

CUTNALL GREEN CE (Voluntary Aided) FIRST SCHOOL

ADMISSION POLICY 2010/2011

At Cutnall Green, in keeping with the policy of this Local Authority, we admit children in the September of the school year in which they become 5 years old i.e. those who are 4 years old before 1st September. Names may be placed on a waiting list by filling in a school form and the official LA admission form will then automatically be sent to parents.

There is a single admission for these children in September and full time provision is available for all. Children with Summer Term birthdays however may attend school on a mornings only basis for the first term if parents prefer. This needs to be discussed with the Headteacher and Class teacher prior to admission.

In September 2010 we shall have vacancies for 21 pupils which is the standard number of intake for our school. In 2008 we received 11 applications and places were offered to all. The intake for 2009 is unknown as yet.

The governors will consider all applications equally without distinction on the grounds of disability or any additional needs. We welcome all pupils and do our best to ensure that appropriate provision is made for all. When there are more applications than places they will apply criteria in the following order of priority:-

1. Relevant 'Looked after' children.
2. Pupils living within the catchment area of the school (in Parishes of Elmley Lovett, Hampton Lovett (including Westwood), Elmbridge and Rushock).
3. Pupils who would still have a brother or sister (sibling connection) at school at the time of admission. In order to qualify for a place on the grounds of a brother/sister (sibling) attending the school, the sibling must already be attending the school at the time of application and at the time of admission. The sibling link as well as brother or sister also includes half-siblings (that is children who share one birth parent) and legally adopted children. They must be living at the same address at the time of application and admission.
4. Pupils who have a special reason for admission. (Such reasons will include medical, physical or social circumstances). You are required to produce a medical certificate or other appropriate information and attach this at the time of application form.

5. The active involvement of a parent and/or child in the work and worship of a community of any other established religious faith. A leader or representative of the religious community should provide written confirmation that you have been involved in active worship which is defined as at least monthly attendance for a period of at least a year prior to the application. If this information is missing the criterion is not met.

Preference will be given in categories 2 - 5, those children residing closest to the school as determined by the walking distance measured from the front door of the home address to the school's main entrance according to the LA process. In the event of equidistance places will be allocated by the drawing of lots. Children for whom the school is identified as most suitable to fulfil educational requirements as set out in a Statutory Statement of Special Educational Needs will be allocated a place. In the event of over-subscription due to multiple births from parents residing in the catchment area any place will be randomly allocated. Where oversubscription occurs in any category priority will be given to those living closest to the school by the way of the nearest walking route determined by the LA process.

If an applicant moves into the catchment area and misses the January deadline for admissions, applications will be accepted up to the LA deadline provided documentary evidence is submitted.

Governors will make their decision immediately following the LA common deadline date in January. Parents will be advised by the LA on behalf of the Governors of their decision in writing as soon after this as is practically possible. Applicants who have been unsuccessful may wish to have their name on a waiting list in case vacancies occur later. Priority on the waiting list will be in the same order as above.

All offers of places or refusals, although decided by the school's own governing body, will be notified to parents by the LA on behalf of the governing body, until 30 September 2010, for the intake year. Applications received after that date, or for older year groups will be dealt with by the school. In the event of deferred entry, places must be taken up within the same academic year.

Under the provision of the School Standards and Framework Act 1998, parents who are dissatisfied with the decision made by the Governors have the right to appeal. Letters of appeal should be sent to the Chairman of Governors c/o the school within 14 days of notification of the refusal of a place. The appeals will be heard by an independent Appeals Panel whose decision is binding.

The school is happy to receive enquiries from families who, having moved into the area during an academic year, seek an immediate place where there is a vacancy. In the event of an application for an existing year group the Local Authority will co-ordinate admissions.