



The St Oswald's Worleston and Bunbury Aldersey CE Primary Schools Federation

Mission Statement

Our Schools rejoice in their foundation as Church of England schools. The Christian ethos is both implicit and explicit in our practice, policies and procedures. Our Christian distinctiveness is evident everywhere; from the entrance, and the Bible verses displayed throughout the school, to the children's exemplary behaviour. Our values are based on the teachings of Jesus Christ and are theological and inclusive. They permeate the children's whole experience and are at the heart of our curriculum and school life in order for them to thrive in the wider world.

ADMISSIONS 2017 POLICY

Effective Date: 23/02/2016

Review Date: July each year

Review Date	Signed Head Teacher	Signed Chair of GB

Person Responsible for Policy:	Fiona Todd, Executive Headteacher
Approval Date	23/02/2016
Signed:	Chair of Governors
Signed:	Executive Headteacher

Background information

Parents should be aware before applying that in this school RE, collective worship and our whole ethos are based on the teachings of the Church of England.

Applications for admission to the school should be made on the common application form enclosed with the Local Authority’s brochure by 15th January 2017. Applications may also be made online by using the common application form. If an application is being made under a faith designation (criteria 6 or 7) then a supplementary form has to be completed and returned to the school by the cut-off date of 15th January 2017.

It is not normally possible to change the order of your preferences for schools after the cut-off date of 15th January 2015 without the application being classed as late. Then the application may be disadvantaged as it will be considered after all on-time applications.

Letters informing parents of whether or not their child has been allocated a place will be sent out by the Local Authority on 16th April 2017. Parents of children not admitted will be informed of the reasons and offered an alternative place by the Authority if they are Cheshire East residents. (for information: non-residents are not offered alternative places – this is the responsibility of the home Local Authority)

The number of places, based on the Published Admission Number, for admission to the Reception Class in the year 2017 will be 30. This arrangement follows consultation between the Governing Body, The Diocesan Board of Education, Local Authorities and other admissions authorities in the area. 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. By law, no infant class may contain more than 30 children with one school teacher.

Admissions to the School are the responsibility of the Governing Body. The governing body has delegated responsibility for admission arrangements to the Children’s Committee and they must approve the arrangements annually. If the school is over-subscribed, they will apply the admissions criteria to all applicants and provide the local authority with a list of pupils ranked in order of the criteria by the due date. In the event of an Appeal, the governors on the Children’s Committee will prepare a case to go to the Appeals Panel.

In line with Local Authority guidelines the Governing Body endeavours to keep to the planned admission number throughout the school, wherever possible, that is 30 children per year group.

Statement of Special Educational Needs/Education, Health and Care Plans

Children with Statements of Special Educational Needs or Education, Health and Care Plans, which name the school, will be admitted, as required, irrespective of current class sizes.

A Statement of Educational Need is a statement made by the Local Authority under Section 324 of the Education Act 1996 that specifies the special education provision required for that child.

An Education, Health and Care Plan (EHC) is a plan made by the Local Authority under section 37 of the Children and Families Act 2014 specifying the special education provision required for that child. Over a period of time all Statements of Educational Need will transfer to EHC Plans.

Admission Criteria

The Governing Body operates a system of equal preferences under which they consider all preferences equally and the Local Authority allocate places according to this policy. In the event that there are more applicants than places, the Governing Body will allocate places using the following criteria which are listed in order of priority.

1) ‘Looked after children’ and children who were previously ‘looked after’. A ‘looked after child’ is a child who is (a) in the care of a local authority or (b) being provided with accommodation by that local authority in the exercise of their social services functions (as defined in section 22 (1) of the Children Act 1989). Children previously ‘looked after’ are children who were ‘looked after’ as defined above, but immediately after being ‘looked after’ became subject to an adoption, child arrangements order (formerly residence order) or special guardianship order.

2) Children with special medical or social circumstances affecting the child where these needs can only be met at this school. Supporting evidence from a registered professional, such as a medical practitioner, psychologist or social worker etc, must be provided which sets out the particular reasons why Bunbury Aldersey CE Primary School is the most suitable school and the difficulties that would be caused if the child had to attend another school. This supplementary information must be submitted to the school by the closing date for on-time application to be considered under this criteria. A panel will consider the information presented and will determine whether the evidence is sufficiently compelling to apply this criterion to the application. The Governors, if it is considered appropriate, will seek the views of the School Doctor or Educational Psychologist in the event of parents requesting admission on medical or psychological grounds. Few applications fall within this category.

3) Siblings – pupils with brothers or sisters, step- brothers or step-sisters, foster brothers or foster sisters, half-brothers or half-sisters, adopted brothers or adopted sisters living together as part of one household and full brother or sister living apart. Siblings must already attend the school (in years Reception through to Year 5) and be expected to continue at the school in the following school year. (i.e. at the time of admission).

4) Children resident in the catchment area as defined by the map available from the school office and on line.

5) Children of all current staff who have been working at the school for more than two years.

6) Children whose parents are regular worshippers at St Boniface Church Bunbury. This requires evidence from the local incumbent of regular worship using the available supplementary form.

7) Children whose parents worship at another church which is a member of “Churches together in Britain and Ireland” and for who Bunbury Aldersey CE Primary School is the nearest Church of England Aided school. This is measured using the Local Authority Ordnance Survey Address Point System that measures straight line distances in miles from the address point of the school to the address point of the place of residence. Evidence is required from the local minister of regular attendance for worship using the available supplementary form.

8) Pupils living nearest to the school measured using the Local Authority Ordnance Survey address-point system which measures straight line distances in miles from address point of the school to the address point of the place of residence. In the event of two applicants having identical distances a random paper draw will be undertaken by an independent body as a tie-breaker.

Notes to the admission criteria

A) Where the school cannot accommodate all pupils qualifying under one of the criteria stated above, successive criteria will be applied to determine priority for admission.

B) Children with statements of special educational needs or an Education Health Care Plan (EHC Plan), which name the school will be admitted, as required, irrespective of current class size.

C) In this document when “parent” is referred to this also applies to guardians, this is any person who has parental responsibility or care of the child.

D) A supplementary form is available from the school or on-line to allow incumbents /ministers to confirm regular worship at a church. These supplementary forms need to be returned to the school by the closing date for on-time applications or admission cannot be considered under criteria 6 or 7. Where admission arrangements refer to “parental attendance at church” it is sufficient for just one parent to attend. By regular worship we mean attendance at a minimum of two services each month for at least six months prior to the closing date for applications.

Other admission information

A) Deferred admission. Children are eligible for a reception place from the beginning of the school year in which they become 5 years old. However they do not become of compulsory school age until the start of the term after their fifth birthday. After a place has been allocated and accepted parents can request that the school place be deferred until later in the school year and if they do this the place will be held for the child. They cannot however defer entry beyond the beginning of the term after the child’s fifth birthday, nor beyond the school year for which the original application was accepted. Parents can also request that their child attends on a part time basis until the child reaches compulsory school age.

B) Summer Born Children. Parents of summer born children (those born between 1st April and 31st August) who wish to delay entry until the following year must speak to the school and Local Authority as soon as possible as this would involve either an in-year application for year 1 or a new application for reception in the following year. An application form should be filled in for the current admission process at the same time as any request to defer entry or ‘back class’ to reception in the following year. The decision will be made taking into account information from the parents and head teacher and should be in the best interests of the child.

Parents will be informed of the outcome before primary national offer day.

If the request is agreed, the application for the normal age group may be withdrawn before a place is offered. If the request is refused, the parent must decide whether to accept the offer of

a place for the normal age group, or to refuse it and make an in year application for admission to year one for the September following the child’s fifth birthday.

Parents should be aware that agreement by the school to allow a child to enter reception the following year does not guarantee a place in the class. Parents must apply to the school again the following year and the application will be considered in the normal manner following the oversubscription criteria.

C) Twins/Multiple birth. Where there are children of multiple births wishing to be admitted and the first sibling is the 30th child, the governors will admit over the infant class requirement.

D) Late applications for admission. Where the Governing Body as the admissions authority accept that there are extenuating circumstances for an application being received after the last date for application and it is before the Governors have established the admission criteria order list of pupils, then it would be considered alongside all other on-time applications.

Otherwise applications which are received after the last date will be considered after all other on-time applications have been considered and placed on the waiting list in admission criteria order.

E) Waiting List. Where the school has more applications than places those children who are not admitted will have their name placed on a waiting list. This waiting list will be in the order resulting from the application of the admissions criteria. 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 for a child who is a late application to have a higher priority than one who has been on the waiting list for some time. If a place becomes available within the published admission number, the child whose name is at the top of the waiting list will be offered a place. This is not dependent on whether an admission appeal has been submitted.

The waiting list will operate at least until the end of the Autumn Term.

F) Address of the child. The address used on the school’s admission form must be the current one at the time of application. If the address changes subsequently, the parents should notify the local authority immediately and provide either a letter from the solicitor confirming the completion date, or a signed rental agreement showing the start of the tenancy.

Information may be verified using Council Tax records. Where the parents live at different addresses, the current-at-the-time-of-application, normal address of the child will be the one used. This will normally be the one where the child wakes up for the majority of Monday to Friday mornings. Parents may be asked to show evidence of the claim that is being made for the address. To ensure a fair process, administrative checks may be undertaken, which include verifying addresses against Council Tax records. For children of UK Service personnel and other Crown Servants returning to the area proof of the posting is all that is required.

G) Non-routine, In Year Admissions. It sometimes happens that a child needs to change school other than at the “normal” time; such admissions are known as non-routine admissions. Parents wishing their child to attend this school should arrange to visit the school. They will be

provided with an application form. If there is a place in the appropriate class, then the governors will arrange for the admission to take place. If there is no available place, then the admissions committee will consider the application and agree whether to admit. If the request for admission is refused then information about how to appeal against the refusal will be provided.

H) Appeals. Where the governors are unable to offer a place because the school is oversubscribed, parents have the right to appeal to an independent admission appeal panel, set up under the School Standards and Framework Act, 1998, as amended by the Education Act, 2002. Parents should notify the clerk to the governors at the school within 20 school days of receiving the letter refusing a place. Parents will have the opportunity to submit their case to the independent panel in writing and also to attend in order to present their case. You will normally receive a minimum of 10 school days’ notice of the place and time of the hearing.

If your child was refused a place in Reception or Key Stage 1 because of Government limits on Infant class sizes, the grounds on which your appeal could be successful are limited. 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. Please note that this right of appeal against the governors’ decision does not prevent you from making an appeal in respect of any other school.

I) Fraudulent applications. Where the Governing Body discovers that a child has been awarded a place as the result of an intentionally misleading application from a parent which effectively denies a place to a child with a stronger claim, then the Governing Body is required to withdraw the offer of the place. Examples of such misleading applications would be a false claim to residence in the catchment area or of involvement in a place of worship. For any offer of a place that is withdrawn, the application will be considered afresh and a right of appeal offered if a place is subsequently refused.