

Duloe C. of E. V.A. Junior and Infant School

Admissions Policy 2017-18

Introduction

This document has been produced following full consultation with the governing body, use of Diocesan guidelines, Children Services Authority (CSA) procedure and the DFE Admissions Code 2614.

The governors at Duloe School are the admissions authority to the school, operating an equal preference scheme. The Governors agree to applications, procedures and timetables as noted in the CSA Co-ordinated Admissions Scheme.

Age of Admission

Children are required by law to receive full time education from the beginning of the term after they reach the age of five.

The government has made it a legal requirement (from September 2011) for all children to be able to be admitted to school full-time in the September of their reception year, but with parents having the right to request part-time or deferred admission until their children are of compulsory school age, although they still cannot defer beyond the summer term of their reception year.

Placement outside the normal age group

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to reception rather than year 1. Parents should contact the Headteacher in the first instance and the admission authority will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned.

The Number of Children who can be admitted

The Published Admission Number (PAN) for September 2017 is **12**

Application Procedure

Applications must be made using a Common Application Form (CAF) contained in the booklet - Reception Class 2017/18. Places can only be allocated using the information on the CAF. An interest may already have been registered at the school. Nevertheless, the CAF must still be sent in. Even if the child has been attending our playgroup sessions, a CAF must be submitted before the designated date.

- Applications for all year groups except Duloe Pre-School are co-ordinated by the Local Authority. The same policy in terms of over subscription applies to the Pre-School.
- Pupils in the Pre-School will have to apply for a place in Reception along with pupils from the school using the online admissions form, as we are part of the coordinated admissions process. The same admissions criteria will be applied to all applications.

The closing date for receipt of applications is as stated in the CSA booklet.

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Parents will be sent a notification of the outcome of their application for a place at Duloe School as stated in the timetable set out in the CSA booklet.

Over-subscription Criteria for Admissions

If there are more applicants than places available in the school, the governors will strictly apply the following criteria in deciding which children to admit. The Governors operate an 'equal preference scheme' in line with the School Admission Code.

A full list of applicants and their details will be presented to the Governors Admission Panel of the Governing Body. The LA will provide the school with a list of who have applied to the school.

The following over subscription criteria will be used to prioritise applications, after the admission of children whose Statement of Special Educational Needs or Education Health and Care Plan names the school.

The admission criteria to be used are the following:

- 1) Children in care and children who were previously in care but immediately after being in care became subject to an Adoption, Child Arrangement, or Special Guardianship Order. A 'child in care' is also referred to as a 'looked after child' and is a child who 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). A 'child arrangement order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).
- 2) Children with an unequivocal professional recommendation from a school medical officer, educational psychologist or social worker that non-placement will produce medical (in the case of a doctor) or psychological (in the case of a psychologist) or social (in the case of a social worker) harm. Written evidence of any professional recommendation must be made available to the school.
- 3) Children who are resident in the designated area (a map of the designated area can be seen online at www.cornwall.gov.uk/admissions/ following the link @Find your nearest designated school' or by calling the school Admissions Team on 0300 1234 101 or emailing schooladmissions@cornwall.gov.uk) of the school or where parents can provide evidence that the children will be living in the area by the date when admission is required. (*Home address is defined as the address at which the child is normally resident or in the case of shared custody the address of the person receiving benefit for the child in question*)
- 4) Children with siblings attending the school at the proposed date of entry.
- 5) (Siblings are defined as children who have one or both parents in common, or as children who are living together as a family unit.)

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- 6) Children who for reasons of their family's religious affiliation or commitment have applied for the school.

A family's religious affiliation or commitment must be supported in writing by their priest or minister to show that they are:

- a) Known to the church
- b) Attached to the church
- c) At the heart of the church

For definition of the above see appendix 1 attached.

"Parents/ Family Members are defined as; a parent is any person who has parental responsibility for or is the legal guardian of the child. Where admission arrangements refer to 'parents' attendance at church' it is sufficient for just one parent to attend. 'Family members' include only parents, as defined above, and siblings."

- 6) All other children

Tie Breaker.

If the criteria above leave more children with an equal claim than places available, the following tie-breaker will be used: priority will be given to the child who lives nearer to the School.

This will be measured by a straight-line measurement from the home front door to the main school gate and will be determined by Cornwall Councils nominated Geographical Information System (dataMap).

The Governing Body in partnership with the C.S.A. will maintain waiting lists for admissions to the reception year for all oversubscribed schools, including Duloe (if necessary).

Children will be listed in priority order according to the school's oversubscription criteria, although children who are the subject of a direction by the local authority or who are allocated to the school in accordance with the Fair Access Protocol will take precedence over any child already on the waiting list.

The Governing Body's policy regarding the receipt of late application for reception places will be as stated by the CSA in their booklet.

All parents who are refused a place at Duloe School will have the right of appeal to an independent panel. Parents will be sent details of the appeal procedure, if requested.

Signed: A. Carter Headteacher.

Signed: E. Hallworth Chair of Governors

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Appendix 1

A family's religious affiliation or commitment will be supported in writing by their priest or minister to show that they are:

- Known to the church
- Attached to the church
- At the heart of the church

Applicants for a faith priority place will be asked to identify themselves as being in one of the above categories. Evidence will be required for two years prior to the date of application and applicants new to the area would need to provide evidence for two years from a previous church or churches.

- (i) *An applicant **'known to the church'** - an occasional worshipper, someone who is perhaps known through a family connection, or one or more of whose family would be involved in some church activity, such as a uniformed or other church organisation.*
- (ii) *An applicant **'attached to the church'** - a regular but not frequent worshipper, by which is meant (for example) one who usually attends a monthly family or church parade service or is regularly involved in a weekday church activity including an element of worship.*
- (iii) *An applicant **"at the heart of the church"** - a regular worshipper, one who worships usually twice a month. The worshipper could be the child for whom application is made or one or both parents.*
- (iv) *It is recognised that these are relative judgements and therefore should be formulated and interpreted according to the context of the school. The phrasing and divisions appropriate to a village primary school are not likely to be the same as those for a larger urban school serving a wide geographical area.*
- (v) *Applicants for faith priority places will need an application form to give evidence of their Christian (or other faith) commitment.*
- (vi) *The application form and church reference should be signed by two appropriate representatives. Neither of the representatives will be a member of the governing body of the school.*

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Church Reference

Duloe C of E VA Primary School

Name of Child:

Date of Birth:

Address:

The family of the child indicated above is either
(Please tick)

- Known to the church
- Attached to the church
- At the heart of the church

The family has been involved forYears.

Name of referee.....
Please state in which capacity you support this
application:

Signature.....

Date.....

Name of referee.....
Please state in which capacity you support this
application:

Signature.....

Date.....