

# RODMELL CHURCH OF ENGLAND PRIMARY SCHOOL

## ADMISSIONS POLICY

Reviewed July 2016

2017/2018



### INTRODUCTION

This policy has been drawn up by the *Governors* of Rodmell Church of England Primary School. Rodmell School is a church aided school; therefore, applicants requiring a Christian education will be given priority when admissions are being considered. All legal requirements of the Local Education Authority, Department for Children, schools and families and the Chichester Diocesan Board of Education will be adhered to.

Education Acts emphasise the right of parents to choose a school for their child. Parents are able to express a preference. This preference, however, does not guarantee a place at a particular school. Allocation of places at Rodmell School is the responsibility of the Governing Body. In the autumn term each year the *Governing Body* will appoint an Admissions Panel to consider applications for admission to the school for the current year, and in the event of over-subscription will apply the criteria set out below for each year group.

### **Application Procedure**

East Sussex operates a co-ordinated admission scheme for primary schools. Application should be made on the East Sussex County Council application form completed in accordance with the information provided in its School Admissions Booklet, published prior to entry in the following September. Alternatively applications maybe made online via the East Sussex website [www.eastsussex.gov.uk](http://www.eastsussex.gov.uk) A hard copy may be obtained on request. Applications may be made online or by post.

## **AIMS**

- To meet the wishes of parents wherever possible
- To make fair decisions
- To treat all applications in a caring Christian manner
- To treat all applications on an individual basis
- Every effort is made to cater for children with special needs, within the constraints of the building and its environment

## **CRITERIA USED IN THE EVENT OF OVERSUBSCRIPTION**

1. Looked after children (LAC) and previously looked after children
2. Children of parents who attend the parish church of St Peter, Rodmell
3. Children living in Rodmell whose siblings attend the school
4. Children living in other parishes whose siblings attend the school at the time of proposed admission
5. Children of parents who live in Rodmell and who attend any Christian church
6. Other children living in Rodmell
7. Other children whose parents attend a Christian church
8. Other children

When deciding between applicants who have equal entitlement under the above criteria, the Governors will have regard to the proximity of the applicants' homes from the school, and priority will be given to applicants who live closest, by road using the County Council GIS system. In a case where applicants cannot be prioritised by distance, a random allocation will be made.

In respect of numbers 2, 5 and 7 parents who worship in a Church would be defined as parents who attend on average once a month for six months before the application is processed. In this instance the governors will approach the priest/minister and ask him/her to confirm attendance. This would also apply to the waiting list.

As the school has an equal opportunities statement, every effort will be made to accommodate all applicants.

## ADMISSION AT AGE 4+

Admission at age 4+ will be administered initially by the LA, i.e. in early January each year information will be sent to parents of all children due to start school in the following academic year.

On 18<sup>th</sup> April the local authority will notify parents whether or not a place can be offered.

## PROCEDURES FOR ADMISSION

The school's "admission number" is nine.

You will need to apply for a place at the school you would like your child to attend - it doesn't happen automatically.

You should list at least three **different** schools on your application in case your first preference is over-subscribed and can't be offered. Showing three different preferences

- increases your chances of being allocated a place at a school you'll be happy with
- does not affect your first preference
- 

Please read the [Admissions rules - how school places are decided in East Sussex](#) to find out what is and isn't taken into account when places are allocated, including brothers and sisters and the importance of where you and your child live.

By law, the latest your child can start school (ie their compulsory school age) is at the start of the term which follows their fifth birthday.

In general, children start infant / primary school in the Autumn term after their fourth birthday.

You can defer entry until later in the school year but not beyond their compulsory school age and not beyond 18th April 2017.

Before their compulsory school age, there are some options available, including attending school part-time - see [page 5 of the Applying for a school booklet \(opens new window\)](#) (Adobe PDF, 823k)

### Summer-born children

If your child was born between 1 April and 31 August, they don't have to start school until a full year after they could have started. If you defer their start date, then, when they do start school, they will normally join Year 1 but you can request that they start in Reception year. See [page 5 of the Applying for a school booklet \(opens new window\)](#) (Adobe PDF, 823k) for guidance.

## **CASUAL ADMISSIONS**

Casual admissions are those admissions not included in the main 4+ allocation made in the summer term.

From 2014 onwards schools will be managing their own in year admissions. If you need to make an in year application, please contact the school directly. In year admissions will be dealt with by the school's Admissions Panel as they are received. We will use the above criteria, and taking into account room size and number of children in all classes, and having particular regard to year group size and the effect this would have on class size as the child progressed through the school.

The school would endeavour to have the Headteacher available to meet prospective parents.

## **APPEALS**

Those parents for whom a place cannot be offered will be given reasons for refusal and will be informed of their right to an appeal against this decision. They will also be informed that they may place their child on the school's waiting list.

Requests for an appeal must be made in writing to the school within fourteen days of receipt of the *Governors'* decision.

A written request from parents asking for the *Governors* to reconsider their decision would commence the appeal procedure. The independent school admissions appeal panel will consist of a lay person appointed by the *Chichester Diocesan Board of Education*, a person appointed from a list maintained by the *LA*, and one *Governor* nominated by a neighbouring aided school. The meeting will be clerked by an officer of the *Chief Executives* department. The appeal committee's decision is binding on the *Governing Body*.

## **WAITING LIST**

When a letter is sent to parents setting out the decision that it has not been possible to agree to their request for a place at the school, the parents can ask in writing for their child to go on the waiting list by completing the appropriate form.

Children will be ranked on the waiting list on the basis of the distance of their home address from the school, by road, after applying the priority criteria set out above. (This means, for example, that if there are three children who satisfy category (1) on the list of criteria, they will have automatic priority over any children in groups (2) to (8). Whichever

of those three children is living closest to the school will be number 1 on the list and the child living further away will be number 3. The same rule will be applied to any children in categories (2) and (3) and so on down the list of priorities).

Children may be taken off the waiting list for the following reasons:

- A vacancy may arise which can be offered to a child
- A child's parents may ask that he/she be removed
- The school Review or Admission Appeal Committee has agreed that a place should be given to a child who was previously on waiting list

A year after a child has been on the waiting list, and in subsequent years, the Headteacher will write to the parents asking if they still wish him/her to remain on the list. If a response is not received within seven days, the child's name will be removed from the list.

If a place is offered from the waiting list, the parents will be required to make a decision within seven days, otherwise the child will be removed from the waiting list and the vacancy offered to the next child on the list.

## **WITHDRAWALS**

When a child is withdrawn from the school, the parents will be asked to complete and return to the Chairman of the Admissions Panel a form setting out their reasons for withdrawal.

## **EXCLUSIONS**

The guidelines from the LA and the DFE will be strictly followed.

The roles of the Headteacher and Governing Body are as follows:

- **The Headteacher**
  - a) Has day-to-day responsibility for maintaining high standards of discipline
  - b) Should monitor all potential exclusion cases
  - c) Should ensure cases are clearly documented
  - d) Has sole responsibility for excluding a pupil
  - e) Must ensure that decisions to exclude are based on firm evidence
  - f) Must inform parents and Governors in writing of any exclusion decision
- **The Governing Body**
  - a) Should influence the ethos of the school and support the Headteacher and staff in maintaining discipline
  - b) Should establish procedures for dealing with exclusions. This should include

- Keeping under review the use of exclusion in the school
  - Monitoring all exclusions of five days or more, or involving the loss of opportunity to take a public examination and keep these under review
- c) Has the power to direct the Headteacher to reinstate a pupil
- d) Has the right to appeal against an LA decision to direct reinstatement of a permanently excluded pupil
- e) Will, if requested, meet with the parents after advising them of their right to make oral and/or written representation and that they may have someone to accompany them. (In the instance of permanent exclusion this meeting is essential and will be held within 15 days of the date of notification by the Headteacher)
- f) Will communicate to parents without delay any decisions made

### **MONITORING**

The Admissions Panel will monitor all admissions, withdrawals and exclusions and submit a written report to each meeting of the Governing body, with confidential matters being reported separately on pink paper.

### **REVIEW**

This policy will be reviewed annually by the Admissions Panel and changes will only be made with the agreement of the full Governing Body.

## APPENDIX 1

1. A sibling is a full, half or step brother or sister living permanently in the same household, including an adoptive or foster brother sister.
2. Reference to parents includes legal guardians and applies to either or both parents, or a sole parent.
3. Where only one parent/guardian satisfies a criterion, the application will be treated equally with one where the requirement is met by two parents.
4. Maps of boundaries relevant to these criteria can be viewed/are available from the school.
5. Late applications are considered after all those applications received by the specified deadline.