



*'Learning together through love,
forgiveness and friendship'*



This year we have chosen to focus on the Christian Values of Love, Forgiveness, Friendship,
Respect, Community and Perseverance.

Admissions Policy

Policy to be approved: Autumn 2017

Review Date: Autumn 2018

Headteacher: Mrs Ritson

Chairman: Professor Hobrough

Reviewer: Governing Body

Admissions Policy

Overview

At Warkworth Church of England (Aided) Primary school we have provision for pupils aged from two to eleven. In the Early Years, we have a 2's room for two-year olds which runs from 12.30 – 3pm each afternoon and a child can be considered for a place following their second birthday. There is also an Early Years Unit which has places for children aged from 3- 5 years of age. The Nursery runs from 8.50 am – 12.00 and from 12.30 – 3pm and can be accessed on a part time or a full-time basis. Children can apply to come into the EYFS class the term after their third birthday.

The Governing Body of Warkworth Church of England (Aided) Primary School is the Admissions Authority for the school. The school is open to receive applications for admissions from the parents of all children. We give priority to children in the care of the local authority (looked after children) and those with a Statement of Special educational needs or an EHCP (Education Health Care Plan) which names the school.

Warkworth school may admit up to 20 pupils to the reception year group in 2017/18. This arrangement follows consultation between the governing body, the LA, all other schools in the area and all other Admission Authorities in the area.

If you would like your child to attend our school, please contact the school office and Mrs Gibson for an application form or to arrange a visit with Mrs Ritson (Headteacher).

How to Apply

Nursery

Parents of children who attend maintained nurseries and are due to start school in September 2017 will receive a letter from Northumberland County Council advising them to apply for their school place.

Reception

You must complete an application for a place in a Reception class even if your child attends the school nursery or pre-school setting. You can complete the form using your child's date of birth at the following link:

<http://www.northumberland.gov.uk/Education/Schools/Admissions.aspx#admissionpolicies>

Oversubscription

Should the Early Years Unit be oversubscribed, school criteria will be followed. School will let parents know by letter of their decision where possible at least one term before admission. If your child is offered a place, you must confirm your acceptance to the school within two weeks otherwise the school may have to refuse places for other children unnecessarily. The final decision on when a child is admitted, the number of sessions a child is able to attend and his or her pattern of attendance, rests with the headteacher.

If there is greater demand for admission than there are places available, the following criteria will be applied in the order set out below:

- Children who have special medical needs or other special circumstances, (supported by medical/professional opinion)
- Children with a brother or sister at the school at the time when they would be admitted to the school.
- Children of parents worshipping regularly and frequently at the Parish Church of St Lawrence.
- Children who live in the Parish of Warkworth.
- Children of parents worshipping in another Christian Church who wish their child to attend this school because of its Christian foundation.

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, with preference given to those whose home address is nearest to the school, when measured in a straight line (i.e. as the crow flies).

Waiting List

The school office will maintain a waiting list of applicants. 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.

Admission Outside of Normal Age Range

Parents have the right to request deferment of entry to school until after a child reaches compulsory school age. Under the 2014 code, a parent can make a request for a child to be admitted outside of their normal age range. This would apply to summer born children wishing to enter reception rather than year 1 after they turn 5.

Requests from parents for places outside a normal age group will be considered carefully e.g. for those who have missed education due to ill health. Each case will be considered on its own merits and circumstances. However, such admissions will not normally be agreed without a consensus that to do so would be in the pupil's interests. It is recommended that parents discuss their wishes with the head teacher in advance of applying for a place. The governors may ask relevant professionals for their opinion on the case. It should be noted that if a place in the requested age group is refused, but one in the normal age group is offered then there is no right of appeal.

Professor John Hobrough, Chair of Governors 12.9.17

Notes

- Parents are asked to let the HeadTeacher know at the time of application whether their child has a disability. Parents should be assured that the nature of the disability is not grounds for refusing the application. The school will make every reasonable adjustment to ensure that disabled children are not put at a substantial disadvantage in accessing a full curriculum and

that they will not be treated less favourably, without reasonable justification, than their able-bodied peers.

- If parents are seeking admission under criterion of living in the Parish or worshipping regularly and frequently at a Parish Church as above, they will be asked to provide evidence that they worship regularly and frequently, e.g. a letter from the incumbent.
- If parents are seeking admission under 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 governors must be satisfied that there is a specified medical reason which makes attendance at this school essential.
- A map showing the Parish boundaries can be inspected at the school office.
- Parents who are refused a place have a statutory right of appeals, further details of the appeals process are available by writing to the Chair of Governors at the school address.
- If a school 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.

Looked After Children

Looked-after children and children who were previously looked after, but ceased to be so because, immediately after being looked after, they became subject to an adoption, child arrangements or special guardianship order. Note: By a “looked-after child” we mean one in the care of a local authority or being provided with accommodation by a local authority in the exercise of its social services function. An adoption order is one made under the Adoption Act 1976 (Section 12) or the Adoption and Children Act 2002 (Section 46). A ‘child arrangements order’ is one settling the arrangements to be made as to the person with whom the child is to live (Children Act 1989, Section 8, as amended by the Children and Families Act 2014, Section 14). A ‘special guardianship order’ is one appointing one or more individuals to be a child’s special guardian/s (Children Act 1989, Section 14A). Applications under this criterion must be accompanied by evidence to show that the child is looked after or was previously looked after (e.g. a copy of the adoption, child arrangements or special guardianship order).