1989.*
- c. *In the case of multiple births (or two or more siblings in the same age cohort) and where there is only one place available in the school, both will be considered together as one application. The school will be authorised to exceed its Admission Number by one, except if this breaches infant class size regulations. In this case, parents will be given the choice, either accept the one place available and a place in a different school for the other child (or children) or to accept places in the nearest school with two places.*

Definition of Christian Church:

Christian Church is defined as any Church that is a member of Churches Together in England.

Definition of Parent:

A "parent" is a person who has parental responsibility or care of the children as defined in the 1989 Children Act.

Definition of Families:

"Families" includes only parents and siblings as defined.

Definition of Children in Public Care:

This includes the local authority providing accommodation in accordance with Section 22 of the Children Act 1989.

Definition of Fair Access:

The government has stated that all local authorities must have a Fair Access agreement that allows hard to place children, for example those that have been permanently excluded, to be given a place before any oversubscription criteria are applied and before anyone is considered from the reserve list. Such children are shared out to make sure no one school has to take too many of these children.