

**ALL SAINTS' C of E (VA) PRIMARY SCHOOL, LEEK WOOTTON
ADMISSIONS POLICY & ARRANGEMENTS 2018**

1. INTRODUCTION

All Saints' is a Church of England Voluntary Aided Primary School serving the civil parish (CP) of Leek Wootton and Guy's Cliffe (including Hill Wootton). The governors have responsibility for admissions and the admissions policy. In determining their policy the governors have sought to serve families of the local community by providing education of the highest quality within the context of Christian belief and practice. Our Christian ethos is integral to all aspects of school policy, practice and relationships. The way all people are valued in school reflects the principle, "Treat one another as you would wish to be treated yourself."

Throughout this document parents are defined as the person(s) who hold(s) parental responsibility as defined in 'The Children Acts 1989 and 2004'

This document sets out the Policy of All Saints' Voluntary Aided Primary School with respect to admissions. For the purposes of this policy the Governing Body of 'The Green Leek Federation is the admission authority.

In accordance with government legislation, the Governing Body consults with the Diocesan Board of Education, the Local Authority, other local schools, parents and other relevant persons in respect of its admissions arrangements.

2. PUBLISHED ADMISSION NUMBER (PAN)

Every year the governing body will review and publish information concerning the school's admission policy. This will confirm the maximum number of children to be admitted to the school for the year of intake. The school's published admission number for year 2016 is 20.

If the number of applications is lower than the school's published admission number, all applicants will be admitted. If there are more applications than places available then all applications will be given a priority from the oversubscription criteria and places will be offered in priority order.

3. PRIORITY AREA

The school serves the priority area of the civil parish of Leek Wootton and Guy's Cliffe (including Hill Wootton) revised January 2015.

4. OVER-SUBSCRIPTION CRITERIA

Using the admission criteria below, the governors will admit all applications up to the published admission number (PAN) of **20 in any year group**. All Saints' is a highly regarded school, which in recent years has admitted the maximum number to the Reception Class. When the school has more applications than places, places are offered according to those same criteria in the following order of priority:

1. Looked After Children

See information 'STARTING SCHOOL'

2. Siblings

A child is considered in this category if a sibling is attending the school at the time of application and will continue to do so at the time of admission i.e. at the start of the new academic year.

3. Children living within the School's Priority Area

Children living in the civil parish of Leek Wootton and Guy's Cliffe (including Hill Wootton).

4. Children living outside the School's Priority Area

Children living outside the civil parish of Leek Wootton and Guy's Cliffe (including Hill Wootton).

Evidence is required to support the application of each of these criteria and details of such evidence are published in the Primary Admissions Booklet published by the Local Authority.

For the purposes of admission the qualifying address is that where the child spends (i.e. sleeps) the majority of the school week. Where care is shared equally between mother and father, parents must name which address is to be used for the purpose of allocating a school place. Addresses involved in child minding arrangements (professional or with relatives) are excluded.

A sibling connection will not be accepted if the original place was obtained by using fraudulent or false information.

Note 1 Special Educational Needs and Disabilities

Following consultation with the governing body, the parents and Local Authority, children with statements of special educational needs, or Educational Health and Care Plan, that name All Saints' Primary School in the statement must be admitted first (either in September or during the course of the year). In this event the number of places that remain for allocation will be reduced.

Note 2 Siblings

The definition of sibling is:

- A brother or sister sharing the same parents;
- Half-brother or half-sister, where two children have one common parent;
- A stepbrother or stepsister, where two children are related by a parent's marriage or civil partnership;
- An adopted or fostered brother or sister.

The children must be living permanently in the same household.

Note 3 Address

The address for admission purposes is the place where the child is permanently resident with his or her parent or parents or legal guardian(s). Where a child lives with parents with shared responsibility, the home address will be considered to be the address where the child sleeps for the majority of the week. If the child spends exactly equal amounts of time with each parent or guardian, it is the responsibility of the parents to decide which address is the home address for admission purposes. Parents should not assume that a place will automatically be allocated to their child.

Note 4 Oversubscription

If the school is oversubscribed within any category above, the determining factor will be the distance from the child's home address to the school (priority being given to the shorter measurement). The governing body will give careful consideration to offering places above the Admission Number to applications from individuals with parental responsibility for children whose twin or sibling from a multiple birth is admitted even when there are no vacant places and the twin or sibling has been given the last place in the year group.

5. DISTANCE

Distance will be calculated from the Postal Address File set by Ordnance Survey of the applicant's home address location to the centre point (centroid) of the school. In the event of applicants sharing a single PAF, priority will be given from the ground floor upwards. In the event of this measurement being equal for two or more applicants the offer of the place(s) will be determined by random allocation (lottery). The draw will be carried out by two governors and an independent party. The order of draw will be recorded and countersigned at the time. NB any further offers made at a later time from the waiting list will be freshly drawn in the same manner.

6. STARTING SCHOOL

As a Primary School (4+ to 10+) All Saints' admits children in the September following their fourth birthday, the children staying until they transfer to Secondary School in the September following their eleventh birthday.

Where a place has already been allocated, parents can defer the date their child is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age* and not beyond the beginning of the final term of the school year for which it was made. Once a place has been allocated, parents should make their wishes regarding deferment or part-time attendance clear to the admissions authority.

*compulsory school age – a child reaches compulsory school age on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

Applications for children to be admitted into a class outside of their normal age group

Summer Born Children

Some parents of summer born children may wish to defer their child's entry to Reception to the academic year following their fifth birthday. Parents should complete a request to be educated out of year group form available on www.warwickshire.gov.uk/admissions, alongside the normal application form available on the website. The school will be asked by the Local Authority to consider the request and respond accordingly. The application will be considered alongside all other applications in accordance with the Local Authority co-ordinated admissions scheme. Parents have a statutory right to appeal against the refusal of a place at the school for which they have applied. This right does not apply if they have been offered a place at the school but it is not in their preferred age group.

Parents who are considering All Saints' as the school for their child are encouraged to make an appointment to visit the school and meet the Head Teacher. All applications are administered through the Local Authority co-ordinated admissions scheme Admissions Policy and Arrangement 2018 Version 2

and considered together during Spring Term in line with dates published by Warwickshire Local Authority's School Admissions Service. Places are offered in April for September 2017. All Saints' is an inclusive school and admission is without reference to ability.

7. NORMAL ADMISSIONS ROUND APPLICATION PROCESS

Application for the normal admissions round is via a Common Application Form (CAF), which can be accessed and submitted online through the home Local Authority or hard copies are available from the Local Authority or the school. The Common Application Form should be returned to Warwickshire by the date given by the Local Authority.

Applications from families moving into the area will be considered as on time if they are submitted and accompanied by proof of address by the date given by the Local Authority.

7.1 Late applications

i.e. those received after the deadline for the normal admissions round, including those applying after national offer day, will not be considered in the first round of offers and will instead, receive offers on one of a fixed number of re-allocation dates. All places will be filled as quickly as possible after national offer day, in line with the LA timetabled admission arrangements. All Saints' Primary School cannot guarantee places for children when there are no places available as a result of late applications for the normal year of entry or any application that relates to a different year group.

Once an offer of a school place has been made, it may only be lawfully withdrawn in very limited circumstances, which include an offer of a place based upon a fraudulent or misleading application. Where an offer of place is withdrawn, an application may be made afresh, and a right of appeal taken up if an offer of place is refused.

7.2 Applications from overseas residents and military families:

Applicants from overseas may use a UK address if they have one, subject to the same evidence requirements as other applicants, i.e. exchange of contracts or signed tenancy agreement. Other evidence to substantiate ownership of a property may be requested. Applicants must also provide a copy of the parent and child's passports and any relevant visas with their application. The DfE website provides useful advice about this: www.gov.uk/guidance/schools-admissions-applications-from-overseas-children

For service families, official proof of posting to the UK and a relocation date, along with an expected area of where the family will reside will be accepted as the address for the application. Useful information about admission into schools for children of service personnel is available on the DfE website: www.gov.uk/guidance/childrens-education-advisory-service

7.4 Children who are Looked After or Previously Looked After

The meaning of children who are 'looked after' relates to any child who is in the care of the local authority, or who is being provided with accommodation by a local authority in the exercise of their social services functions. This usually means that a child is currently living in a foster care placement and has an allocated Social Worker. We will accept applications from foster carers where it has been established by Children's Services that the child will be residing with that family for any period of time. Authorisation may be sought from either/both the allocated Social Worker or the child's birth parent(s) in respect of any school application.

Previously Looked After children relates to a child who was in care – for example, in a foster care placement – but has since been adopted, or has been returned to their parents or another carer under a Special Guardianship Order (SGO) or other childcare arrangement order, such as a residency order. In this respect, we will accept applications from the parent/carer who is named on the court order relating to the child, or prospective adopter(s) where this arrangement has been approved by a final matching panel. A copy of the adoption certificate will be required with the application.

Children who are currently in private fostering arrangements, and those who were adopted from overseas, may not be considered as 'looked after' or 'previously looked after'.

7.5 Auto-acceptance of offers:

From April 2017 i.e. September 2017 entry, it will only be necessary for parents to contact the School Admissions team if they wish to decline the place offered.

7 WAITING LISTS

In the normal admissions round, it is necessary to complete a Local Authority Common Application Form to apply for a school place. Registering interest with the school before the admissions round guarantees neither a place nor priority within the oversubscription criteria. Offers of places will be made by the Local Authority on the school's behalf in the normal admissions round.

If the school is oversubscribed following the normal admissions round, a waiting list will be maintained, until December 31st of that year. The position on the list will be determined by applying the published over-subscription criteria and not by date of receipt. This will mean a position will change if a later application is received from someone with higher priority according to the over-subscription criteria. The existence of a waiting list does not remove the right of appeal against any refusal of a place from any unsuccessful applicant.

Names will only be removed from the list if a written request is received or if the offer of a place that becomes available is taken up or declined. **The waiting list will close at the end of the autumn term. At that time parents of pupils on existing lists must confirm in writing their wish to be placed on a newly constructed waiting (or continued interest) list, which will operate for the remainder of that academic year. Non-receipt of written confirmation will result in not being placed on the newly constructed list.**

8 MULTIPLE BIRTHS

If possible, places will be offered at the same school to twins, triplets and children from other multiple births. For infant classes, a child whose twin or sibling from a multiple birth is admitted (other than as an excepted pupil) will be a legal exception to infant class size limits.

9 EQUAL OPPORTUNITIES POLICY

The admissions policy of All Saints' Primary School is, while there are adequate places, to offer a place to all applicants irrespective of gender, religion, ethnicity or country of origin, disability or academic ability. Where applications exceed places available, offers will be made in accordance with the oversubscription criteria.

10 IN-YEAR ADMISSIONS

Parents should apply directly to their home Local Authority who coordinate admissions through the course of the year and who liaise with the school. The school will indicate within two school days if they are able to offer a place. If there are more applications than places available in the year group concerned, the governing body will apply the oversubscription criteria to all the applications and inform the Local Authority if a place is available. The Local Authority will notify parents of the outcome. No admission will be made to an infant class, where the regulatory class size limit of 30 children would be breached by doing so.

Application for a Year 3 place will be dealt with under the Local Authority in-year admissions scheme.

The governors have adopted the Local Authority policy with regard to admitting children above the planned admission number. The school will admit additional children only where all the following criteria are met:

- the school is willing to admit additional pupils
- the child is living in/ is going to be living in the school's priority area (evidence of move to be provided)
- no other applicants have been refused a place in the year group (irrespective of where they live)

Places will not be offered more than 6 weeks ahead of the date for admission.

11 FAIR ACCESS (IYFA PROTOCOL, IN-YEAR FAIR ACCESS PROTOCOL)

The governing body recognises its duty to work with the Local Authority during the course of the year to provide fair access for "hard to place" children, even where the school has already reached its published admission number – except where the infant class size limit of 30 pupils would be breached by doing so. These pupils may include children who have previously been permanently excluded from a school, children of Traveller families, refugees and asylum seekers, and children on the Child Protection register. The protocol established by the Local Authority for this purpose is designed to ensure that such pupils are shared equally between schools in an area.

12 APEALS

If a child is refused admission to the school either for September entry or during the course of the year, the parents have a right of appeal to the Independent Admission Appeals Panel against the decision of the Governing Body to refuse application for a school place. The Independent Admission Appeals Panel is arranged by Coventry Diocesan Board of Education. Details of the appeals procedure are sent out with all refusal letters and may also be obtained from the school. The Governors cannot consider repeat appeals in the same year unless there has been a significant change in circumstances.

13 CONTACTS

For further information please contact:

Admissions: Mrs Sue Patterson, Head Teacher, All Saints' Primary School, 01926 400498

Appeals: Mrs Kimberley Lunn, The Chair of Governors, All Saints' Primary School

School Email: admin3588@welearn365.com

Warwickshire Local Authority School Admissions Service 01926 410410 [www. Warwickshire.gov.uk/admissions](http://www.Warwickshire.gov.uk/admissions)

Note: Subject to the above policy and the relevant appeals procedure, decisions regarding admissions will be the responsibility of the Governing Body.