

# **Christ Church C E Primary School**

## **Admissions Policy**

### **2019 – 2020**

The governing body of Christ Church C E voluntary aided Church of England School is the Admissions Authority for the school and they intend to admit up to 20 pupils to the reception year group in September 2019-2020.

The school is open to receive applications for admissions from the parents of all children.

Children with a *statement* of special educational needs or an *Education, Health and Care Plan* which names the school will be given a place.

In the event of the number of applications exceeding the number of places available priority will be given to applications in the order of priority indicated below. These criteria apply to all years of entry across the school in 2019/20 if there are more applicants than spaces available.

#### **Over-subscription Criteria**

1. Children who are in Local Authority Care, or have previously been in Local Authority Care (including those outside of England), but ceased to be so because they are now adopted, or become subject to a residence order or special guardianship order
2. Children with a sibling at the school at the time when they would be admitted to the school.
3. Children of parents worshipping regularly and frequently at the Parish Church of Christ Church or St. Ann's (see map attached).
4. Children who have special medical needs or other special circumstances, (supported by medical/professional opinion).
5. Children who live in the Parishes of Christ Church or St. Ann's (see map attached).
6. Children of parents worshipping regularly in another Christian Church who wish their child to attend this school because of its Christian foundation. Applications need to be supported with a letter from a minister of religion.
7. Other children.

#### **Tie Breaker**

Where there are places available for some but not all applicants within a particular criterion, distance from home to school will be the deciding factor. Distance will be measured in a straight line from a single fixed central point at the school to a point in the centre of the home address of the child using the Local Land and Property Gazetteer and British National East Grid Easting and Northing co-ordinates. Those living closest to the school will receive the highest priority.

**Multiple Births** - Where there are more applications than places, children from multiple births will be given priority within each criterion. If a further tie break is necessary, distance between home and school will be used to prioritise applications.

### **Waiting List**

The school office will maintain a waiting list of applicants which will be kept until the 31<sup>st</sup> December. In the event of a place becoming available in the appropriate class during the year and there being more applicants on the waiting list than places available, the selection criteria and tie breaker indicated above will apply.

If you wish to remain on the waiting list for a place in the **Reception class** from January 2019 onwards, you will need to re-apply before the start of every school term using the local authority's In Year Admissions application form. Waiting lists are cleared termly.

If you apply for a place in our school in **any year group** and a place is not immediately available, your child will be placed on a waiting list if you so wish. The waiting list will be ranked strictly according to the oversubscription criteria above regardless of the date the application was received. Waiting lists are cleared on a termly basis and if you wish to remain on the list, you will need to re-apply before the start of every term using the local authority's In Year Admissions application form.

### **Notes**

- Parents are asked to let the head teacher know at the time a place is offered whether their child has a disability. This allows the school time to consider reasonable adjustments to ensure that disabled children are not put at a substantial disadvantage in accessing a full curriculum than their able-bodied peers.
- If applicants are seeking admission under the criterion of special medical needs or other special circumstances, they will be asked to provide appropriate evidence, e.g. a letter from a doctor or specialist. The evidence must clearly demonstrate why the school is the only school that can meet the child's needs. It should explain the difficulties that would arise if the child has to attend an alternative school. This evidence must be submitted with the application on or before the closing date. The governors must be satisfied that there is a specified medical reason which makes attendance at this school essential.
- If applicants are seeking admission under the criterion of worshipping regularly at a Parish Church or other Christian church, they will be asked to provide evidence that they worship regularly, e.g. a letter from the incumbent. (Regularly and frequently is defined as attendance at least once per month over the last twelve months. It is sufficient for just one parent/carer to attend).
- A map showing the parish boundaries can be inspected at the school office.
- Late applications received after the closing date will be considered after those that were submitted on time
- Parents who are refused a place have a statutory right of appeal. Further details of the appeals process are available by writing to the Chair of Governors at the school address.
- If a place is offered on the basis of false information (e.g. address or Church attendance) or if parents do not respond within the stated timescale to the offer of a place the governing body reserves the right to withdraw their offer.
- Nursery admissions are entirely separate and parents are asked to note that attendance at the school's nursery does not guarantee a place in the reception class.

## Definitions

- **‘Looked after child’** is a child who is in the care of the local authority in accordance with Section 22 of the Children Act 1989 at the time the application for admission to school is made and whom the local authority has confirmed will still be ‘looked after’ at the date of admission. This includes children looked after in care outside of England.
- An **‘adoption order’** is an order made under section 46 of the Adoption and Children Act 2002
- A **‘child arrangements order’** previously known as a **‘residence order’** is an order outlining the arrangements as to the person with whom the child will live under section 8 of the Children Act 1989
- A **‘special guardianship order’** is an order appointing one or more individuals to be a child’s special guardian or guardians.
- **‘Sibling’** refers to blood brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of a parent’s/carer’s partner – in every case the child should be living in the same family unit at the same address.

The school finds it very helpful to have an early indication of the number of children to be admitted to the reception class the following September. However, it must be stressed that formal written applications for admission must be made on the form provided by the Local Authority and returned to the Local Authority by the stated date. Places will then be allocated by strict application of the above criteria, with no reference to the date of application.

National offer day for reception places is 16 April 2019. Parents who applied on time will be notified of offers by email on the day, or by letter posted second class on the day, depending on how they applied for their place. Parents who applied late will be notified of offers on 3 June 2019.

\_\_\_\_\_ Chair of Governors

\_\_\_\_\_ Date