



## Admission Policy

### 1 Introduction

The Governing Body are the Admission Authority in this Voluntary Aided School and are therefore responsible for all admissions. The Governing Body will admit up to 30 pupils into each year group. When there are more applications than there are places available, the governors will admit pupils according to the following criteria which are listed in order of priority. The governors will admit children with a statement of Special Educational Needs which names the school.

### 2 School Vision

Every child at our school will have every Opportunity to learn and grow in a Safe, Happy, Healthy, Respectful, Challenging and Purposeful environment.

We are a Church of England School and the Christian Values of Hope, Trust, Thankfulness, Friendship and Forgiveness underpin our School Vision, and provide the framework for all of our aims and actions.

*"From infancy you have known the Holy Scriptures which are able to make you wise."*

*2 Timothy 3:15*

### 3 Oversubscription criteria

1. 'Looked After Children' that is children in local authority care, and Previously Looked After Children.

*Looked after children are children who are (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 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).*

2. The governors will admit children on social or medical grounds, where professionals have clearly identified that the school will best meet the needs of the child. *These applications must be accompanied by documentary evidence from appropriate professionals within the Health or Social services.*



3. Children of worshipping members of any Church which is located in the Ecclesiastical parishes of Cold Ashby, Cottesbrooke, Guilsborough, Hollowell, Ravensthorpe and Thornby and is a member of Churches Together in England, this includes the Church of England (see *residence definition below*) these applications must be accompanied by form SIF/A available from the school. The completed SIF/A will then be sent to the minister with form SIF/B to verify church allegiance.
4. Children living with their parents/legal guardians in the villages of Cold Ashby Coton, Cottesbrooke, Guilsborough, Hollowell, Ravensthorpe, Teeton and Thornby (see *residence definition below*)
5. Children who have a sibling attending the school at the time of admission (see *sibling definition below*).
6. Children of worshipping members of any Church that is a member of Churches Together in England, this includes the Church of England. *These applications must be accompanied by form SIF/A available from the School. The completed SIF/1 will then be sent to the minister with form SIF/B to verify church allegiance.*
7. Children of parent/legal guardians of other faiths, or none, who wish their child to be educated in a church school and Christian environment.

#### **4 Right of Appeal**

A parent or guardian who has applied for a place at their preferred school, but is unsuccessful, has a right of appeal. In a Voluntary Aided school, the governing body is its own admissions authority. This means that the Governing Body of this school, not the Local Authority or the Peterborough Diocese, makes the final decision about the admission of pupils. If necessary, there would be an Independent Appeal Panel to hear any appeal.

#### **5 Tie Breaker**

Where there are more applications in any one category, applications will be prioritised on the distance from the address point of the child's home to the address point of the school (this will be determined by the Local Authority using their Geographical Information System as described in the published information to parents).



## **6 Parish Boundaries**

For Parish boundaries, please consult the attached map or visit the internet site [www.achurchnearyou.com](http://www.achurchnearyou.com), put in your postcode, click on where you live and the name of your parish will be shown.

Parents have the right to appeal against a decision not to admit a pupil by contacting Peterborough Diocesan Board of Education Bouverie Court Northampton NN4 7YD

## **7 Residency definition**

The child's place of residence is the address of the parent or legal guardian with whom the child spends the majority of time during the school week. (Parents/legal guardians may be asked to produce evidence of residency/home address at any time during the admission process.)

## **8 Definition of siblings**

The definition of a brother or sister sometimes referred to as a sibling;

- a brother or sister sharing the same parents
- a half brother or sister where 2 children share one common parent
- a step-brother or step-sister, where two children are related by a parent's marriage
- adopted children

A brother or sister must be living at the same address when the application is made.

## **9 Guidance on the term "worshipping member"**

For your information, our guidance on the term "worshipping member" is as follows:

*At least one of the parents or guardians of the child is regarded by the priest / minister / worship leader as part of the worshipping community at the church / worship centre.*

*This would not necessarily mean that the parent is a "Member" in a technical sense (e.g. through baptism, confirmation or electoral roll) but would imply a pattern of attendance at worship (on Sunday or at other times) that is more than "occasional" and has been sustained for more than a short, very recent period of time.*



## 10 Waiting Lists

If the school has more applications than places available, Parent/legal guardians may elect to place their child's name on a waiting list.

School phone number; 01604 740307.

Email: [head@guilborough-pri.northants-ecl.gov.uk](mailto:head@guilborough-pri.northants-ecl.gov.uk)

Pupils will be placed on the waiting list in strict order according to the oversubscription criteria on the Admissions Policy. If a place becomes available at the school, places will be allocated according to these criteria. The waiting list will be held from the allocation of places date, until 31<sup>st</sup> December in the year of admission.

Parents/legal guardians must contact the school and request that their child's name is placed on the waiting list. This can be done by telephone or e-mail: Parents/legal guardians must contact the school within 7 days of the allocation of school places. Parents/legal guardians must contact the school again at the beginning of September if they wish their child to remain on the waiting list – within 10 school days. Any places which become available at the beginning of September will be allocated after 10 school days.

## 11 Evaluation and Review

This Admission Policy will be reviewed by the Governing Body on an annual cycle.

Policy due for review	January 2017
Signed on behalf of the Governors	<i>S Armstrong-Hallam</i>
Date ratified	27 <sup>th</sup> January 2016