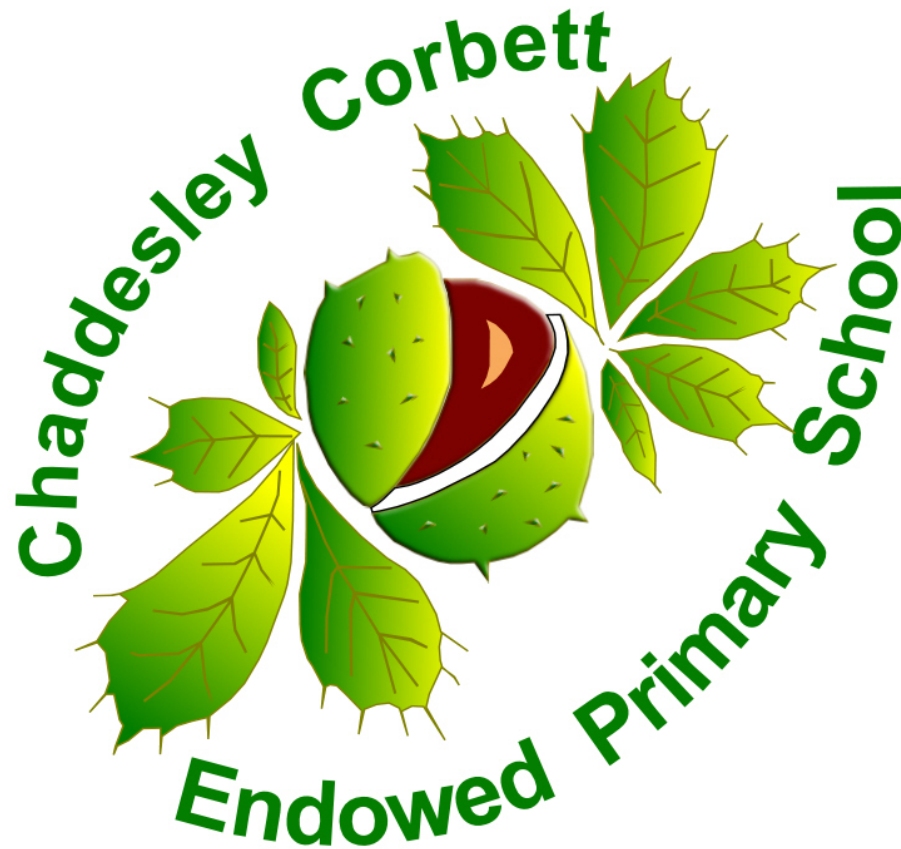


# CHADDESLEY CORBETT ENDOWED PRIMARY SCHOOL



## ADMISSIONS POLICY

2010 - 2011

Approved by the Governing Body on 11 March 2009

## **INTRODUCTION**

1. Parents considering our school for their children are welcome to telephone to make an appointment to meet the Headteacher and visit the school.
2. The Admissions Authority to this Voluntary Aided School is the Governing Body; however, the Governing Body participates in the Co-ordinated Admission Arrangements of the Local Authority ("LA").
3. Parents seeking a place for children at our should make an application to the Governing Body of the school by completing the LA School Admission Application Form (which is available from the LA, the school office and on-line) attaching/including any relevant information which parents wish to be taken into account in the admissions process. The completed application form should be returned to school, or made on-line, by the date each year announced by the LA.
4. The school will accept late applications up to the date announced by the school each year with the details of the co-ordinated admissions arrangements. Late applications will be treated as being on time in the following circumstances:
  - a. Where a family have recently moved address into the catchment area of this school, or
  - b. Where it is agreed by the Governing Body that individual circumstances apply and the delay was reasonable, given the circumstances of the case.
5. The school has had regard to the DfCSF statutory Schools Admissions Code 2009 ("the Code") in setting this policy. Where the Code sets out matters which "must" or "must not" be followed, this policy should be read so as to comply with these requirements. Where the Code sets out matters which "should" be followed, this policy should be read so as to comply with the requirements, unless this policy is clearly in conflict with

the advice in the Code, in which case this policy takes precedence. Where any future revisions to the Code conflict with the terms of this policy, mandatory requirements of the revised Code will take precedence.

6. The school will seek to give effect to the LA's Fair Access Protocol. The school will have regard to advice from the Local Admissions Forum. The Governing Body does not discriminate between first, second and third preference applications. All application preferences are treated equally. This means, for example, that priority is not given to a pupil on the basis that our school is his/her parents' first preference on the application form.
7. The school has a Pupil Admission Number ("PAN") of 30 and will seek to admit pupils into each class up to this number.
8. There are two reasons why an application might have to be refused:
  - a. The school is oversubscribed.
  - b. Information provided by the parents is found to be fraudulent or intentionally misleading.
9. The school does not rely on tests for aptitude or ability, interviews, financial circumstances, or any other family information in making decisions on pupil entry except as expressly provided for in this policy (significant reasons for admission as part of over-subscription criteria). The school does not require parents to fill out a supplementary information form. Parents are not asked to enter into any agreements, or give expressions of willingness to enter into any agreement, as a condition of entry into the school. Proof of address may be asked for in connection with the application of the over-subscription criteria.
10. The school does have a uniform policy. However, the school does not wish parents to be discouraged from applying for a place at this school by the requirement to wear uniform. We operate a scheme for remission of the cost of items of uniform embroidered with the school logo for children

eligible for free school meals, and children whose parents are entitled to the maximum level of Working Tax Credit. The scheme is administered discreetly so that no parent should be embarrassed to ask for help.

### **ADMISSIONS DURING THE NORMAL ADMISSIONS ROUND**

11. For our school, the “normal admissions round” is for entry into the Reception Class at the start of an academic year. The timing of the round each year is as announced by the LA. Unless the school is over-subscribed, the school will admit all pupils seeking a place.

### **What Happens If The School Is Oversubscribed?**

12. The Governing Body will not exceed the PAN of 30 unless directed to do so by an appeals panel or in order to admit a child where the school is named on a Statement of Educational Need.
13. A child with a Statement of Special Educational Needs will be offered a place at the school if it is named in the statement.
14. Where there are more applicants than places that fall to be allocated at any one time, children will be admitted on the basis of the following order of priority:
  - a. Relevant children looked-after by the LA (Children in Care).
  - b. Children living within the school’s catchment area agreed with the LA – a map is available in the school office. Children will be regarded as “living” within the catchment area in the following circumstances:
    - (1) It is their full-time place of residence.
    - (2) It is the full-time place of residence of one parent where the parents share responsibility for the child and where the child lives for a part of a week in term-time.

- (3) Where a contract for the purchase of a property / land has been exchanged that will become a full-time place of residence (see (1) and (2) above).
  - (4) Where a lease is signed in respect of a property that will become a full-time place of residence (see (1) and (2) above).
  - (5) Where a license is signed in respect of a Gypsy/Traveller plot that will become a full-time place of residence (see (1) and (2) above).
  - (6) Where the parents of a child of UK Service Personnel or Crown Servants are returning to live in the catchment area under an extant posting order.
- c. Pupils who would have a sibling in the School at the time of application and admission. Where such a connection is to be relied on it must be clearly stated on the application form. A sibling includes full brothers and sisters, half brothers or sisters, legally adopted children and other children living permanently in the same household.
- d. Pupils who have other significant reasons for admission such as medical, social or compassionate grounds. Where such reasons are to be relied on, they must be clearly stated on / appended to the application form. Whether such reasons are sufficient to secure priority for admission will be determined by the Governing Body. To be considered under this category it must normally be shown that only this school can meet the medical, social or compassionate needs relied on and that serious difficulties would be caused if the child had to attend another school. Parents / carers should attach any medical certificates or any other appropriate information from independent sources to their application form.
- e. Pupils who attend the on-site Nursery School.

- f. Pupils who live nearest to the school. The distance will be calculated by measuring the distance from the main entrance of the pupil's place of residence from the public highway to the highway adjacent to the main school gates. The governing body will normally use the "Google Maps UK" software to calculate distances. A child's place of residence will be determined in accordance with the criteria set out at sub-sub-paragraphs b(1) to b(6) above.
  - g. In the event that two or more applicants are impossible to separate under sub-paragraph f, then a places will be awarded by a ballot supervised by someone independent of the school (ie random allocation).
15. Where there are too many applications to offer all children within a particular over-subscription criterion a place, places will be offered according to the subsequent criteria.
16. Where, having regard to the over-subscription criteria, the school is unable to offer places in the same class to all siblings seeking entry to that class (for example in the case of twins or triplets), parents will be asked to chose which of their children should be offered the place(s) available. Where siblings are to be entered into a ballot, each sibling will be entered into the ballot individually. However, when one sibling is drawn in a ballot, his/her sibling(s) will then be allocated the same place in the ballot order.
17. Prospective parents who would like to discuss the over-subscription criteria, either because they do not understand them, or to find out (based on experience in previous years) whether they have a realistic likelihood of being offered a place at this school are welcome to contact the Headteacher.

**APPLICATIONS FOR IN-YEAR PLACES AND THOSE OUTSIDE THE NORMAL ADMISSIONS ROUND**

18. The LA co-ordinates applications for in-year places and for admission outside the normal application round. Completed application forms should be returned directly to the LA at the Pupil Admissions address. The LA will then consult with all schools for which a preference has been expressed and then advise the parent of any offer from the preferred school, or any lower ranked school. In dealing with such applications, the school will seek to comply with parental preference unless:
- a. Entry is sought to an infant class and the statutory infant class size restrictions would thereby be exceeded, unless a statutory exception applies.
  - b. Entry is sought to any other class and the class size would exceed the PAN and the prejudice to the child caused by refusing admission is outweighed by prejudice caused to the school by admitting the child, unless a statutory exception applies. In considering the balance of prejudice, the school will have regard to the Code and to the LA's Fair Access Protocol.
19. Where at any one time the number of applications exceeds the number of places, vacancies will be filled by applying the over-subscription criteria applied in the normal admissions round (see paragraphs 13 to 16 above).

### **ACCEPTING PLACES AND DEFERRED ENTRY**

20. Parents are asked to accept an offer of a place for their child within 14 days of the date of the letter offering a place.
21. Once a place is accepted, parents may defer the pupil's entry into the school so long as the place is not to be deferred to the following academic year, and only:
- a. Where the child is below compulsory school age and then only until the child reaches compulsory school age, otherwise

- b. Until the start of the next half-term, or
- c. As exceptionally agreed with the Governing Body.

## **WAITING LISTS**

- 22. The School operates a waiting list system for entry into the Reception Class at the start of an academic year. The waiting list opens from the date when places are offered. A child may be placed on this waiting list by contacting the school office. This waiting list closes on the 30<sup>th</sup> September each year. Thereafter, a fresh waiting list is established and operates in the same way as waiting lists for other classes. Parents wishing to place a child on this fresh waiting list must re-apply to the school office.
- 23. The school also operates a waiting list system for Years 1 to 6. Where an application for admission to Years 1 to 6 is refused a child may be placed on the waiting list for that class by contacting the school office.
- 24. On any waiting list children will be ranked according to the admissions oversubscription criteria (see above). Priority on a waiting list is not given to children on the basis of the date their names were added to the waiting list. The school can tell parents at any time where their child is ranked on a waiting list but cannot give any indication of the likelihood of being offered a place. Positions on waiting lists are always subject to change if a child with a higher priority according to the oversubscription criteria joins the waiting list or if the circumstances of a child already on the waiting list change. There is no formal appeal against a ranking on a waiting list, but the school is willing to discuss a child's position on the list against the oversubscription criteria so as to satisfy itself that the position allotted is correct.
- 25. As a place become available, the vacancy will be filled by an offer to the child at the top of the waiting list. Where places fall to be allocated by ballot, a fresh ballot will be held at the time the vacancy comes to be

allocated. Places offered from a waiting list must be accepted within 5 working days or it will be offered to the child next on the list (or drawn by fresh ballot).

26. Unless other arrangements with the school are agreed (and subject to any right to deferred entry set out in the Code) any child offered a place from a waiting list must join the school within 20 school days or the place will be lost.

## **APPEALS**

27. Should a place not be offered, parents have a right of appeal against the decision. Any appeal, which must be made on the form available from the school office, must be returned to the school (addressed to the Chair of Governors) within ten working days of the date of the letter refusing a place. The school will indicate (in the left column) on the appeal form the circumstances that led the place being refused before the form is issued.
  28. Appeals will be heard by an Independent Appeals Panel whose decision is binding on all parties. The Panel will be constituted in accordance with the School Standards and Framework Act 1998 and the hearing conducted in line with the School Admission Appeals Code 2009 issued by the DfCSF (or any subsequent legislation or code of practice).
  29. The Independent Appeals Panel will inform parents of the outcome of appeals.
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NB: This section does not form part of the Policy. It is updated each year.

**CO-ORDINATED ADMISSION ARRANGEMENTS – 2010/11**

30. The Governing Body has agreed to the LA timetable:
  - a. The closing date for applications for admissions in the school year 2010/11 will be 22<sup>nd</sup> January 2010.
  - b. Thereafter, the Governing Body will notify the LA of the order of priority for the admission of all applicants by 26<sup>th</sup> February 2010.
  - c. The Local Authority, having taken parental preference into account, will write to all parents on behalf of the Governing Body with notification of outcomes from applications on 26<sup>th</sup> April 2010.
  
31. The date for consideration of late applications (see paragraph 4 of the policy) is up to and including 25<sup>th</sup> February 2010.

CHADDESLEY CORBETT ENDOWED PRIMARY SCHOOL

ADMISSIONS APPEAL FORM (Infant Class Size Appeal)

NAME OF CHILD:       Date of birth:	PARENTS: Name: Address:    Telephone: Email:
Class into which entry is sought: Date on which entry is sought:	Place refused on:

I/we wish to appeal the decision to refuse a place at the school because the school misapplied its admission criteria:

Criteria applied by the School and the result in this case	Do you agree?
The applicant is / is not a relevant child looked-after by the Local Authority	Yes / No Comments:
The applicant is / is not a child living within the School's catchment area.	Yes / No Comments:
The application form did / did not indicate that the applicant is a child who would have a sibling in the School at the time of application and admission.	Yes / No Comments:



<p>The governing body misapplied its criteria in relation to another child which caused my child not to be admitted.</p>	<p>Yes / No</p> <p>Which child did the governing body wrongly admit?</p> <p>On what grounds do you say that child was wrongly admitted?</p>
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I/we wish to appeal the decision to refuse a place at the school because the school failed properly to apply the Statutory DfCSF Admissions Code:

<p>Which parts of the statutory admissions code did the school fail to comply with?</p>	<p>Please give details of why you say the statutory admissions code was not complied with</p>
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I/we wish to appeal the decision to refuse a place at the school because the decision to refuse admission was not one which a reasonable admission authority would have made in the circumstances.

Please set out why you think the decision was unreasonable in this case (please note that you must show that the decision was unreasonable and not simply that you disagree with it):

Signed.....  
Name .....  
Date .....

CHADDESLEY CORBETT ENDOWED PRIMARY SCHOOL

ADMISSIONS APPEAL FORM (Non – Infant Class Size Appeal)

<p>NAME OF CHILD:</p>   <p>Date of birth:</p>	<p>PARENTS:</p> <p>Name:</p> <p>Address:</p>   <p>Telephone:</p> <p>Email:</p>
<p>Class into which entry is sought:</p> <p>Date on which entry is sought:</p>	<p>Place refused on:</p>

I/we wish to appeal the decision to refuse a place at the school because the school misapplied its admission criteria:

<b>Criteria applied by the School and the result in this case</b>	<b>Do you agree?</b>
The class is oversubscribed	<p>Yes / No</p> <p>Comments:</p>
The applicant is / is not a relevant child looked-after by the Local Authority	<p>Yes / No</p> <p>Comments:</p>
The applicant is / is not a child living within the School's catchment area.	<p>Yes / No</p> <p>Comments:</p>

<p>The application form did / did not indicate that the applicant is a child who would have a sibling in the School at the time of application and admission.</p>	<p>Yes / No Comments:</p>
<p>The application form did / did not indicate that the applicant was relying on other significant reasons for admission such as medical, social or compassionate grounds.</p>	<p>Yes / No Comments:</p>
<p>In the opinion of the governing body the applicant is / is not a child who, in the opinion of the governing body has other significant reasons for admission such as medical, social or compassionate grounds.</p>	<p>Yes / No Comments:</p> <p>NB: if you relied on "significant reasons" for admission, on appeal it will usually be necessary to show that the conclusion of the governing body was one which no reasonable governing body could have reached.</p> <p>Continue on a separate sheet if necessary</p>
<p>The applicant lives ..... from the school calculated by using the "Google Maps UK" software.</p>	<p>Yes / No Comments:</p>

<p>The applicant was not successful in a ballot</p>	<p>Yes / No</p> <p>Comments:</p>
<p>The governing body misapplied its criteria in relation to another child which caused my child not to be admitted.</p>	<p>Yes / No</p> <p>Which child did the governing body wrongly admit?</p> <p>On what grounds do you say that child was wrongly admitted?</p>

I/we wish to appeal the decision to refuse a place at the school because the school failed properly to apply the Statutory DfCSF Admissions Code:

<p>Which parts of the statutory admissions code did the school fail to comply with?</p>	<p>Please give details of why you say the statutory admissions code was not complied with</p>
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I/we wish to appeal the decision to refuse a place at the school because the following grounds for admission of my child outweigh any prejudice to the school.

Signed.....

Name .....

Date .....