



Barford St Peter's C. of E. (VA) Primary School

'Foundations for Life'

Admissions Policy 2017-2018

Introduction

This document sets out the Policy of Barford St Peter's Church of England (Voluntary Aided) Primary School with respect to Admissions. For the purposes of this policy, the Governing Body 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.

Parents who wish their children to be admitted to the School should apply using a Common Application Form either in hard copy format or "online" at www.warwickshire.gov.uk/admissions

Admission Number

The Governing Body reviews and publishes information concerning School's Admission Policy, which explains how places will be allocated and includes the school's Published Admission Number (PAN). For 2017, the Published Admission Number is 30. This is the number of children who may be admitted to the Reception year in 2017. Year groups 1 and 2 will also have an admission number of 30 and Years 3, 4, 5 and 6 an admission number of 20.

In accordance with government legislation, the Governing Body consults with the Diocesan Board of Education, the Local Authority, other local schools and relevant parents in respect of its admissions arrangements.

Admission of children below compulsory school age and deferred entry to school

As is required by the School Admissions Code, Barford St Peter's Primary School provides for the admission of all children in the September following their fourth birthday. Where a child is offered a place at a school:

- a) that child is entitled to a full-time place in the September following their fourth birthday;
- b) the child's parents can defer the date their child is admitted to the school until later in the school year but not beyond the point at which they reach

compulsory school age and not beyond the beginning of the final term of the school year for which it was made; and

c) where the parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

Some parents may feel their child is not ready to start school in the September following their fourth birthday. Parents wishing to request deferred entry in line with paragraphs b) and c) above should make an appointment to discuss this with the Headteacher.

The School Admissions Code also makes it clear that parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group - to Reception rather than Year 1.

Where parents of Summer Born Children wish to request that their child is admitted out of their normal age group - to Reception rather than Year 1 - the process below should be followed.

Requests should be made before 1 December of the year before the child turns 4. This will provide time for requests to be processed, and where a request is not agreed, for the family to have adequate time to make an application before the closing date of 16 January.

Parents should submit to the school their reasons for wishing to defer applying for a school place. Parents may also wish to submit other information in support of their request; for example from professionals who have worked with their child. On receiving the supporting evidence the school's Governing Body will consider all of the information provided and reach a decision which is considered to be in the child's best interest. All such requests are considered on a case by case basis. Once a decision is reached the parents will be notified along with Warwickshire's Admissions Service.

Applications for other children to be taught out of year group

In some situations parents applying for a school place may wish to request that their child is admitted to a school outside of their normal year group - for example if they are moving from overseas and their child has not been educated in the English school system. In such situations parents should request a meeting with the Headteacher to discuss this.

The application process

The Governors have adopted the centralised timetable as per the Local Authority's coordinated scheme.

Requests for deferred entry (see section above) should be made to the Local Authority by 1 December 2016.

Applications, using a Local Authority Common Application Form, for Reception Year entry for the academic year starting September 2017 need to be formally registered with the Local Authority by 5pm on Monday 16 January 2017 for consideration by the Admission Authority.

Applications from families moving into the area will be considered as on time if they are submitted to the Local Authority and accompanied by proof of address by 28 February 2017.

The 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 for any application that relates to a different year group.

Late applications, i.e. those received after the deadline for the normal admissions round, will be considered in reallocation rounds which take place after the first round of offers have been made.

The Local Authority will post written notification of the offer of a school place to parents on 14 April 2017.

3 May 2017 is the deadline for parents/carers to decline the place offered and /or to be considered for reallocation. Parents/carers will be asked to reply to the Local Authority. If they do not respond by this date it will be assumed that the place offered has been accepted.

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, an application may be made afresh, and a right of appeal taken up if an offer of place is refused.

Waiting Lists

It is necessary to complete a Local Authority Common Application form to apply for a school place. Registering interest with the School on a "waiting list" before the admissions round guarantees neither a place nor priority within the oversubscription criteria. Offers of places will be made by the Local Authority on the school's behalf.

Any child who is refused a place at this school will be automatically added to the school's waiting lists. Waiting lists will be held by Warwickshire's Admissions Service.

Waiting lists are compiled in strict priority order against the published oversubscription criteria. Offers will be made from the waiting lists as vacancies arise. A child's position can move both up and down the waiting list as other students are added to the list. Late applicants are not penalised when added to waiting lists, and the amount of time a child has been on a school's waiting list is irrelevant.

Waiting lists will be held until the end of the Autumn term. Parents /carers will be responsible for contacting Warwickshire's Admissions Service should they wish for their child to remain on the waiting list and will be required to complete a new in-year application form.

Multiple Births

Twins and children from multiple births will be treated as "excepted children" under the terms of the infant class size regulations, when one of the siblings is the 30th child admitted.

Home Address

The address for admission purposes is the place where the child is permanently resident with his or her parent or parents or legal guardian(s). Where a child lives with parents/carers with shared responsibility, the home address will be considered to be the address where the child sleeps for the majority of the week. If the child spends exactly equal amounts of time with each parent/carer, it is the responsibility of the parents/carers to decide which address is the home address for admission purposes. Parents/carers should not assume that a place will automatically be allocated to their child.

Policy

The admissions policy of the 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 the School is named in a child's Statement of Special Educational Needs or Education, Health and Care (EHC) Plan, the governing body recognises a duty to admit the child to the School.

Priority area

The School serves a priority area of the parishes of Barford, Sherbourne and Wasperton.

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
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, and children who were looked after, but ceased to be so because they were adopted (under the terms of the Adoption and Children Act 2002), or became subject to a residence order or special guardianship order (under the terms of the Children's Act 1989).

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

2. SIBLINGS

A child is considered in this category if an older 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 priority area at the same address as the older 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.

3. OTHER CHILDREN

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

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

4. SIBLINGS

A child is considered in this category if an older 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 priority area at the same address as the older 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.

5. OTHER CHILDREN

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

If the school is oversubscribed within any category above, the determining factor will be the distance from the child's home address to the school (priority being given to the shorter measurement).

DISTANCE

Distance will be calculated by the straight line measurement from the applicant's home address location to the centre point ('centroid') of the School. (All measurements are subject to prepositional accuracy changes.)

On entering the address into the Admissions system the address is PAF (Postal Address File) matched against Address-Point® data held in the system. When an address is PAF matched the system looks up a 7 figure grid reference for that property known as an Address-Point® location coordinate (APLC) (e.g. 1234567,1234567).

An APLC is allocated to a point that falls inside the permanent building structure of an address, as shown in Ordnance Survey Land-Line data; in most cases the point will be within 0.1 metre on the ground of the Land-Line building seed.

The distance from this point to the centroid (another 7 figure grid reference) is then calculated to the nearest 0.001 miles.

The PAF file is updated every 3 months. PAF files are provided by the Post Office via a third party supplier. Address-Point® data is provided by Ordnance Survey and updated annually.

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

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.

Time of admission relates to the time the applicant would start at the school - not the time of application or offer.

In-Year Admissions

Parents/carers should apply via Warwickshire Local Authority, which coordinates admissions through the course of the year. Application details will be forwarded to the governing body for consideration. If the number of children already admitted to the appropriate year group is lower than the published admission number, a place will be offered. If there are more applications than places available in the year group concerned, the governing body will apply the over-subscription criteria to all the applications and offer up to the admission number in criteria order. No admission will be made to an infant class, where the regulatory class size limit of 30 children would be breached by doing so.

In-Year Fair Access

The governing body recognises its duty to work with the Local Authority during the course of the year to provide fair access for "hard to place" children, even where the School has already reached its published admission number - except where the infant class size limit of 30 pupils would be breached by doing so.

These pupils may include children who have previously been permanently excluded from a school, children of Traveller families, refugees and asylum seekers, and children on the Child Protection register. The protocol established by the Local Authority for this purpose is designed to ensure that such pupils are shared equally between schools in an area.

Appeals Procedure

Parents have a right of appeal to the Independent Admission Appeals Panel against the decision of the Governing Body to refuse application for a school place. The Independent Admission Appeals Panel is arranged by Coventry Diocesan Board of Education. Details of the appeals procedure are sent out with all refusal letters.

Enquiries or comments about this policy should be addressed to:

The Chair of Governors
Barford St Peter's C of E (VA) Primary School
Church Street
Barford
Warwickshire
CV35 8EW

Tel: 01926 624244

Email: admin3587@welearn365.com

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

APPROVED: July 2016