

OMBERSLEY ENDOWED FIRST SCHOOL

ADMISSIONS POLICY 2009/10

At Ombersley Endowed First School we offer a warm welcome to all. The maximum number of pupils to be admitted in the reception year is 25. Parents considering our school for their child are encouraged to telephone the school office to make an appointment to meet the Headteacher and visit the school. Should the visit be before the year of application, forms will be forwarded to the parents of the prospective entrants at the appropriate time.

Admissions procedure

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). Parents seeking a place for children at our school should make an application to the Governing Body by completing the LA School Admission Application Form PA1 (which is available from the school from the preceding September or from the LA and also on-line). The completed application form should be returned to school, or submitted on-line, by the date each year announced by the LA. In line with LA policy, the closing date for applications this year will be **22 January 2010**. The school will accept late applications in the circumstances published by the LA. **Applications should be received by the school before the closing date given since late applications will be treated separately after those received on time.**

Children whose 5th birthday falls between 1st September 2009 to 31st December 2010 will start school full-time in September 2009. Children whose 5th birthday falls between 1st January 2010 to 31st August 2010 will start school in the September 2009 with a half term induction of mornings only (9.00 am– 12.00 noon). After the half term holiday (October 2009) these children will be eligible for full time schooling. All children will attend full time schooling for the Spring and Summer terms.

Parents have the legal right to keep their child at Playgroup/Nursery School/or at home until the term after their child's fifth birthday. The Governors will keep a place for any child registered with us to enter full-time education in the same academic year. Admission may not be deferred beyond the relevant academic year.

Admissions Criteria

Unless the school is oversubscribed, the school will admit all pupils seeking a place. The Governing Body will not exceed the PAN of 25 at Key Stage 1 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.

Where there are more applicants than places for a particular year group, children will be admitted on the basis of the following order of priority:

- (1) Relevant* 'Looked After' children;
- (2) Those who live in the Ombersley School catchment area (a map is available in the school office and in the school brochure). Children will be regarded as "living" within the catchment area according to the criteria set out in the LA Pupil Admissions Handbook;
- (3) Children who will have a sibling** at the school at the time of admission;
- (4) Pupils who have a special reason for admission. Such reasons will include medical, physical or social grounds. A medical certificate or other appropriate

information must be produced and attached to the application form at the time of application;

(5) Other children from outside the catchment area.

Notes:

*Relevant is all those in the care of the Local Authority or provided with accommodation by the Local Authority under the terms of the Children Act 1989, 'looked after' at the time of the application for admission and who will still be 'looked after' at the time of admission.

** Includes half siblings (ie children who share 1 parent), step children and those legally adopted. They must be living at the same home address.

Allocation of Places

The LA on behalf of the Governors, will notify parents of the outcome of their application for a place in the reception year group from September 2009.

Children for whom Ombersley Endowed First School has been identified as most suitable in a Statement of Special Education Needs will be allocated a place.

Should there be a need for a 'tie breaker' decision priority will be given to those who live nearest to the school determined by shortest straight line distance measured from the front door of the school to the home address. If it is equidistant then lots will be drawn.

If a child is refused a place at the school due to over subscription, parents are able to ask for their child's name to be placed on a waiting list maintained by the school. In the case of admission to Reception this will be kept open until 31st December of the relevant year. In the case of other year groups this will be reviewed each term and parents should write to the school before the start of each term to indicate if they still wish to remain on the list. If a place later becomes available, it will be allocated in accordance with the admission criteria set out in this policy.

If parents are refused a place for their child at the school, they have the right to appeal to an independent appeal panel. Appeals should be made, in the first instance, in writing, to the Chair of Governors c/o the school within 14 days of receiving notification, who will set in motion the procedure for convening an appeal panel. If this panel decides that a child should be offered a place at the school, then the child will be admitted.

Where, having due regard to the over-subscription criteria, the school is unable to offer places in the same Reception class to all siblings seeking entry to that class (for example in the case of twins or triplets), parents will be asked to choose which of their children should be offered the place(s) available.

Admissions to other Year Groups and In-Year Arrangements

Applications should be made to Ombersley Endowed First School on Form CA1 (available from the school). The School will advise parents as to whether a place can be offered.

From 2010 onwards the LA will be co-ordinating all in-year applications. Applications for existing year groups must be signed by the child's current school and then returned directly to the LA at the Pupil Admissions address. The LA will then co-ordinate with all preferred schools and advise the parent of the highest offer.

Policy agreed by the Full Governing Body: October 2008