

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

## **Admissions Policy**

**2016-17**

### **Introduction**

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

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 2016 is **12**

### **Application Procedure**

Applications must be made using a Common Application Form (CAF) contained in the booklet - Reception Class 2016/17. 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.

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

**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 Admissions Committee 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.

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### 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.
- 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 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. *(Siblings are defined as children who have one or both parents in common, or as children who are living together as a family unit.)*
- 5) 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 the LA's Geographical Information System (dataMap).

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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 school will continue to keep a waiting list after that date.

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.

**Signed: A. Carter      Headteacher**

**Signed: A. Barrett      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 for .....Years.

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.....