

Policy: Admissions	Grazeley Parochial C of E (Aided) Primary School 	Reviewed: November 2016
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Review cycle:	12 months
Next review due:	March 2018

## **1 Policy: Admissions for September 2018- August 2019**

### **2 Rationale**

Grazeley Parochial C of E Aided Primary School has a distinctive ethos which is at the centre of school life. We provide an inclusive, supportive and caring environment, shaped by Christian values in which children can learn and flourish. We welcome applications from all members of the community without reference to ability or aptitude, and irrespective of whether they are of the Christian faith, another faith or no faith, but we expect parents to respect the Christian ethos of our school.

The Governing Body of Grazeley Parochial Primary School is responsible for deciding admissions to the school. The Local Authority (LA) (Wokingham Borough Council), through the co-ordinated admission arrangements, manages the application process.

A pupil is enrolled at this Aided School in accordance with the Governors' Admissions Policy, which has been published after consultation with the Oxford Diocesan Board of Education, the Local Authority and other relevant Admission Authorities, in accordance with the School Admissions Code.

Due regard is paid to the Schools Admission Code and to the implications of wider policies ensuring fair access. The school will be participating in the LA 'in-year' fair access protocol. (see note 6)

Parents can express a preference for this school by completing the Common Application Form obtainable from the LA in which they live at the time of the application (the home LA), which may not be Wokingham or online.

At our school, pupils are normally admitted at the beginning of the school year (1 September – 31 August) in which they reach their fifth birthday. Parents whose children were born between 1 September 2013 and 31 August 2014 may apply for them to be admitted to the Reception Year in September 2018.

The admission number to the Reception Year in September 2018 is 30. Years 1, 2, 3, 4, 5 and 6 also have 30 places.

Our policy is not to offer admission in September 2018 to children who were born on or after 1 September 2014.

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Parents of a child whose fifth birthday falls between 1 September 2018 and 31 March 2019 may request that their child is not admitted until later in the school year 2018/19 (no later than the term, using three term year, after the child's fifth birthday, when s/he reaches compulsory school age). The school will hold any deferred place for the child, although, in the majority of cases, we find that children benefit from starting at the beginning of the school year, rather than part way through it.

For children whose fifth birthday falls between 1 April 2019 and 31 August 2019 (summer-born children), parents who do not wish them to start school in school year 2018-19, but to be admitted to the Reception Year in September 2019, should proceed as follows. They should apply at the usual time for a place in September 2018 together with a written request that the child is admitted outside his or her normal age group to the Reception year in September 2019. NB parents would need to provide strong supporting reasons for seeking a place outside the normal age group and should discuss the position with the head teacher as early as possible. If their request is agreed, and this should be clear before the national offer day (16 April 2018), their application for the normal age group may be withdrawn before any place is offered and they should reapply in the normal way (no later than 15 January 2019) for a Reception place in September 2019. If their request is refused, the parents must decide whether to wait for any offer of a place in September 2018 (NB it will still be subject to the over-subscription criteria below) or to withdraw their application and apply in the second half of the summer term 2019 for a Year 1 place in September 2019. Parents should be aware that the Year 1 group may have no vacancies as it could be full with children transferring from the 2018-19 Reception Year group.

Until the child reaches compulsory school age, parents may also request that s/he attends part-time. In such cases, detailed arrangements should be discussed with the head teacher.

### **3 Admission Over Subscription Criteria**

Children with a Statement of Special Educational Need or an Education, Health and Care (EHC) Plan naming the school will always be admitted to the school whether there are places available or not. Once such children have been offered places, remaining places will be offered according to the criteria below and in that order.

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1. Looked-after children and children who were previously looked after, but ceased to be so because, immediately after being looked after, they became subject to an adoption, child arrangements or special guardianship order. (See note 5 on pages 6-7)
2. Families who have exceptional medical or social needs that make it essential that their child attends the school rather than any other. These needs must be fully supported by written evidence from the appropriate professional person involved with the family. (see note 7 on page 7)
3. Children of a parent or parents with a normal home address in the Benefice of Loddon Reach (see map attached – see note 2 page 6) and with a sibling on the roll of the school at the time of application or whose parent has accepted an offer of a place at the school and who is expected still to be in attendance at the time of entry to the school. (See note 3 page 6)
4. Children whose parents live outside the Benefice of Loddon Reach and with a sibling on the roll of the school at the time of the application or whose parent has accepted an offer of a place at the school and who is expected still to be in attendance at the time of entry to the school.
5. Children with a normal home address in the Benefice of Loddon Reach (see map attached – see note 2 page 6)
6. Children of other parents who wish their child to attend this school.

#### **4 Over-Subscription Criteria**

The criteria for admission are only applied if there are more applications than places.

In the event of there being more applications than places available fulfilling the first or subsequent admissions criteria then admissions to the school will be determined by the distance from the home address and the school in terms of radial distance. Distances will be measured consistently, using the local authority computerised mapping system and the distance will be measured as a straight line between the land property gazetteer address points for the respective home address and school. The child living closest to the school will be considered for a place. Where two applications share the same post code and are equi-distant from the school, the school will use random allocation to decide which child should be offered the place. The process will be conducted in the presence of a person independent of the school

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## **5 All Other Admissions**

In the case of twins or multiple births the admission criteria will be applied to each child for whom an application is made. Where one or more but not all the children could be admitted without exceeding the admission number or the number of places available then each child will be admitted.

### **5.1 Admission Outside Normal Age Group**

Children are admitted to school within their own age group. Requests from parents for places outside a normal age group will be considered carefully e.g. for those who have missed education due to ill health. Each case will be considered on its own merits and circumstances. However, cases will not normally be agreed without a consensus that to do so would be in the pupil's interests. The governors will ask relevant professionals for their opinion on the case. Those refused places outside the normal age group will be informed of their statutory right to appeal.

The Governors of the school will participate in the LA In-year Fair Access Protocol.

This may result in the school being obliged to admit over its admission number.

In- year applications for places in the school will take priority on the school's waiting list in line with the In-year Fair Access Protocol.

Applications for admissions for entry to the Foundation Class in the school year 2017-2018 should be made in accordance with the LA co-ordinated scheme by the **15<sup>th</sup> January 2018**, which is the national application deadline.

The school Admissions Panel will rank applications for admission strictly according to the school admissions criteria and return this list to the LA by the required deadline.

The school's Admissions Committee will make decisions on which children are to be offered a place and the home LA will inform parents of their decision on the nationally agreed offer date of **16<sup>th</sup> April 2018** (sent first class post to arrive the next day).

It is the Governors' policy not to reconsider applications within the same academic year unless there is a material change in circumstances.

Parents must accept or decline the offer of a place at the school by **May 3<sup>rd</sup> 2018**.

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Applications made for **other year groups** must be made through the LA and will be subject to application of the criteria by the School's Admissions Committee. Parents will be informed in writing of the decision by the Local Authority.

## **5.2 Appeals**

There are established arrangements for appeals against non-admission. Details are available from the school, including the date by which an appeal should be submitted. A panel organised by the Oxford Diocesan Board of Education will hear the appeal.

It should be noted that, in the event of an unsuccessful appeal against non-admission to the school, the school does not consider any further application in the same school year (1 September – 31 August), unless there has been a material change in circumstances, for example a change of address which results in a move from outside the catchment area to inside it.

Parents who wish their children to attend the school are most welcome to visit. Arrangements can be made through the Admissions Secretary at the school.

## **6 Waiting Lists**

A waiting list is held by the Local Authority for applications which have not been successful. Should a place become available it will be offered to a child on the waiting list in line with the arrangements for the co-ordinated scheme. The order of priority on the waiting list is the same as the list of criteria for over subscription. The length of time on the waiting list will not be taken into account. The school will keep the LA informed of any places becoming available. Parents should note that if they would like their child to remain on the waiting list in September 2019, they would need to make a new application for their child and annually thereon after.

Children who are the subject of a direction by the local authority to admit or who are allocated to a school in accordance with an in year fair access protocol must take precedence over those children on the waiting list.

## **7 2017-2018 Applications**

Applications to school 2017/2018 were as follows: *(this data will be available from April 2017)*

70 applications were received and ranked according to the admissions criteria

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0 were ranked in criterion 1

1 was ranked in criterion 2

6 were ranked in criterion 3

48 were ranked in criterion 4

0 were ranked in criterion 5

15 were ranked in criterion 6

There were insufficient places to meet parental preference for 25 applications under criterion 4

For further details please contact the Admissions Governor at the school and the LA Admissions Department

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## 8 Notes

1. **Parent;** a parent is any person who has parental responsibility for or is the legal guardian of the child.
2. **Normal home address;** child's permanent address at the time of the application. Home address may also include the place where the child spends the majority of the school week (Monday to Friday, nights included). Official documentation may be required if a child does not live at his or her parent's address and should be declared on the application form. **If you do not declare any arrangements that are made or use a relative's address, we may consider a false application has been made and withdraw your application and offer of a place.** Childcare arrangements are not sufficient reason for listing another address. If you are moving into the catchment area, we will ask for evidence of your move before considering any application for a place.
3. **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. If by offering all children a place the class would breach the infant class size legislation, the school will not offer places.
5. Looked After Children  
By a "looked-after child" we mean one in the care of a local authority or being provided with accommodation by a local authority in the exercise of its social services function. An adoption order is one made under the Adoption Act 1976 (Section 12) or the Adoption and Children Act 2002 (Section 46). A 'child arrangements order' is one settling the arrangements to be made as to the person with whom the child is to live (Children Act 1989, Section 8, as amended by the Children and Families Act 2014, Section 14). A 'special guardianship order' is one appointing one or more individuals to be a child's special guardian/s (Children Act 1989, Section 14A). Applications under this criterion must be accompanied by evidence to show that the child is looked after or was previously looked after (e.g. a copy of the adoption, child arrangements or special guardianship order).
6. **Fair Treatment:** All applications will be treated fairly, in strict order of the admission criteria, irrespective of need or ability of the child or family i.e. disabilities, special needs (without statements) or challenging behaviour. The Governing Body has made every effort to ensure that the Grazeley

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Parochial Primary School Admissions policy complies with the Admissions Code 2014 and all relevant legislation including that on infant class sizes and equal opportunities.

7. **Exceptional medical or social needs:** When applying under criterion 2 (exceptional medical or social needs), you must include supporting evidence from an independent professional person who is aware of the situation and supports your reasons for preferring the school. This supporting evidence must clearly demonstrate why the school is the most suitable and must illustrate the difficulties that would be caused if your child had to attend another school. The person supplying the evidence should be a doctor, health visitor, social worker, etc. who is aware of your child's or your own case. The school reserves the right to ask for further evidence or clarification where necessary and may seek the advice of appropriate educational professionals where necessary.

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