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ADMISSIONS POLICY 2020

Title:	Admissions Policy 2019	
Date:	Name:	This Document is due for review on:
November 2015	(Author) Mr M Waters	Annually - September 2019
July 2017	(Reviewer) Rachel Mayers	
Feb 2019	Approved by L&M Committee	
6.3.19	Approved by Full Governing Board	
Committee	Leadership and Management	

DIOCESE OF CHESTER
BOLLINBROOK CHURCH OF ENGLAND AIDED PRIMARY SCHOOL
ADMISSION POLICY 2020

This Policy has been written following guidelines from the School Admissions Code 2014.

Parents should be aware before applying that in this school RE, collective worship and our whole ethos are based on the teachings of the Church of England.

Applications for admission to the school should be made on the common application form enclosed with the Local Authority's brochure and also on the School's supplementary form for those applying under criteria 2 and 4 between 1st September 2019 and 15th January 2020.

Letters/emails informing parents of whether or not their child has been allocated a place will be sent out by the Local Authority. Parents of children not admitted will be informed of the reason and offered an alternative place by the Authority.

The following is a link to the Cheshire East website where all admission arrangements, including key dates, can be viewed <http://www.cheshireeast.gov.uk/schools/admissions/admissions.aspx>

The number of places available for admission to the Reception class in the year 2020 will be a maximum of 30. This arrangement follows consultation between the Governing Board, the Diocesan Board of Education, Local Authorities and other admissions authorities in the area. The Governing Board will not place any restrictions on admissions to the reception class unless the number of children for whom admission is sought exceeds this number. By law, no infant class may contain more than 30 children.

The Governing Board operates a system of equal preferences under which they consider all preferences equally and the Local Authority allocates places according to its policy. In the event that there are more applicants than places, the Governing Board will allocate places using the following criteria, which are listed in order of priority:

1. Looked after children and all previously looked after children. Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangement order or special guardianship order)
2. Children for whom there are exceptional medical/personal/domestic circumstances
3. Children with brothers and sisters (siblings) in school and who will still be attending the school at the time of admission
4. Children whose parents are regular worshippers at the supporting church, St Michael and All Angels', Macclesfield.
5. Children living nearest to the school measured using the National Land and Property Gazetteer (NLPG) which measures straight line distances in miles from the school's coordinate point to the point of residences coordinate point.

Notes

- (a) Siblings include step, half, foster, adopted brothers and sisters living at the same address and full brother and sister living apart.
- (b) By 'regular worshippers' we mean attendance at a minimum of one service per month for at least six months prior to the closing date for applications. The supplementary form must be completed and signed by a minister from St Michael's to confirm this.
- (c) Professional supporting evidence (e.g. from a social worker, health visitor, etc.) will be required in order to define 'exceptional personal/domestic circumstances' and why this school is the most appropriate school.
- (d) Where the above criteria are not adequate to distinguish between requests for admission which cannot all be accepted without exceeding the admission limit, priority will be decided on the basis of pupils living nearest to the school measured using an Ordnance Survey address-point system which measures straight line distances in miles from the address point of the school to the address point of the place of residence, with those living closer to the school receiving

higher priority. In the event of a tie-break a paper draw will be undertaken by an independent body.

- (e) A parent is any person who has parental responsibility or care of the child. Where admission arrangements refer to 'parent's attendance at church' it is sufficient for just one parent to attend.

Please indicate which of the above criteria are being used to support your application.

Children with Education Health and Care Plan

Section 324 of the Education Act 1996 requires the governing bodies of all maintained schools to admit a child with an Education Health and Care Plan that names their school.

Admissions information

Last year the school was able to admit all pupils whose parents applied.

Waiting list

Where there are more applicants than places, the admissions criteria will be used. Children who are not admitted will have their name put on a waiting list. The names on this waiting list will be in the order resulting from the application of the admissions criteria. Since the date of application cannot be a criterion for the order of names on the waiting list, late applicants for the school will be slotted into the order according to the extent to which they meet the criteria. Thus it is possible that a child who moves into the area later to have a higher priority than one who has been on the waiting list for some time. If a place becomes available within the admission number, the child whose name is at the top of the list will be offered a place. This is not dependent on whether an appeal has been submitted. The waiting list will operate until the end of the autumn term.

Repeat Applications

Repeat applications will not be considered unless the circumstances for the School or the applicant have changed significantly since the original application was made.

Late applications for admission

Where there are extenuating circumstances for an application being received after the last date for applications, and it is before the governors have established their list of pupils to be admitted, then it will be considered alongside all the others. Reasons can include exceptional medical reasons preventing an earlier application or late removal into the area. Reasons must be presented at the time of application and supporting documentation **must** be provided, which must be received by the dates specified in part two.

Otherwise, applications which are received after the last date stated in this policy will be considered after all the others, and placed on the waiting list in order according to the criteria unless the Local Authority confirms that the reasons presented in support of the late submission justify the application being considered alongside on-time applications. Late applications received after the published deadline for the receipt of supporting information will be processed after all on-time applications even if there is a good reason for the late submission.

For further information on making a late application please see the 'Coordinated Scheme' at http://www.cheshireeast.gov.uk/schools/admissions/admission_arrangements/admission_arrangements.aspx

Tie Breaker

If two applications meet the same criteria and are the same distance and there is only one place available that place will be offered to the family who are the shortest walking distance from the school.

Address of pupil

The address used on the school's admission form must be the current one at the time of application. If the address changes subsequently, the parents should notify the school. Where the parents live at

different addresses, the current-at-the-time-of-application, normal address of the child will be the one used. This will normally be the one where the child wakes up for the majority of Monday to Friday mornings. Parents may be asked to show evidence of the claim that is being made for the address, e.g. a current utility bill showing the applicant's address as the one claimed. Where there is dispute about the correct address to use, the governors reserve the right to make enquiries of any relevant third parties, e.g. the child's GP. For children of UK Service personnel and other Crown Servants returning to the area proof of the posting is all that is required.

Non-routine admissions

It sometimes happens that a child needs to change school other than at the "normal" time; such admissions are known as non-routine admissions. Parents wishing their child to attend this school can arrange to visit the school.

Please note that you cannot re-apply for a place at a school within the same school year unless there has been relevant, significant and material change in the family circumstances.

All 'in year' applications, i.e. those applications made during the academic year and for admission to age groups other than the *normal* year of entry* for places at Bollinbrook school should be made using the online application form supplied by Cheshire East LA. Additional information may be provided using the supplementary form available on the school website or from the school office. If there are places available then admission will be arranged as soon as possible. If there are more applicants than places available then the admissions criteria will be used to rank the applications. If there are no places available then parents will be advised of their right of appeal. Once an offer has been made parents will be required to complete a registration form.

Parents applying for places at this school for the normal year of entry* must also complete as part of their application the Governing Board's **supplementary information form**, which is available on request from the local authority or from the school. Copies can also be obtained on the authority's website.

*The normal year of entry for admission in September is year 7 as a secondary transfer, reception entry to a primary or infant school, and transfer into a year 3 class in a junior school.

Where a place is offered at the school:

- a) The child is entitled to a full time place in the September following their fourth birthday;
- b) The child's 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
- c) Where the parents wish, children may attend part time until later in the school year but not beyond the point at which they reach compulsory school age.

Summer Born Children

Parents of summer born children (those born between 1st April and 31st August) who wish to delay entry until the following year must speak to the school and Local Authority as soon as possible as this would involve either an in-year application for year 1 or a new application for reception in the following year. An application form should be filled in for the current admission process at the same time as any request to defer entry or 'back class' to reception in the following year. The decision will be made taking into account information from the parents and Headteacher and should be in the best interests of the child. Parents will be informed of the outcome before primary national offer day.

If the request is agreed, the application for the normal age group may be withdrawn before a place is offered. If the request is refused, the parent must decide whether to accept the offer of a place for the normal age group, or to refuse it and make an in year application for admission to year one for the September following the child's fifth birthday. Parents should be aware that agreement by the school to allow a child to enter reception the following year does not guarantee a place in the class. Parents must apply to the school again the following year and the application will be considered in the normal manner following the oversubscription criteria.

Appeals

Where the governors are unable to offer a place because the school is over subscribed, parents have the right to appeal to an independent admission appeal panel, set up under the School Standards and Framework Act, 1998, as amended by the Education Act, 2002. **Parents should notify the Governing Board of their wish to appeal within 20 days of receiving the letter refusing a place.**

Parents will have the opportunity to submit their case to the panel in writing and also to attend in order to present their case. You will normally receive 14 days' notice of the place and time of the hearing. If your child was refused a place in Reception or Key Stage 1 because of Government limits on Infant class sizes, the grounds on which your appeal could be successful are limited. You would have to show that the decision was one which in the circumstances no reasonable Governing Board would have made, or that your child would have been offered a place if the governors' admissions arrangements had been properly implemented.

Please note that this right of appeal against the governors' decision does not prevent you from making an appeal in respect of any other school.

Fraudulent applications

Where the Governing Board discovers that a child has been awarded a place as the result of an intentionally misleading application from a parent which effectively denies a place to a child with a stronger claim, then the Governing Board is required to withdraw the offer of the place. The application will be considered afresh and a right of appeal offered if a place is refused.

Twins/Multiple Births

Where there are children of multiple births wishing to be admitted and the sibling is the 30th child, the governors may admit over the infant class requirement if it is possible to do so.

Fair Access Protocol

The School participates in Cheshire East Local Authority Fair Access protocol.

BOLLINBROOK C.E. (AIDED) PRIMARY SCHOOL
Supplementary Information Form

1. DETAILS OF CHILD

First Names

Surname

Date of Birth

Home Address

.....Postcode.....

Home Telephone:

2. OTHER CHILDREN

Do you have other children attending school?

.....

.....

3. ADMISSIONS CRITERIA

The school's Admissions Criteria are as follows:-

1. Looked after children and all previously looked after children. Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangement order or special guardianship order)
2. Children for whom there are exceptional medical/personal/domestic circumstances
3. Children with brothers and sisters (siblings) in school and who will still be attending the school at the time of admission
4. Children whose parents are regular worshippers at the supporting church, St Michael and All Angels', Macclesfield.
5. Children living nearest to the school measured using the National Land and Property Gazetteer (NLPG) which measures straight line distances in miles from the school's coordinate point to the point of residences's coordinate point.

Notes

- (a) Siblings include step, half, foster, adopted brothers and sisters living at the same address and full brother and sister living apart.
- (b) By 'regular worshippers' we mean attendance at a minimum of one service per month for at least six months prior to the closing date for applications.
- (c) Professional supporting evidence (e.g. from a social worker, health visitor, etc.) will be required in order to define 'exceptional personal/domestic circumstances' and why this school is the most appropriate school.
- (d) Where the above criteria are not adequate to distinguish between requests for admission which cannot all be accepted without exceeding the admission limit, priority will be decided on the basis of pupils living nearest to the school measured using an Ordnance Survey address-point system which measures straight line distances in miles from the address point of the school to the address point of the place of residence, with those living closer to the school receiving higher priority. In the event of a tie-break a paper draw will be undertaken by an independent body.
- (e) A parent is any person who has parental responsibility or care of the child. Where admission arrangements refer to 'parent's attendance at church' it is sufficient for just one parent to attend.

Please indicate which of the above criteria are being used to support your application.

Signed: _____ Date: _____

Name (Please print): _____ (Parent/Guardian)

Where regular worship at St Michael & All Angels' Church is used as a criterion (Criterion 4) this form should also be signed by a member of the clergy from St Michael's.

I confirm that at least one of the parents of the above child has attended worship at St Michael's at least once per month for the last six months.

Signed: _____ Date: _____

Name (Please print): _____ (Minister)