

# Bury C of E Primary School

## Admissions Policy



Date for review: February 2019

Head Teacher's signature \_\_\_\_\_

Chair of governor's signature \_\_\_\_\_

## **Admissions Policy**

Bury CE Primary School is a Church of England Voluntary Aided Primary School in the Diocese of Chichester. The school provides a distinctively Christian education for children aged 4 to 11 years. Historically, the majority of Church of England schools were established to provide an education for the children of the local parish in accordance with the principles of the Church of England. The two aims of being 'distinctively Christian' and 'serving the local community' are reflected in the school's admission criteria.

Bury School is a Voluntary Aided Primary School in which the Governing Body is the Admission Authority and responsible for admissions. It is guided in that responsibility by the requirements of the law, the school's trust deed, advice from the Chichester Diocesan Board of Education and its duty to the local community.

The published admission number for 2019/2020 is 10.

Please contact the school office on 01798 831502 if you require assistance or a Supplementary Information Form.

### **Making an Application**

All applications must be made by completing a Local Authority Common Application Form. You can find details at <https://www.westsussex.gov.uk/education-children-and-families/schools-and-colleges/school-places> or by calling 03330 142 903.

In addition to the Local Authority form you are asked to complete a Supplementary Information Form. This is not an application form for admission to school but will be used by the governors when applying the admissions criteria. The Supplementary Information Forms are available on line from our website <http://www.bury.w-sussex.sch.uk> and from the school office.

### **Oversubscription Criteria**

Where there are more applications for admission than the published admission number, the Governing Body will apply the following criteria in strict order of priority. Please note that children who have a statement of special educational need will be treated in accordance with the relevant legislation.

1. Looked After Children or previously Looked After Children.

#### **LIVING WITHIN THE PARISH OF BURY WITH HOUGHTON:**

2. Children who reside in the parish of Bury with Houghton and whose parents regularly attend the parish church of St John the Evangelist, Bury.
3. Children who reside in the parish of Bury with Houghton and who have an elder sibling attending the school at the time of anticipated admission.
4. Children who reside in the parish of Bury with Houghton who do not qualify under one of the criteria above.

#### **LIVING OUTSIDE THE PARISH OF BURY WITH HOUGHTON:**

5. Children who reside outside the parish of Bury with Houghton and who have an elder sibling attending the school at the time of anticipated admission.
6. Children who reside outside the parish of Bury with Houghton and whose parents regularly attend a Christian denomination participating in 'Churches Together in England'.
7. All other children.

Should the admission number be reached mid-category, applications in that category will be prioritised on the shortest distance measured in a straight line from the child's home address to the school, using the Local Authority's computerised measuring system, with those living closer to the school receiving higher priority.

In the event of two or more children living equidistant from the school, the place will be decided by drawing lots. The first name drawn will be offered the place.

## **Notes**

### Definitions

#### *Statements*

Children who have a statement of special educational need and the school is named as the most appropriate school for the child's specific needs.

#### *Looked After Children and previously Looked After Children*

Children within Local Authority care as defined in Section 22 of the Children's Act 1989, for example, children in residential homes or foster care. This also covers children subject to one of the following:

##### *Adoption Order*

Made under the terms of the Adoption and Children Act 2002

##### *Special Guardianship Order*

Made under section 14A of the Children Act 1989 (as amended by the Adoption and Children Act 2002)

##### *Residence Order*

Made under Section 8 of the Children Act 1989

#### *Parish of Bury with Houghton*

The ecclesiastical parish of Bury with Houghton. A map of the parish boundary may be viewed at the school office.

#### *Place of residence*

The child's ordinary place of residence will normally be a residential property at which the parent or person or persons with parental responsibility for the child resides at the closing date for receiving applications for admission to the school.

Where parental responsibility is held by more than one person and those persons reside in separate properties, the child's ordinary place of residence will normally be the property at which the child resides with the parent or person or persons with parental responsibility, for the greater part of the week.

#### *Parent*

Any person who has parental responsibility or care of the child.

#### *Regular Church Attendance*

Regular church attendance by parents is defined as attendance at a church service at least twice a month over the past 6 months. It is sufficient for just one parent to attend.

#### *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's partner, and in every case, the child should be living in the same family unit at the same address. Wherever possible the governors will endeavour to keep siblings together.

### **Multiple Births**

Where possible the governors will admit all the children of a multiple birth (i.e. twins, triplets etc.).

### **Late Applications**

Applications received after the deadline set by the Local Education Authority will be considered after places have been allocated to those applications received on time.

### **Waiting List**

Children refused a place can, at their parent's request, be placed on a waiting list.

The waiting list is determined according to the Governing Body's priority of admission over-subscription criteria. This will mean a position will change if a later application is received from someone with 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.

### **Appeals against the Governing Body's decision to refuse admission**

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.

### **False Information**

1. Where the Governing Body has made an offer of a place at this school on the basis of a fraudulent or intentionally misleading application from a parent which has effectively denied a place to a child with a stronger claim to a place at the school, the offer of a place will be withdrawn.
2. Where a child starts attending the school on the basis of fraudulent and intentionally misleading information the place may be withdrawn depending on the length of time that the child has been at the school.
3. Where a place or an offer has been withdrawn, the application will be re-considered and a right of independent appeal offered if the place is refused.

### **In Year Applications**

All applications outside the normal admissions round must be made by completing a Local Authority Common Application Form and the Supplementary Information Form. This must be sent to the Local Authority, who will deal with the Application in accordance with the Local Authority Scheme.

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