



Thriplow Church of England Primary School Policy for Admissions Offer Year 2020/2021

1. Introduction

Thriplow School serves the County Parish of Thriplow (which includes Thriplow village, Thriplow Heath, Pepperslade, Hurdles Way, Heathfield, and Ringstone. Provided there are places and the school is working within its planned admission number PAN, (currently 20 children) the school is pleased to take any children whose parents choose to send them to Thriplow, irrespective of where they live. The school particularly welcomes parents who wish to send their children to our Church school because of its distinctive Christian ethos.

The school welcomes visits from the parents of prospective pupils with their children. They should contact the school administrator to arrange a convenient time. It should be noted that neither children nor parents are interviewed as part of the admission or application process. Decisions on admission are made solely on the basis of the criteria set out in this policy.

As a Church of England Primary School the Governing Body is the admissions authority. This means that it is the Governing Body that sets and applies the Admissions Policy for the school. All decisions regarding admission of children into the school are made by a sub committee of the Governing Body.

2. Aims of the Policy

We aim to set out clear procedures for admissions to the school so that the system is seen as fair by prospective parents and all others involved. We have paid particular attention to our status as a Church of England School as published in our 'School Statement of Purpose'.

3. Admission Procedure for Reception children

Legally a parent must ensure that a child begins to receive full time education from the beginning of the term after his or her fifth birthday. However Thriplow C of E Primary School subscribes to the County Policy that all children should have an equal chance of starting school at the beginning of the academic year in which they have their fifth birthday. This means a child can start at Thriplow in the September after his or her 4th birthday.

The application process for admissions into Reception class at Thriplow C of E Primary School is co-ordinated by Cambridgeshire Local Authority, which acts on behalf of the governing body to offer places at the school.

Parents can make an application in two ways, either by;

- **Applying Online** via the Admissions website – www.cambridgeshire.gov.uk/admissions,

Or by,

- **Completing A Common Application Form** – this is available on line at www.cambridgeshire.gov.uk/admissions, or from the school office, or it can be found in the booklet “Admissions to Primary Schools-A Guide for Parents” which is supplied by the LA Admissions Team and must be completed and sent to the Admissions Team **no later than 15th January 2020**

All applications must be supported by a **Thriplow School Supplementary Information Admission Form** – this is available from the school office and must be completed and returned to the school office by **15th January 2020**.

Offer letters will be issued by the LA on the 16th April 2020. Late applications will be handled by the Admissions Team. To apply for a place after the start of term or in any other year group please contact the LA admissions team for an application form.

Contacts

Thriplow C of E Primary School: 01763 208213 or email: office@thriplow.cambs.sch.uk
LA Admissions Team: 01223 699200 or email admissions@cambridgeshire.gov.uk

4. How places are offered

For admission into Reception year in September 2020 the LA, on behalf of the governing body, will offer places to 20 children. This is the Published Admission Number for that year group. In the event that more than 20 applications are received, the following criteria will be applied to determine priority for places.

5. Criteria for Pupil Selection

Children with a Statement of Special Educational Needs in which Thriplow C of E Primary School is named will be admitted. Those children with a Special Statement of Educational Need that does not name the school will be referred to Student Assessment to determine an appropriate place.

All preferences are treated equally, however in the event that there are more applications to attend Thriplow C of E Primary School than there are places available the following criteria will be applied in order of priority:

1. Children in Care, also known as Looked After Children (LAC), and children who were looked after but ceased to be so by reason of adoption, a resident order or special guardianship order.
2. All children residing in the parish of Thriplow which includes Thriplow village, Thriplow Heath, Pepperslade, Hurdles Way, Heathfield, and Ringstone.
3. Siblings of those on the roll at the time of admission. For the purpose of the admissions policy sibling is defined as *a child or children who live in the same family home*.
4. Children whose families are involved in the work and worship of the Four Church Benefice. The Four Church Benefice being St George's Church, Thriplow; St Mary's Church, Fowlmere; St Laurence's Church, Foxton; and All Saints Church, Shepreth, and who may also live outside the parish of Thriplow. It is recognised that some families do not live, work and worship in the same place.*

5. Those children who are baptized and whose parents are active members of any Christian Church and for whom this is the nearest Church of England School.
6. Children whose parents, if not worshipping members of a Christian Church, nevertheless wish their child to attend a Church of England School because of its specifically religious emphasis.*
7. Children who live outside the catchment area but who have been unable to gain a place at their catchment area school because of oversubscription.
8. Children who live outside the catchment area, but for whom Thriplow C of E Primary School is the nearest school as measured by a straight line.** (see below)

**All parents wishing to apply under the schools religious criteria must also request a supplementary information form from the school office.*

***In cases of equal merit in each set of criteria priority will go to children living nearest the school as measured by a straight line.*

The distance for admissions purposes, is measured using the straight line distance from the reference point of the home to the reference point of the school, both as defined by the Ordnance survey (OS) AddressBase Premium. These distances are produced by the LA Admissions team for the school. For families who live outside the area covered by the Cambridgeshire mapping system, distances are determined using a combination of local maps and online resources.

6. Reserve List

If an application to attend Thriplow C of E Primary School is unsuccessful, parents may request that their child be placed on a 'Reserve List'. Children's names are placed on this list in strict order of the admissions criteria. A new request from another parent for a child's name to be placed on the list can result in other children being moved further down the list if this child has higher priority for a place at the school in line with the admissions criteria. As part of the co-ordinated scheme for primary admissions, the LA Admissions Team holds the initial reserve list on behalf of the governing body until the end of the first week of the autumn term in the initial year of intake, and unsuccessful applications will be automatically added to this list. The Governing Body then holds this list until the end of the autumn term. Where mid-phase applications are received, children's details will be held on the reserve list for a period of one term following the term for which the place was refused.

7. Admissions Committee

Each academic year the Full Governing Body shall appoint an Admissions Committee to consider matters of admission.

8. Informing Parents of the Decision

The offer date for primary admissions in September 2020 is 16th April 2020 and on that date the LA Admissions team will send out all offers.

If it is not possible to accept a child the letter will also inform parents of their right to appeal against the decision. Parents will continue to have the right of appeal against any refusal of a place and are able to reapply the following year.

Once an offer of a place has been made it may only be withdrawn in very limited circumstances. This may include the offer being made on the basis of fraudulent information being supplied by the parent, such as a false claim to one of the specified criteria.

9. Appeals Procedure

Parents may appeal to the admissions appeal panel. The panel consists of three people who are independent of the school's Governing Body and the Local Authority. The panel will consider the circumstances of the case put before them and the Governing Body and parents must abide by the decision it makes.

10. Government Early Years Education Scheme

Under the government's early year's programme, all four year olds are entitled to three terms of free part-time education from the term following their fourth birthday which is funded by a grant for each child. The LA funds places in Reception classes in state schools in addition to the grant to permit children to attend for a full school day. To ensure that no child receives more than their allocation of five sessions of grant-funded education, parents are required to complete a form confirming that they have registered their child at Thriplow School.

11. Admission arrangements for children outside the normal entry round.

To apply for a place after the start of term or in a year group other than Reception, please contact the school for an application form. Parents wishing to visit the school prior to submitting an application are welcome to do so. Visits are not interviews and do not affect any decisions regarding the availability of a place. Should space in the school become available, a place will be offered to the child at the top of the reserve list, provided the resulting class sizes are acceptable to governors. We will use the criteria in section 5. Children will not normally be admitted outside their natural year group.

12. Admission arrangements for disabled pupils.

The admission arrangements for disabled pupils are the same as for any other pupil and the school will endeavour to meet their specific needs. Prior to admission there will normally be a discussion with the parents, Headteacher and advisors to determine what these needs will be.

13. Home address

The address used for the purpose of admissions must be the child's usual home address. Applications based on future addresses can only be considered up to 6 teaching weeks before the child is expected to take up the place and upon confirmation of tenancy or exchange of contracts. Parents are expected to notify the school of any changes of address as this may affect the allocation of a place at Thriplow C of E Primary School.