

# **Salway Ash C.E. V.A. Primary School**

## **Admissions Policy**

### **2016-2017**

#### **Introduction**

This document sets out the Policy of Salway Ash Church of England Voluntary Aided Primary School with respect to Admissions. For the purposes of this policy, the Governing Body of Salway Ash Primary School is the admission authority.

Recognising its historic foundation, the school will preserve and develop its religious character in accordance with the principles of the Church of England and in partnership with the churches at parish and diocesan level.

The school aims to serve its community by providing an education of the highest quality within the context of Christian belief and practice. It encourages an understanding of the meaning and significance of faith, and promotes Christian values through the experience it offers to all its pupils. Parents have the right to withdraw their children from the daily Christian act of worship and from Religious Education.

Parents who wish their children to be admitted to the school, should either apply online [dorsetforyou.com/schooladmissions](http://dorsetforyou.com/schooladmissions) or complete the Local Authority application form and state Salway Ash Primary School as one of their preferences, however, this does not guarantee admission should the school be oversubscribed (please see Oversubscription Criteria). An application form can be obtained from Salway Ash School Office.

Applications made outside the normal admissions round (i.e. not entering reception in September aged four), must be made to and dealt with by the Local Authority. They will be handled in the normal way, and in accordance with the Local Authority Fair Access protocol.

Every year the governing body will review and publish admission arrangements.

The admissions authority will set a Published Admission Number (PAN), which indicates the number

of places available within the year(s) of entry. This information will explain how places will be

allocated until the PAN is reached at which point the governors will consider whether the resources

available at the time will enable additional places to be made available. If not, the decision will be to

refuse all applications that would lead to the admission of a pupil above the PAN.

The PAN for Reception is set at 15 for the 2016/17 school year. If this is increased at any point in time, the revised PAN will be clearly advised on the school website.

A non-statutory admission limit has been set for all other year groups. This may be increased or decreased from time to time according to the level of resource available at the school and the preferred year group/class organisation.

In accordance with government legislation, the governing body will consult with the Diocesan Board of Education, the Local Authority, other local schools, and relevant parents and groups in the local area in respect of the admissions policy.

#### **Aims**

The overriding aim of this policy is that it should work for the benefit of all children and parents/guardians in our area. It should be simple to use and assist parents/guardians to

\*\* footnote - designated area means the area of benefit as defined in the school's Trust Deed

take the best decisions on the preferred school for their children. It should contribute to improving standards for all pupils.

The school aims to provide a place for all children whose address is within the designated area, defined as being the area within the ecclesiastical boundaries of the parishes of Salway Ash, Melplash & Netherbury.\*\* see footnote. (A map of the area the school serves can be viewed in the school office).

The address is the place where the child is permanently resident with his or her parent or parents or legal guardians. Evidence may be requested to show the address, for example: to which any Child Benefit is paid or at which the child is registered with a medical GP together with recent utilities bill, council tax bill or tenancy agreement. This evidence will be used when reaching a decision on the child's home address for admissions purposes (including where a child lives with parents with shared responsibility for each part of the week).

## **Starting School**

### ***Full time or part time attendance below statutory school age***

Parents may apply for their child to start school, for the first time in the September following his/her fourth birthday and where offered a place, may choose for their child to start school either full time from day one, or on a part time basis as preferred. However, a child becomes of statutory school age during the term following his/her fifth birthday and, where registered at a school, must be accessing full time education from this point onwards.

### **Deferred entry below statutory school age**

Parents of children who have not yet reached statutory school age may choose to defer entry for their child until later in the school year, but cannot defer beyond statutory school age or the start of the last term in the school year.

### ***Applications for children to enter a year group other than chronological age***

The governors will consider applications on a case by case basis for retained or accelerated entry in cases where parents would like their child to be admitted to a year group either side of the chronological age year group. The reasons for the request must be fully explained in writing and included with the school place application form.

## **Applications submitted on behalf of summer born children**

In the case of children born between 1st April and 31st August 2012 (summer born), parents may choose to delay their child's entry to school until the following September (2017) but must still apply during the earlier admissions round making clear on the application form the intention to delay his/her child's entry to school for one year.

Where the parent states a wish for his/her child to be considered with the 2017 Reception cohort rather than to join year 1 at the earlier time, he/she will be required to formally withdraw the earlier application and to make an entirely new application as part of the 2017 normal admissions round. The offer of a place in 2017 will be dependent on the number of applications received at that time and the number of places available to offer.

If the school is oversubscribed, all applications (initially those received on time) will be assessed according to the published oversubscription criteria in order to

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determine a priority for the offer of available places. The availability of any place will depend entirely on the outcome of the 2017 application ranking exercise.

### **Deadline for application**

All applications need to be formally registered by completing a Local Authority admissions application.

Applications for Reception Year entry for the academic year starting September 2016 need to be formally registered with the Local Authority by completing an application in accordance with the Co-ordinated scheme for consideration by the admission authority. Please refer to [www.dorsetforyou.com/schooladmissions](http://www.dorsetforyou.com/schooladmissions)

Salway Ash Church of England (VA) Primary School cannot guarantee places for children when there are no places available as a result of late applications for the normal year of entry or any application that relates to a different year group.

Legislation states that no infant class exceeds 30 pupils.

The parents or guardians will receive written notification of the outcome from the Local Authority.

Late applications, i.e. those received after the deadline for the normal admissions round will be considered in line with the Local Authority Co-ordinated scheme.

#### **Multiple Births**

If there are insufficient places to accommodate all the children of a multiple birth (i.e. twins, triplets etc.) if one child can be admitted the other siblings of the multiple birth will be admitted over the school's Published Admission Number.

### **Policy**

The admissions policy of Salway Ash Primary School is, while there are adequate places, to offer a place to all applicants irrespective of gender, religion, ethnicity or country of origin, disability or academic ability.

**Where this school is named in a child's Educational Health and Care Plan, the governing body recognises a duty to admit the child to the school.**

### **Over-subscription Criteria**

Where more applications have been received than places available or where to admit would conflict with the school fulfilling class size legislation, the following priorities shall apply in order:

#### **1. CHILDREN IN CARE**

Looked after children or a child who was previously looked after, but immediately after being looked after became subject to an adoption, residence, or special guardianship order. (1). A looked after child is a child who is (a) in the care of the local authority, or (b) being provided with accommodation by a local authority in

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the exercise of their social services functions (see the definition in section 22(1) of the Children Act 1989).

2. VULNERABLE CHILDREN

- i. children of families with confirmed refugee status
- ii. 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 this school only . Details of this must accompany the initial application.
- iii. Children who have a parent with a disability which would make travel to a different school unreasonably difficult. Evidence from a registered health professional such as a doctor or social worker will be required. Details of this must accompany the initial application.

LIVING WITHIN THE SCHOOL'S DESIGNATED AREA AS DEFINED ABOVE:

3. SIBLINGS

A child is considered in this category if a sibling is attending the school at the deadline date, **and will continue to do so when the sibling is admitted**, and where the child lives within the designated area at the same address as the sibling. Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.

4. OTHER CHILDREN

Children resident within the designated area who do not qualify under one of the criteria above.

LIVING OUTSIDE THE SCHOOL'S DESIGNATED AREA AS DEFINED ABOVE:

5. SIBLINGS

A child is considered in this category if a sibling is attending the school at the deadline date, **and will continue to do so when the sibling is admitted**, and where the child lives outside the designated area at the same address as the sibling. Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.

6. OTHER CHILDREN

Children resident outside the designated area who do not qualify under one of the criteria above.

If the school is oversubscribed within any category above, the straight-line distance from the child's home address to the school will be used as the determining factor. Distances will be measured according to the Ordnance Survey eastings and northings for the child's home address and the school. Those living closer to the school will be given priority.

If two or more children with the same priority for admission live an indistinguishable distance from the school, but cannot be admitted, then the available places will be decided by the casting of lots by an independent person.

Registration at any nursery or pre-school unit will **not** be considered as a criterion for over-subscription and no priority will be given to such children even if the pre-school is linked to the school.

There will be a stated deadline within the Local Authority co-ordinated scheme for parents to accept the place offered.

Once an offer of a school place has been made, it may only be lawfully withdrawn in very limited circumstances, which include an offer of place based upon a fraudulent or misleading application. Where an offer of place is withdrawn, the application will be considered afresh, and a right of appeal offered if an offer of place is refused.

If the school is over subscribed in any year group a waiting list will be maintained by the Schools Admissions Team, at County Hall. The position on the list will be determined by applying the published over-subscription criteria and not by date of receipt. This will mean a position will change if a later application is received from someone with a higher priority according to the over-subscription criteria. The existence of a waiting list does not remove the right of appeal against any refusal of a place from any unsuccessful applicant. If a place does not become available and parents wish their child to remain on the waiting list, they must confirm this at the end of each academic year by writing in to the Schools Admissions Team with their wish to be placed on a newly constructed waiting list.

### **Appeals Procedure**

Parents have a right of appeal to an independent panel against the decision of the Governing Body to refuse application for a school place. Details of the appeals procedure are sent out with all refusal letters.

### **Enquiries about this policy should be addressed to:**

Mrs N Bareham, Chair of Governors, Salway Ash Primary School, Salway Ash, Bridport,  
DT6 5JE

**Note: Subject to the above policy and the relevant appeals procedure, decisions regarding admissions will be the responsibility of the Governing Body.**