

Whittingham C of E Primary School Policy for Admissions 2017 -18

Introduction

This document was developed during the Autumn term 2017

It was approved by the governing body in the Spring term 2018.

This policy will be reviewed in the Autumn term 2017.

A schedule for the review of this, and all other policy documents is set out in the school's cycle of policy reviews.

School Aims

- To provide an open, secure and welcoming environment for each pupil.
- To care for each pupils' safety, happiness and well being.
- To value our pupils as individuals, developing their ability to take responsibility for themselves and their actions, promoting confidence and self-esteem, and respect for others and their environment.
- To equip our pupils with the knowledge to make informed choices about having a safe and healthy lifestyle.
- To offer opportunities for our pupils to become involved in the daily life of the school and to prepare them to play an active role as citizens locally and in the wider world.
- To provide a learning environment, which is challenging and stimulating yet ordered and disciplined.
- To provide a broad and balanced curriculum, setting realistic targets for each pupil.
- To extend and reinforce our pupils learning, making expectations clear, and raising achievement levels.
- To develop and maintain a mutually supportive partnership between home and school.
- To further develop and value the partnership that exists between school and the local churches, in particular, through sharing weekly worship and to encourage an appreciation of the Christian faith and a familiarity with the local Christian heritage.

1. The Admissions Policy for Community and Voluntary Controlled Schools

For Nursery – Admission is on a termly basis. During the School Year 2014 – 15 we trialled Rising Three Year Old Nursery Provision. Therefore children can now join Nursery the term in which they turn three years old if spaces allow. This year 2016-17 we have taken part in NCC 30 hours entitlement pilot for Nursery children. Please see Nursery Brochure and contact the School Office for most up to date information.

For Full time School - Admission will be once a year on a full time basis in September if the child is four by 31 August 2016. The County Council is obliged to admit all applicants to a particular school provided these do not exceed the school's Published Admission Number (PAN) which is 15 pupils per year group. Please contact school for up to date advice. The Published Admission Number of each school for entry in September 2017/18 is published in the Admissions Handbook.

This publication will be available in November and can be provided by the School Admissions team on request. Full admission arrangements can be found on the

Northumberland County Council website.

1.4 When a school is oversubscribed, after the admission of pupils with Statements of Special Educational Needs where the school is named in the statement, priority for admissions will be given to those children who are deemed to be 'looked after' or who have previously been 'looked after'.

The priority order for considering the remaining applications is as follows:

1. Pupils living within the catchment area of the school and those on whose behalf firm evidence is presented that they will be living in the catchment area by the appropriate admission date.
2. Pupils with special circumstances, on whose behalf evidence of exceptional medical or exceptional social need is presented. For example, where one or both parents or the child have a disability that may make travel to a school that is further away difficult. Evidence must be supported in a written statement by a professionally involved third party, such as a doctor or a social worker.
3. Pupils with siblings already in the school and who are expected to be on roll at the school at the time of admission who live within the greater catchment area of the school partnership .
4. Pupils living within the greater catchment area of the school partnership and those on whose behalf firm evidence is presented that they will be living in the partnership catchment area by the appropriate admission date.
5. Pupils who have a sibling who already attends the school.
6. Pupils on whose behalf preferences are expressed on grounds other than those outlined above.

NOTE: Supporting evidence should set out the particular reasons why the school in question

*is the most suitable school and **must** be submitted at the time of application. **You will not be***

allocated a place under this criterion if you omit to send to the School

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Manager a written statement from a professional third party.

For the purpose of admissions siblings are deemed to be brothers and sisters, step brothers

and sisters, adopted brothers and sisters and other children who reside permanently in the

household and are treated as siblings.

Parents will be asked to provide evidence of residency if the requested school is oversubscribed.

The Local Authority also reserve the right to withdraw a place at a school if information relating to address or any other matter is found to be false.

1.5 Where there are more applications than places available, children from multiple births will be given priority within each criterion. If a further tie break is necessary distance between home and the school will be used to prioritise applications (see below).

1.6 Should it prove necessary, because places are limited, to distinguish between pupils in any given category priority will be given to those who live nearest to the school, measured in a direct line ('as the crow flies') from the front door of the home to the main gate of the school. The distance checker is contained within the EMS school admissions software using

GIS data. Distance checking is an integral function within the school admissions software ensuring consistency in measurement

1.7 Applications on behalf of children who are resident in other Local Authority areas will be considered in the same way as applications from Northumberland residents.

1.8 Children with disabilities will be treated no less favourably than other applicants for admission. Schools are under a duty to make reasonable adjustments to ensure that pupils with disabilities are not placed at a substantial disadvantage, and no child will be refused a place on the grounds of disability. A pupil has a disability if he or she has a physical or mental impairment that has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities.

1.9 The County Council reserves the right to vary these criteria to take account of revisions to legislation or its interpretation by the courts.

1.10 In cases when an application for a place has been unsuccessful, the child's name will be placed on a reserve list for the school in question under the appropriate Co-ordinated Scheme.

Under the Co-ordinated Scheme, reserve lists will be maintained until the end of the first term of the school year to which they relate. No further arrangements will be made to maintain reserve lists after 31 December.

1.11 Those parents whose application to a school has been unsuccessful will be notified of their right of appeal to an Independent Appeal Panel. The School Standards and Framework Act 1998, gives this right to all parents whose application for a school has been unsuccessful. The decision of an Appeal Panel is binding on both the Admission Authority and the school. The School Admissions Appeals

Code can be found on the DfE website at: www.DfE.gov.uk.

2 Co-ordinated Arrangements

2.1 The following arrangements come under the auspices of the relevant Co-ordinated

Scheme and are common to all admission authorities in Northumberland and neighbouring local authorities.

2.2 The last date for receipt of requests for places for September will be determined by the relevant Co-ordinated Scheme.

Application forms submitted after the closing dates will result in late offers being made.

2.3 In line with the Co-ordinated Scheme for First or Primary Schools, parents of children starting in Reception at a First and Primary School will be informed of the outcome of their application on **April**.

Parents applying for places in other year groups in all schools will be notified under the arrangements of the relevant Co-ordinated Scheme

2.4 The parents of **all** pupils who are starting school must complete a parental preference form. This is referred to in the Co-ordinated Scheme as the COMMON APPLICATION FORM. This also includes anyone living in the catchment area of school or whose children are already attending a pre school setting attached to a school.

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2.5 Parents should complete only one common application form but may make a request for more than one school on that form. They should rank the schools in order of preference, setting out the reasons for their preferences in accordance with the criteria used for prioritising applications. Some Admission Authorities (Governing Bodies of Voluntary Aided

schools, Academies, Foundation or Trust Schools) may require parents to complete a supplementary form, but only if the additional information is necessary for the school to apply its admission arrangements. Parents may make requests for more than one school, but will only be offered one school place.

Publication of the Local Authorities Information for Parents (2017/18) booklet

The Information for Parents publication for September 2018 entry will be available from the beginning of **November**

6 Admissions timetable

1 November: E-admissions portal opens.

1 November: Information, Handbooks and application forms available at:
www.northumberland.gov.uk/secondaryadmissions.

Paper forms available on request from: School Admissions Team, Children's Services, Northumberland County Council, County Hall, Morpeth, Northumberland NE61 2EF.

January 2018: Closing Date for Applications: E-admission portal closes

April 2018: Parents notified of the outcome of their applications for school places

30 April 2018 : Last date for offers to be accepted by parents.

This policy will be reviewed annually by the Chair of Governor and Headteacher.