

Sutton Benger VA C of E Primary School

School Admissions Policy (for admissions from September 2011 onwards updated for Sept 2018/19 admissions)

The Governing Body is the admitting authority of the school.

Pupils will be admitted without reference to ability or aptitude.

Children normally start school in the September before their fifth birthday. If a child's birthday is in September they will start school in the September of their 5th birthday.

Application for a place at the school should be made by 12.00 noon on 17 January (for entry in September of that calendar year) and should be sent to Wiltshire Council, County Hall, Bythesea Road, Trowbridge, Wiltshire, BA14 8JB. Online applications can also be made and details can be found at www.wiltshire.gov.uk.

Application forms can be obtained from the school office.

Places will be offered by letter on **15th April 2018** and need to be accepted by **30th April** of that calendar year.

Rationale

The Admissions Policy takes into account the Christian foundation and the community focus of the school.

Children with a Statement of Special Educational Needs that have named Sutton Benger CE Aided Primary School as a choice will be automatically admitted before the over-subscription criterion is implemented.

Where applications for admission exceed the number of places available the Governors will admit the pupils strictly in accordance with the following order of priority:

1. Children in Care (Looked After Children) a 'looked after child' or child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order. A looked after child is (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).
2. Children from families registered with the National Asylum Support Service, children with a medical condition where written evidence is available from a senior clinical medical officer and the child's general practitioner or specialist showing that it would be detrimental to the child's health not to admit him/her to the school.
3. Children who live within the Parish Boundary (boundary map held in school office).
4. Siblings of children currently attending the School at time of admission. Children are siblings if they are half or full brother/sister, they are adoptive brother/sister; they are children of the same household.
5. Children of regularly worshipping families who are members of the Church of England (or other denominations who are full members of the CTBI - Churches Together in Britain and Ireland) who

express a denominational preference. Regular attendance at worship shall mean attendance at worship on at least nine occasions during a twelve month period. A letter from a Minister will be required in support and must be supplied at the same time as the application. However the letter should be sent to the School, and not the Local Authority.

6. Other children.

In the case of a tie the following criteria will be applied, in this order:

1. Distances supplied by the Local Authority will be used and these will measure the straight line distance using the Ordnance Survey eastings and northings of the applicants home and school address. Those with the least distance will be given priority.
2. In case of a continuing tie, lots will be drawn for the remaining places.

For multiple births e.g. twins, triplets etc

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The normal ranking criteria as shown above will apply to twins, triplets etc. However, the Governing Body will endeavour to place siblings born at the same time (e.g. twins, triplets etc) together in the school. If necessary the school will admit over the Published Admissions Number to accommodate such children. Only where this would create an Infant Class Size in excess of 30 will this procedure not be followed. In such circumstances, if there are fewer available spaces than the number of children, the parents of the children will be asked to nominate the child or children to take up the available number of places.
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For admissions from 2011/12, as per the local authority co-ordinated scheme for admissions all applicants applying for a place must complete an application form which should be returned directly to the Local Authority and not the school. The applicant may or may not live in Wiltshire.

In the event of oversubscription, a waiting list will be maintained, ranked according to the criteria set out within this policy. Applicants will join the waiting list according to these criteria regardless of the order in which the applications are received.

Any waiting list or registration of interest list held by the school prior to the normal application process does not constitute a formal application. Applications must be submitted via County via the normal process.

If a child has been refused admission to the school, his or her name will automatically be placed on a waiting list and will remain there until the end of that academic year. The list will close on the last school day of the July term. This is the case for both reception and other mid-year applications. To remain on the waiting list for the new academic year the parent must make a fresh application.

The waiting list is kept in priority order determined by the school's admission criteria. Waiting lists are not kept in date order of receipt of applications. When a place becomes available the application with the highest ranking criteria will be offered the place.

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The capacity of the school is 189 children. This may only be exceeded in exceptional circumstances, i.e. to accommodate all of the children from within the Parish.

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The school's Published Admissions Number is 27.

In-year admissions (to years other than the reception year)

The above criteria will be applied if casual vacancies arise during the school year and there are more applicants than places.

Appeals Procedure

Parents/legal guardians have the right to appeal against the refusal by the Governors to admit their child and should put their appeal in writing to the Clerk to the Governors, care of the school.

An independent panel will be established to resolve the appeal.