

St Aidan's Church of England [Aided] Memorial Primary School

ADMISSION POLICY 2017/18

Policy Agreed by Governors	Autumn 2016/17
Review Date	Autumn 2017/18

The Governing Body of St Aidan's Church of England [Aided] Memorial Primary School is the Admissions Authority for the school.

We intend to admit up to 50 pupils to the reception year group in September 2017. This arrangement follows consultation between the governing body, the Local Authority, all other schools in the area and all other Admission Authorities in the area.

Applications must be made on the Local Authority Common Application Form. This form must be returned to the Local Authority. Applications received after the closing date will only be considered after all those received by the closing date.

Children who have an Education, Health and Care [EHC] plan or a Statement of Special Educational Need where the school is named as the most appropriate educational setting for the child will be admitted to the school before all others. Where there are insufficient places available to meet all parental preferences, governors will allocate the remaining places on the basis of equal preference and priority will be given to applications in the following order:

1 CHILDREN IN CARE

This refers to children who are looked after by a Local Authority in accordance with Section 22 of the Children's Act 1989 at the time the application for admission to the school is made, and whom the Local Authority can confirm will still be looked after at the time of admission to the school. Children who were previously looked after, but ceased to be so because immediately after being looked after they were then adopted [or became subject to a child arrangements order or special guardianship order] also come under this category. An 'adoption order' is defined as an order made under section 46 of the Adoption and Children Act 2002. A 'child arrangements order' is defined as an order outlining the arrangements as to the person with whom the child will live under section 8 of the Children Act 1989 as amended. A 'special guardianship order' is an order appointing one or more individuals to be a child's special guardian or guardians under the Children Act 1989.

2 CHILDREN WHO WILL HAVE A SIBLING ATTENDING THE SCHOOL AT THE TIME OF THEIR ADMISSION

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.

3 FAITH CRITERIA

Church of England

Children of one or more parents who regularly or frequently attend worship at St Aidan's or St Columba's churches. Regularly and frequently is defined as attendance at least once per month over the last twelve months.

Other churches or faith communities

Children and / or one or more parent who are at the heart of the church or faith community or frequently attends another church.

Applications for faith places must be supported by a letter from an authorised minister or two office holders of the church or faith community.

4 MEDICAL OR SOCIAL CRITERIA

Pupils with very exceptional medical or social factors directly related to school placement. Applications must be supported by written evidence from a doctor or other professional practitioner, setting out the particular reasons why our school is the only school that can meet the child's needs and will be considered on a case by case basis, as assessed using the Local Authority criteria.

5 CHILDREN WHOSE PARENTS WISH THEM TO BE EDUCATED AT ST AIDAN'S CHURCH OF ENGLAND [AIDED] MEMORIAL PRIMARY SCHOOL UP TO THE PERMITTED ADMISSION NUMBER OF 50

Multiple Births

For applications of children of multiple births, if one of the children is offered the last place available, we will offer a place for the other child/ren.

Tie Breaker

Where there are places for some, but not all, applicants within a particular criterion, distance will be measured by a straight line distance measurement; from the [ordnance survey] address point of the child's home address to the [ordnance survey] address point of the school, using the Local Authority's computerised measuring system, with those living closer to the school receiving the higher priority.

Admission of children below compulsory age range and deferred entry to school

The School Admissions Code 2014 requires school admission authorities to provide for the admission of all children in the September following their fourth birthday. However, a child is not legally required to start school until they have reached compulsory school age following their fifth birthday. For summer born children [those born after 1 April] this can sometimes be almost a full school year after the point at which they could first be admitted.

Some parents may not feel that their child is ready to start school in the September following their fourth birthday. Parents are entitled to request on writing that:

- ❖ their child attends part time until they reach compulsory school age
- ❖ the date their child is admitted to school is deferred until later in the same academic year or until the term in which the child reaches compulsory school age. The school will hold any deferred place for the child, although in the majority of cases we find that children benefit from starting at the beginning of the school year rather than part way through it

- ❖ the date their child is admitted to school is deferred until the term after the child reaches compulsory school age.

The child must, however, start school full time in the term after their fifth birthday.

Requests for admission outside of normal age range

If parents of summer born children wish to defer entry as outlined above and wish them to be admitted to the Reception Year in the term following their fifth birthday, rather than year 1, then parents should apply at the usual time for a place in September of the current academic year together with a request that the child is admitted outside of his or her normal age group to the Reception Year in September the following year providing supporting reasons for seeking a place outside of the normal age group. This should be discussed with the Headteacher as soon as possible. If their request is agreed, and this should be clear before the national offer day, their application for the normal age group may be withdrawn before any place is offered and they should reapply in the normal way for a Reception place in the following year. If the request is refused, the parents must decide whether to wait for any offer of a place in the current academic year [nb it will still be subject to the over-subscription criteria in this policy] or to withdraw their application and apply for a Year 1 place the following year. Parents should be aware that the Year 1 group may have no vacancies as it could be full with children transferring from the previous Reception Year group.

Requests from parents for places outside a normal age group will be considered carefully, eg for those who have missed education due to ill health. Each case will be considered on its own merits and circumstances. However, such admissions will not normally be agreed without a consensus that to do so would be in the pupil's interests. It is recommended that parents discuss their wishes with the Headteacher in advance of applying for a place. The governors may ask relevant professions for their opinion on the case. It should be noted that if a place in the requested age group is refused, but one in the normal age range is offered then there is not right of appeal.

Information about waiting lists

If you wish your child to attend St Aidan's School you must fill in an application form, even if your child attends nursery / you live in the admission zone for the school. Attendance at the nursery does not guarantee you a place at the school. If you are unable to gain a place initially then your child's name can be added to a waiting list for at least one term. This list will be administered in line with the admissions criteria.

Right of Appeal

If you are not successful in obtaining a place for your child at our school, you have a statutory right of appeal. Further details are available from the school, Local Authority or the Durham Diocesan Board of Education or Chair of Governors.

Transfers

Parents who wish their child to transfer to St Aidan's School at any other time other than the beginning of primary education should contact the Local Authority Admissions Team in the first instance. The Admissions Team will contact the school on your behalf. Should there be space in the school the Governors will admit your child. If more requests are received than there are places available, the above criteria will apply.