



## DIOCESE OF SALISBURY

### BOARD OF EDUCATION

Director of Education: Chris Shepperd

## **Model Admissions Policy VA and F Schools 2012-2013**

*(Please note that this is a “one size fits all” model, you will have to vary your own policy due to local circumstances)*

### **Introduction**

This document sets out the Policy of [xxxx] Church of England Voluntary Aided/ Foundation [xxxx] School with respect to Admissions. For the purposes of this policy, the Governing Body of [xxxx] School 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.

The school 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 school, should complete the Common Application Form in line with the Local Authority Co-ordinated Admission Scheme. *(include here details of where they can obtain the form and the fact that it can be completed online Also state whether they should complete the)* They should return it to ..... *(include here where they should send it)* by (noon 31/10/2011 (Secondary) or 15/01/2012 Primary.) *( Add here details of where to obtain the form, and when and where it should be returned, in line with your Local Authority Co-ordinated Admission Scheme. Include the fact that it can be completed on-line. Tell parents when they will be informed of the result of their application If you are unable to give actual dates, use the wording “Parents or guardians will receive written notification of the outcome, from the Local Authority, on a date determined in the \_\_\_\_\_ County Council Co-ordinated Primary School Admission Scheme. An offer of a school place should be accepted by the deadline date, which is also set out in the Scheme.”)*

Every year the governing body will review and publish information concerning the [xxxx]'s School admission policy. This will confirm the maximum number of children to be admitted to the school as a whole, the Pupil Admissions Number (PAN) which is currently [--] and explain how places will be allocated.

In accordance with government legislation, the governing body will consult with the Diocesan Board of Education, the Local Authority and other local schools annually in respect of the admissions policy.

## **Aims**

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 for their children. It should contribute to improving standards for all pupils.

The school aims to provide a place for all children whose address is within the designated area, defined as being the area within the ecclesiastical boundaries of the parish(es) of [xxxxxx].\*\* see footnote .

\*\* footnote - designated area means the area of benefit as defined in the school's Trust Deed. [A map of the designated area must either be attached to this policy or you must indicate here where a map of the designated area can be viewed]

The address is the place where the child is permanently resident with his or her parent or parents or legal guardians. [Governors may wish to consider whether they require documentary evidence of residence for all applicants, which is advisable if the school is regularly oversubscribed. If so, insert the following here: Recent documentary evidence of residence will be required. This should include the child's NHS medical card, together with a utilities bill, council tax bill, or tenancy agreement.] 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 who receives Child Benefit for the child (proof of this will be required). Parents should not assume that a place will automatically be allocated to their child.

## **Starting School**

A full-time school place in the Reception class is available for children from the September following their 4th birthday. (ie children born between 01/09/2007 and 31/08/2008 will be admitted in September 2012.) Parents can request that their child attends part-time until the child reaches compulsory school age.

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, nor beyond the academic year for which admission is sought.

## **Deadline for application**

Applications for Reception Year entry for the academic year starting September 2012 need to be formally registered with the Local Authority by the date stated on the Common Admission Form for consideration by the admission authority.

[xxxxx] Church of England (VA/F) [xxxxx] 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 any application that relates to a different year group.

The Governors have set a maximum class size of [xx] pupils in Key Stage 1 and [xx] pupils in Key Stage 2. Legislation states that no infant class may exceed 30 pupils.

A decision on the admission of new entrants will be made during the spring term 2011. The parents or guardians will receive written notification of the outcome from the Local Authority on the date determined in the (xxxxx) County Council Co-ordinated Primary School Admission Scheme [xxxxx include date here if known].

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. *[Give details of Local Authority Co-ordinated Admissions Scheme]*

### **Waiting Lists**

N.B. It is always 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.

If the school is oversubscribed for children due to start in 2012-2013 a waiting list will be maintained. The position on the list will be determined by applying the published over-subscription criteria and not by date of receipt. 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.

Names will only be removed from the list if a written request is received, or if the offer of a place that becomes available is declined. The waiting list will close on .....(e.g. 31 December 2012) At that time parents of pupils on existing lists must confirm in writing their wish to be placed on a newly constructed waiting (or continued interest) list which will remain open until *(insert date here. List must remain open for at least one term in the academic year of entry)* Children who are the subject of a direction by a local authority or who are allocated to a school in accordance with a Fair Access Protocol will take precedence over any child on the waiting list.

### **Multiple Births**

If there are insufficient places to accommodate all the children of a multiple birth (i.e. twins, triplets etc.) the parents of the children will be asked to nominate the child or children to take up the available number of places.

### **Applications outside the normal admissions round**

All applications outside the normal admissions round must be made by completing a Local Authority Common Application Form. This must be sent to the Local Authority, who will deal with the Application in accordance with the Co-ordination Scheme in force at the time.

### **Policy**

The admissions policy of [xxxx] 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. This school participates in the Local Authority’s Fair Access Protocol.

### **Where this school is named in a child’s Statement of Special Educational Needs, the governing body recognises a duty to admit the child to the school.**

Where parents wish to be given preference on the grounds of their faith within their application for a place at this school they should **complete the school’s supplementary information form** which is available from the school office. This form must be completed and returned to the **school** together with all documentary evidence by [xxxxx] if it is to be considered during the admissions process.

*[NB it is the responsibility of the Governing Body to ensure that all applications which express an interest in their school receive a copy of the school’s supplementary form and that parents are aware of the time frame for its return]*

## 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 (*practising Christians may be given preference over non Christians if the school so chooses. If so, this should be recorded here.*)
2. **VULNERABLE CHILDREN**
  - i. children of families with confirmed refugee status
  - ii. children with a medical condition 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 school. Details of this must accompany the initial application.
  - iii. Children where one or both parents have 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.

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

3. **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 designated 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.
4. **PRACTISING CHRISTIANS** (*Governors may choose to place Anglicans above those of other denominations – a clause to that effect would need to be inserted here*)  
Those children from within the designated area who are regular (*define : weekly, monthly etc. and also for how long e.g. for 12 months prior to application*) practising Christians, of whatever denomination, at a recognised church or religious group. (A recognised church or religious group is one that subscribes to the Churches Together in Britain and Ireland) Confirmation of status will be requested from the relevant priest/pastor.
5. **OTHER CHILDREN**  
Children resident within the designated area who do not qualify under one of the criteria above.

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

6. **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 designated 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.

7. **PRACTISING CHRISTIANS** (*Governors may choose to place Anglicans above those of other denomination – a clause to that effect would need to be inserted here*)

Those children from outside the designated area who are regular (*define : weekly, monthly etc. and also for how long e.g. for 12 months prior to application*) practising Christians, of whatever denomination, at a recognised church or religious group. (A recognised church or religious group is one that subscribes to the Churches Together in Britain and Ireland) Confirmation of status will be requested from the relevant priest/pastor.

8. **OTHER CHILDREN**

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

If the school is oversubscribed in criterion 3 then criterion 4 will be used as the determining factor. If the school is oversubscribed in criterion 6 then criterion 7 will be used as the determining factor. In all other oversubscribed criteria If the school is oversubscribed within any category above, the straight-line distance from the child's home address to the school will be used as the determining factor. Distances will be measured according to the Ordnance Survey eastings and northings for the child's home address and the school. Those living closer to the school will be given priority.

If two or more children with the same priority for admission, live an indistinguishable distance from the school, but cannot 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.

[*xxxx insert date if known* ] is the deadline for parents to accept the place offered. (*If date is not known, replace sentence with "Parents must accept the offer by the date set out in the Local Authority Co-ordinated Primary School Admission Scheme."*)Parents 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 declined.

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 Governing Body to refuse application for a school place. Details of the appeals procedure are sent out with all refusal letters.

### **Enquiries about this policy should be addressed to:**

(*Give name and contact number. This should not be the Headteacher*)

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