



Keevil Church of England Academy

Admissions Policy 2019-20

"In everything, therefore, treat people the same way you want them to treat you, for this is the Law and the Prophets." Mathew 7:12

This policy has at its core, the above quotation and reflects the need for fairness and forgiveness.

This document sets out the Policy of Keevil Church of England Academy with respect to 2019-20 admissions. For the purposes of this policy, the Academy Council of Keevil Church of England Academy ("the Academy") is the admission authority.

The Academy is designated with a religious character. The Academy's religious authority is the Diocese of Salisbury. The Academy must have regard to its religious authority when setting the terms of its admission arrangements

Recognising its historic foundation, the Academy 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 Academy 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 Academy, should complete the Primary Common Application Form (available online at www.wiltshire.gov.uk , from the Academy or from Wiltshire Education Authority) stating their preference for Keevil Church of England Academy. They should return it to School Admissions Team, Wiltshire Council, County Hall, Trowbridge, Wiltshire, BA14 8JN by **15th January 2019**. Letters giving written notification of the outcome will be dispatched to parents by the Local Authority on **16th April 2019**. The deadline for acceptance of offered places is **2nd May 2019**.

Every year the Academy Council will review and publish information concerning the admission policy. This will confirm the maximum number of children to be admitted to the Academy as a whole, the Published Admission Number (PAN) which is currently 17, and explain how places will be allocated. The PAN is the minimum number that the Academy would expect to admit and does not limit the Academy's ability to accept more than this number as long as sufficient resources are available. Where there are more applications for admission than places available at the Academy, then places will be offered in accordance with the oversubscription criteria in this policy.

In accordance with government legislation, the governing body will consult with the

Diocesan. Board of Education, the Local Education Authority and other local schools in respect of the admissions policy.

Aim

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

The Academy aims to provide a place for all children whose address is within the designated area (catchment area), defined as being the area within the ecclesiastical boundaries of the parish(es) of Bulkington, Great Hinton, Keevil and Steeple Ashton. The address is the place where the child is permanently resident with his or her parent, parents or legal guardians. Where a child lives with parents with shared responsibility each part of the week, the 'home' address will be considered to be the address of the person whose name is on the child benefit booklet. This may be a different address to that printed on the book itself. However, parents should not assume that a place will automatically be allocated to their child.

Starting School

A school place in the reception class is available for children from the September following their 4th birthday.

Induction arrangements are that children in the first week stay until 12.00, in the second week they stay for lunch, finishing at 1.00PM. During the second week the Reception Teachers will meet with parents, individually, to discuss when their child might start full time education. Each child is unique and, with this in mind, children start full time as and when their parents and Teachers' feel they are ready. However, parents have the right for their child to start full-time from the third week.

Where an offer of a place is made to a child below compulsory school age, parents have the right to defer their child's entry to school until later in the school year. The place is held for that child and is not available to be offered to another child. Entry may not be deferred beyond the beginning of the term after the child's fifth birthday, or beyond the academic year for which admission is sought.

All applications for children requesting admission outside their normal age group will be processed as outlined in Wiltshire Council's Co-ordinated Admissions Scheme, which has been drafted in line with the School Admissions Code.

Deadline for application

Applications for Reception Year entry for the academic year starting September 2018 need to be formally registered with the Local Authority by the date stated on the Common admission Form for consideration by the admission authority.

Notification will be posted out to parents and guardians on the **16th April 2019**. Parents should confirm their acceptance online if they have applied online, or if they have applied by paper return send the acceptance/decline slip directly to the Local authority by **2nd May**

2019. Failure to do this would result in the offer of a place being withdrawn.

Keevil Church of England Academy 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.

The Academy Council has set a maximum class size in KS1 of 30 pupils. The Councillors, however, reserve the right to reduce this number if it is felt that circumstances are such that the classroom space is not large enough to accommodate this number of pupils.

Late applications, i.e. those received after the deadline for the normal admissions round will not be considered until after all of those which were received on time have been processed. This is in line with the Wiltshire Council Co-ordinated Scheme for Primary School Admissions for 2019/20.

Applicants for a school place other than Reception must complete an application form which should be returned directly to the Local Authority and not the Academy.

In year applications

As per the Wiltshire Council Co-ordinated Scheme for Primary School Admissions, all applicants applying for any school place must complete an application form which should be returned directly to the Local Authority and not the Academy. The applicant may or may not live in Wiltshire.

Policy

The admissions policy of Keevil Church of England Academy 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. This Academy participates in the Local Authority's Fair Access Protocol.

Priority will be accorded to those parents/guardians who have expressed a written preference for their child/ren to attend Keevil Church of England Academy. **Where this academy is named in a child's statement of special educational needs or Education Health & Care Plan, the Academy Council recognises a duty to admit the child to the Academy.**

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

1. LOOKED AFTER CHILDREN

A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order 71. A looked after child 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).

2. VULNERABLE CHILDREN

- a. Children of families with confirmed refugee status. Written evidence from the home LA must accompany the initial application.
- b. Children with a medical condition or disability 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 the Academy rather than any other. Details of this must accompany the initial application.
- c. Children where either parent has a disability which would make travel to a different school 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.

3. SIBLINGS – All catchment area siblings that meet the following criteria.

A child is considered in this category if an older sibling is attending the Academy as at the deadline date (excluding pupils in year 6) and where the child lives at the same address as the older sibling. Step, half, adopted and foster siblings are included in this category, as are children being brought up in the same home.

4. CATCHMENT AREA PRACTISING CHRISTIANS - Those children from within the catchment area who are regular practising Christians, of whatever denomination, at a recognised church or religious group. Confirmation of regular attendance (minimum of once per month by the child for at least 12 months prior to application) may be requested from the relevant priest/pastor. A recognized church or religious group is one that is a member of Churches Together in Britain and Ireland (see ctbi.org.uk), the Evangelical Alliance (see eauk.org), the Fellowship of Independent Evangelical Churches (see www.fiec.org.uk); Affinity fellowship of Churches (see www.affinity.org.uk).
5. OTHER CHILDREN FROM THE CATCHMENT AREA - Children resident within the catchment area who do not qualify under one of the criteria above.
6. OUT OF CATCHMENT SIBLINGS - A child is considered in this category if an older sibling is attending the Academy as at the deadline date, excluding pupils in year 6, and where the child lives at the same address as the older sibling. Step, half and foster siblings are included in this category, as are children being brought up in the same home.
7. PRACTISING CHRISTIANS NOT FROM CATCHMENT AREA - Those children who are regular practising Christians, of whatever denomination, at a recognised church or religious group. Confirmation of regular attendance (minimum of once per month by the child for at least 12 months prior to application) may be requested from the relevant priest/pastor. A recognized church or religious group is one that is a member of Churches Together in Britain and Ireland (see ctbi.org.uk), the Evangelical Alliance (see eauk.org), the Fellowship of Independent Evangelical Churches (see www.fiec.org.uk); Affinity fellowship of Churches (see www.affinity.org.uk).
8. OTHER CHILDREN

Tie Breaker

In all oversubscribed criteria the distance from the child's home address to the Academy will be used as a tie-break. Distances supplied by the LA will be used and these will measure the straight line distance using the Ordnance Survey eastings and northings for the child's home address and the Academy. Those with the least distance will be given priority. If two or more children with the same priority for admission live an indistinguishable distance from the Academy, but cannot be admitted, then the available places will be decided by the casting of lots (random allocation) supervised by someone independent of the Academy.

The Local Authority should be advised if parents/guardians wish to decline the offer of a place at Keevil Church of England Academy.

Only one offer of a school place for each child can be held at any one time. If the Local Authority receives a further application for a child who has already secured a place in an earlier round, the new stated preferences will automatically supersede any earlier preferences stated.

Multiple Birth Applications

Where there are multiple birth applications the PAN will, provided it is practicable, be exceeded or increased at the point of allocation in order to ensure that multiple birth siblings can be allocated places at the Academy.

Waiting Lists

Keevil Church of England Academy will maintain a waiting list for the entire academic year which will be kept in priority order determined by the admission criteria above and not the length of time on the waiting list.

It is important to note that any waiting lists kept by the Academy, to which you may have added your child's name prior to the normal application process do not constitute a formal application. Applications must be submitted as outlined within this policy.

Exceptional Circumstances

Due consideration will be given to applications from parents/guardians who can demonstrate that admission to Keevil Church of England Academy is necessary for the medical or social well-being of their child. However, parents/guardians must bring any such 'special factors' to the attention of the Academy at the time of the original application.

Where necessary the Academy reserves the right in such cases to seek supporting evidence from a doctor, social worker or education welfare officer as appropriate.

For children of statutory school age, only in the most exceptional of circumstances will the Academy agree to defer entry to the Academy once an offer of a place is made, especially where such a deferral might deny an academy place to another child.

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.

Appeals Procedure

Parents have a right of appeal to an independent panel against the decision of the Academy Council to refuse application for a school place. Details of the appeals procedure are sent out with all refusal letters. Note: Subject to the above policy and the relevant appeals procedure, decisions regarding admissions will be the responsibility of the Academy Council.

Enquiries about this policy should be addressed to :

Head Teacher or Clerk to the Governors
Keevil Church of England Academy
Main Street
Keevil
Trowbridge
Wiltshire
BA14 6LU

Tel: 01380 870376