

# Tardebigge Church of England (Aided) First School

## Policy for Admissions from September 2010

Church Lane, Tardebigge, near Bromsgrove, Worcestershire B60 3AH  
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It is the Governors' legal responsibility to produce the Admissions Policy and to allocate places at Tardebigge School. They always adhere strictly, and without favour, to the policy when considering an application. Applicants are advised to read all the additional information below before completing an application form. If you are unclear about any aspects of the admissions procedure, please contact the Head Teacher without delay. The Head Teacher also welcomes visits and informal enquiries.

In accordance with legislation, a child with a statement of Special Educational Needs will be offered a place if Tardebigge School is named in the statement.

When the number of applications exceeds the Admission Number of 30, places will be allocated using the following criteria in the following order:

- (a) **Relevant 'Looked After' Children** - all those in the care of the Local Authority or provided with accommodation by the Local Authority under terms of the Children Act 1989 who are 'looked after' at the time of application for admission and who will still be 'looked after' at the time of admission.
- (b) **Denominational.** Children for whom this is the nearest Church of England Aided School (as measured in accordance with the definition under criterion (g) below) and whose parents or legal guardians are active and practising members of - in order -
  - (i) a Church of England Church. The school's Ministerial form, duly completed by their parish priest must accompany the application. This must include written confirmation of a history of at least monthly church attendance for a minimum period of a year prior to the date of application. If this information is missing, this criterion is not met.
  - (ii) other Christian Churches. The school's Ministerial form, duly completed by their parish priest, minister or church leader must accompany the application. This must include written confirmation of a history of at least monthly church attendance for a minimum period of a year prior to the date of application. If this information is missing, this criterion is not met.
- (c) **Sibling(s).** Children who have a brother or sister at Tardebigge School at the time of application and who will also be at the school at the time of admission.
- (d) **Catchment.** Children whose primary residence is within the Ecclesiastical Parish of Tardebigge and the Civil Parishes of Tutnall and Cobley and Bentley Pauncefoot. The School, Local Authority and Diocesan Board of Education have a map defining this area. Applicants in the process of moving into the area should read the additional information provided in the accompanying notes. Places will be allocated in the following order:
  - (i) children for whom Tardebigge is their sole provided school
  - (ii) all other children in the catchment area
- (e) **Significant Reasons.** Children with a significant reason for admission. Validity will be determined by the Governors and will include medical, physical, social or compassionate grounds. A letter from an independent source is always required to satisfy this criterion, and parents are required to submit a medical certificate or other supporting information at the time of application.
- (f) **Other established religious faiths.** Children whose parents or legal guardians are active and practising members of established non-Christian religious faiths. A letter from their faith or community leader confirming their religious commitment is always required to fulfil this criterion.
- (g) **Distance.** Children who live nearest to the school (defined by the Church Lane entrance to the churchyard adjoining the school) by the shortest available walking route measured along a road or made up footpath to the front door of the child's primary residence. Where residences are an identical distance from the school, lots will be drawn (in an independent process) to determine precedence.

**APPLICATION PROCEDURE:** For applications for the academic year starting 1<sup>st</sup> September 2010, the application form must be completed and submitted, with any supporting documentation that parents wish to be considered, by the closing date of 22nd January 2010. The Admissions Committee of the Governing Body will make formal assessment of all applications and the Local Authority will notify successful and unsuccessful applicants on 26<sup>th</sup> April 2010. All places are offered on the basis of full acceptance of all school procedures, including the induction procedure.

*Applicants must ensure that all necessary supporting information, for any of the relevant criteria, is submitted with the application by the closing date. No information received after the closing date will be considered. Please make sure you have understood the precise application requirements.*

**DENOMINATION:** The School's Ministerial form is available to Parents from the school office.

**RESIDENCY:** The address given on the application form must be the primary residence of the children (the address where the child spend most of his or her time).

**APPLICANTS IN THE PROCESS OF MOVING TO THE AREA:** For applicants in the process of moving into this area, firm independent written evidence of when you will actually begin to live in the catchment area must be provided by the closing date for applications. This evidence will need to be in the form of one of the following:

- a letter from your solicitor stating that contracts of purchase have been exchanged and also stating the date of completion
- written evidence of a tenancy agreement or lease including the start date
- independent written evidence stating the date of returning to live permanently in property already owned within the area.

**PRINCIPLES:** In considering applications, the governors will take no account of gender, disability, racial or ethnic origin, or of religious beliefs other than those set out in this policy. Fraudulent applications will normally be disqualified. School staff and governors with a conflict of interest are barred from taking any part in processing applications.

**SIBLINGS:** This definition will include half-siblings (that is children who share birth parents) and legally adopted children. They must also be living at the same home address.

**MULTIPLE BIRTHS:** In the event of parents submitting applications for twins or more than one child of the same birth date, should an offer be made for one place the parents must decide which child will accept the place.

**WAITING LIST / LATE APPLICATIONS:** All unsuccessful applicants who are still seeking a place for the intake year at the school are placed by the school governors on a waiting list. This list is ranked according to the Admissions Policy criteria and is administered by the Local Authority. After 30<sup>th</sup> September 2010, applications received for Reception and older year groups will be ranked and added to the waiting list, which will be administered from that date by the school governors. All applications for existing year groups must be sent directly to the Local Authority who will then co-ordinate arrangements with the preferred schools.

**DEFERRED ENTRY:** The admission authority offers parents the option of deferring a child's entry into the reception class until later in the school year. A parent/carer would not be able to defer entry beyond the beginning of the term after a child's fifth birthday, nor beyond the academic year for which admission is sought.

**APPEALS:** Parents of children who are unsuccessful in being allocated a place have the right of appeal to an Independent Appeals Panel. They should write in the first instance to the Chair of Governors, at the school address, within two weeks of receipt of the refusal letter.

**NUMBER OF APPLICATIONS RECEIVED FOR SEPTEMBER 2009:** The school received 108 applications for 30 designated places; of these applications, 24 met the denominational criterion, 6 siblings, 4 sole provided school catchment (i), 23 shared catchment (ii) and 51 out of catchment.

[Reviewed: December 2008]