

## **NORMANTON ALL SAINTS CE (VA) INFANT SCHOOL** **SCHOOL ADMISSIONS POLICY 2019/2020**

The Governing Body of Normanton All Saints CE (VA) Primary School is the admissions authority for the school.

The Planned Admission Number for 2019/2020 is **90**.

### **Making an application**

Applications for admission to the school should be made on the common application form enclosed with the Local Authority's brochure by the **closing date of 16<sup>th</sup> January 2019**.

If you wish to apply under Christian Commitment Criteria you should obtain a copy of the **School's Information Form (SIF)** from **the School** and return the SIF to **the School** by the closing date for applications. Failure to complete this form may affect the oversubscription classification into which your child is placed.

### **Admission procedures**

The Planned Admission Limit for admission to the Reception class in the school year commencing September 2019 will be a maximum of **90**. This arrangement follows consultation between the Governing Body, the Diocesan Board of Education, Local Authorities and other admissions authorities in the area. The Governing Body will not place any restrictions on admissions to Reception class unless the number of children for whom admission is sought exceeds this number. By law, no Foundation Stage and Key Stage One class may contain more than thirty children.

### **Applications for admission into School in September**

The Local Authority operates a co-ordinated admissions scheme and administers a system of equal preferences under which all applications are considered equally and **the School's** Governing Body allocates the available places in accordance with its published admissions policy. In the event that there are more applications than places available, the Governing Body will allocate places using the following criteria, which are listed in order of priority. The Local Authority will inform parents of the offer of a place by **15<sup>th</sup> April 2019**.

### **Special Educational Needs**

**The School** will admit children with statements of Special Educational Needs or Education, Health and Care Plan in which Normanton All Saints CE (VA) Infant School is named on the Statement or Plan.

### **Deferred entry to Primary Schools**

Where the Governing Body offers a place at a primary or infant school, a parent who accepts that school place can defer entry to that school until the term after the child's fifth birthday. There may be spring and summer term admissions as a result of parents who have deferred their child's entry.

Any deferred place at the school will be held for that child and will not be available to another child and the deferred place must be taken up during the same school year for which the offer of the school place was made and accepted. Parents cannot defer entry to a school to the next academic year or beyond the beginning of the term following the child's fifth birthday, these types of requests are dealt with under the section below.

Parents can also request that their child attends school part-time instead of full time until the child reaches statutory school age. Schools must accommodate such requests where it appears to be in the best interests of the child.

### **Admission of children outside their normal age group**

Parents can seek school places outside their normal age group. Parents must make an application for their child's normal age group at the usual time however a separate request must also be made at the same time for admission out of the normal age group.

A decision on these types of applications will be made by the Local Authority and Headteacher based on the individual exceptional circumstances of the request based on the information provided by the parents. Where the decision is to refuse the request there is no right of appeal if the child is offered a place in another year group on the school.

### **OVERSUBSCRIPTION CRITERIA**

- 1 Children in public care or fostered under an arrangement made by the Local Authority (**see note 2**)
- 2 A child who, or whose parents/guardians, resides within the parish of Normanton All Saints or whose parents/guardians are on the electoral roll of that church, and who are:

#### **'At the heart of the church'**

A regular worshipper. A person who worships at least twice per month for a period of 12 months prior to the closing date for applications. The worshipper could be one or both parents or the child.

A 'Supplementary Information Form' (SIF) to provide confirmation of Christian Commitment is available from **the school**. The form should be signed by the Vicar of Normanton All Saints Parish Church and returned to the school. During an interregnum the form should be signed by a Churchwarden.

**Parents having moved to become resident in the parish mentioned above, having been on the Electoral Roll of and 'At the heart of the church' of another Anglican parish, will qualify upon proof of membership being provided by the Vicar of that other parish. (See notes 1, 3 & 4)**

- 3 A child who, or whose parents/guardians, resides within the parish of Normanton All Saints who are on the electoral roll of another Christian Church recognised by Churches Together in England (**See Note 5**) and whose names are entered on that Church's roll of membership who are:

#### **'At the heart of the church'**

A regular worshipper. A person who worships at least twice per month for a period of 12 months prior to the closing date for applications. The worshipper could be one or both parents or the child.

A 'Supplementary Information Form' (SIF) to provide confirmation of Christian Commitment is available from **the school**. The form should be signed by the Minister of that Church and returned to **the school**. During an interregnum the form should be signed by a Churchwarden.

**Parents having moved to become resident in the Parish of Normanton All Saints having been on the electoral roll of and 'At the heart of the church' of another Christian Church will qualify upon proof of membership being provided by the Minister of that other parish. (See notes 1, 3 & 4)**

- 4 A child who has a brother or sister (including a half-, step- or adoptive brother or sister) attending the school at the proposed date of admission. (**See note 5 – siblings**)
- 5 Children resident within the Admissions Priority Area of the School (**See notes 1 & 4**)
- 6 Children resident within the Parish of All Saints, Normanton (**See notes 1 & 4**)
- 7 Other children

## NOTES

### 1. Map

A map showing the Priority Admission Area is available at the school. If there are more applications in a particular category than the number of places available, the remaining places will be offered to the children whose permanent address is nearest to school.

### 2 Children in Care

This refers to children who are:

subject to a care order made by the courts under section 31 of the Children Act 1989 – for the courts to grant a care order they have to be satisfied that a child is suffering or would suffer ‘significant harm’ without one;

Children who are accommodated by the local authority on a voluntary basis under section 20 of the Children Act 1989; and

Children who have been adopted from Local Authority care, children with a residency order and those with special guardianship immediately following being Looked After will all be included within the higher priority for looked-after children.

### 3 Distance

If there are more applications in a particular category than the number of places available, the remaining places will be offered to the children whose permanent address is nearest to school. The distance measured will be from the central (centroid) point of applicant’s property to the central (centroid) point of the school’s ground. Measurement will be made using the LA’s in-house and mapping software.

### 4 Home Address and Residing in

The Home Address is the child’s permanent home at the closing date for applications. In cases where there is doubt of the home address or where a child lives between two homes (split families) or other relevant circumstances, proof of the Home Address must be provided to the school to confirm the address used on the application form. Home address will be the address that complies with the above at the closing date for applications set by the Local Authority.

Families who are due to move house should provide

- i) a Solicitor’s letter confirming that exchange of contracts has taken place on the purchase of a property; or
- ii) a copy of the current Rental Agreement, signed by both the Tenants and the Landlords, showing the address of the property; or
- iii) in the case of SERVING H.M. Forces personnel, an official letter confirming their date of posting from the MOD, FCO or GCHQ.

5 **Other Christian churches** (Churches Together in England and Wales) – details may be obtained from the school.

6 **Sibling - The term “Sibling”** is defined as:

a full or half brother or sister

a step brother or sister

an adoptive brother or sister

the children of parents living together in the same family household.

Step-brother, step-sister, half-brother and half-sister are defined as children who belong to only one parent living in the same family household. **The Governing Body** will, as far as possible, admit twins, triplets or children from other multiple births as long as they comply with the infant class size legislation.

### **Waiting List**

Parents who wish their child's name to be put on the waiting list must inform the school in writing. Any place that becomes available will be allocated according to the school's oversubscription criteria, with no account being taken to the length of time that the child's name has been on the list.

### **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 who intend to make an appeal against the Governing Body's decision to refuse admission must submit a note of appeal within twenty one days of receiving the refusal letter to:

The School Admissions Appeal Clerk  
PO Box 1694  
Huddersfield  
HD1 9DL      Tele. 07949 707868

Email: [churchschoolappeals@gmail.com](mailto:churchschoolappeals@gmail.com)

Normally appeal hearings will be held within six weeks of the closing date for receiving the notice of appeal. If your child is 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 Body would have made, or that your child would have been offered a place if the governors' admissions arrangements had been properly implemented.