



Admission Policy 2017-18

Signed Chair of Governors following approval by Governing Body:

S.P. Smith

Date: 16th November 2015

Date next review due: November 2016

Person/Committee responsible for review: Governing Body

CULGAITH CHURCH OF ENGLAND SCHOOL

2017/18 ADMISSIONS ARRANGEMENTS

The Governors of Culgaith C of E School are the Admissions Authority for the school. Following consultation with the Diocesan Board of Education and the Local Authority the Governors have set the admission number for access to the reception class as 8. This is the maximum number of children who will be admitted to the Reception intake group.

The parental pack contains information and a Common Application Form (SA1) for admission to our school. It is also possible for an application to be made on the Cumbria County Council website (<http://www.cumbria.gov.uk/childrensservices/schoolsandlearning/lss/admissions.asp>). This is the preferred option but if you wish your application to be considered under the faith criteria you should also please complete the supplementary form and hand it to School.

An application for entry in September 2017 must be made by the closing date which is the 15th January 2017.

Applications which are late for genuine reasons, for example moving house, will not be disadvantaged. The Local Authority is responsible for ensuring that decisions in this respect are consistent.

Parents are encouraged to state three preferences on the application form. The Governors consider all preferences equally so the order of your preferences will not be used in considering your application (it will only be used if a place is available for your child at one or more school.) Places at this school are allocated according to this Admissions policy and the Local Authority's Coordinated Admissions Scheme. A letter informing parents of the success or otherwise of their application will be sent out by the local authority. Parents of children not offered a place will be informed of the reason and offered an alternative school by the Local Authority.

THE ADMISSIONS POLICY

All children will be admitted unless there are more applicants than places in which case the governors will allocate places using the following criteria. These are listed in order of priority:

1. Looked after children or previously looked after children (1.28a). 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 arrangements order or special guardianship order). Further references to previously looked after children in this Code means such children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after.

A 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (Section 22(1) of the Children Act 1989) at the time of making an application to a school.

Previously looked after children includes children who were adopted under the Adoption Act 1976 and children who were adopted under the Adoption and Children's Act 2002. Child arrangements orders are defined in the Children Act 1989, as amended by the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. The Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

2. Children who have physical and/or medical needs who would be disadvantaged by travelling to another school. Written evidence from an appropriate professional would be required for the governors to consider admission in this category.
3. Children living in the catchment area who have brothers or sisters attending our school at the time of their admission giving priority, if necessary, to those children with the youngest siblings. Brothers and sisters are those living at the same address including step, adopted and foster children.
4. Children living within the catchment area who, with a parent/carer, regularly attend a church in membership of Churches Together in Britain or the Evangelical Alliance, where regular means twice a month. Attendance can be at more than one church but should be for at least two years prior to the application date.
5. Children living within the catchment area who, with a parent/carer, worship in a non-Christian faith which is in membership of the UK Interfaith Network. The Governors will seek confirmation that the parent meets the normal religious obligations of the faith.
6. Children living in the catchment area.
7. Children living outside the catchment area having brothers or sisters attending our school at the time of their admission giving priority, if necessary, to those children with the youngest siblings. Brothers and sisters are those living at the same address including step, adopted and foster children.
8. Children living outside the catchment area who, with a parent/carer, regularly attend a church in membership of Churches Together in Britain or the Evangelical Alliance, where regular means twice a month. Attendance can be at more than one church but should be for at least two years prior to the application date.
9. Children living outside the catchment area who, with a parent/carer, worship in a non-Christian faith which is in membership of the UK Interfaith Network. The Governors will seek confirmation that the parent meets the normal religious obligations of the faith.
10. Children living outside the catchment area.

The criteria outlined above will be strictly followed there being one exception. If a child has a statement of Special Educational Needs and/or an Education, Health and Care Plan naming Culgaith CE School then, irrespective of the criteria, the child will be admitted as in these circumstances the Governors have a statutory duty to admit the child concerned.

TIE-BREAK

Where there are more applicants than places available distance will act as the determining factor. The distance is measured from the child's home front door to the main entrance door of the school. The distance is determined by the shortest walking route by road. The Governors will use the Local Authority School Admissions Department's measuring system to ensure consistency of measurement. The closest addresses will have priority.

ADDRESS OF PUPIL

The address on the application form must be the correct one at the time of application. Where a child can live at more than one address the home address is to be the one where the child sleeps and thus wakes up for all or the majority of the week. Where there is any doubt the Governors reserve the right to verify the information provided by the parent(s) or carer(s), for example, through the GP or the child benefit address.

IN YEAR ADMISSIONS

In year admissions are those which occur outside the "normal" admission time. If you wish you child to attend Culgaith C of E School you should visit our school and admissions details will be provided if we have a vacancy in the relevant year. If your child is refused a place you will be informed of your right to appeal.

FRAUDULENT APPLICATIONS

If the Governors of Culgaith C of E School discover that a child has been awarded a place as a result of an intentionally misleading application from a parent/carer, for example, an incorrect address, and as a result it effectively denies a place to a child with a stronger claim then the Governors will withdraw the offer of a place. The Governors will reconsider the application and the right of appeal offered if a place is refused.

DEFERRED ENTRY TO RECEPTION

For children beginning School following their fourth birthday admission is normally in September. However, if you wish entry can be deferred until later in the year or until the term in which your child reaches compulsory school age. For example if your child's fifth birthday is between September and December then, if you wish, admission may be deferred until the beginning of the Spring Term. If it is between January and April admission may be deferred until the beginning of the Summer Term. You can also request part time education until the term in which your child reaches compulsory school age. The Governors recommended that in your child's interests full time education is deferred no later than the start of the Spring Term.

SUCCESSFUL APPLICATIONS

Last year the Governors of Culgaith C of E School were able to admit all the pupils whose parents applied.

APPEALS PROCEDURE

If the Governors are unable to offer your child a place because of over subscription you as a parent/carer have a right of appeal under the School Standards and Framework Act 1998 as amended by the Education Act 2002. You should notify the Clerk to the Governors at Culgaith C of E School within 20 School days (School Admission Appeals Code 2.1a) of receiving the letter refusing a place. As a parent you will have an opportunity to submit your case to an independent (of the Governors) appeal panel. You must set out your grounds for the appeal in writing. You will normally receive at least 10 days notice of the time and venue for the appeal hearing where you will be able to present your case in person. This right of appeal does not prevent you from making an appeal in respect of any other school. The Independent Appeal will be organised on behalf of the Governors by the Legal and Democratic Services Unit at Carlisle.

WAITING LIST

Those children who are not offered a place may, if the parents so wish, be placed on a waiting list. The names will be placed on the list in the order of the admissions criteria. Late applicants will be slotted into the list according to the admissions criteria. It is thus possible for a child recently arrived in the area to have a higher priority than a child who has been on the waiting list for sometime. Irrespective of whether an appeal has been submitted, if a place becomes available it will be offered to the child at the top of the list. The waiting list will remain open for the whole of the first term in the year to which it relates.

INFANT CLASS SIZE

If your child was refused a place in a reception or key stage one class because of Government limits on infant class size, the grounds on which your appeal could be successful are limited. You would have to show that the decision was one which no reasonable governing body would have made or that your child would have been offered a place if the governors' admissions policy had been properly implemented.

MULTIPLE BIRTHS

The Governors of Culgaith C of E School will ensure as far as possible that twin, triplets or those children born in the same year are not separated. Such children will be given priority in any particular category.

While no infant class is to contain more than 30 pupils there can be very limited exceptional circumstances. The admittance of such a child(ren) will be known as an "excepted pupil" for the time they are in an infant class or until the numbers fall back to the size limit. An excepted child would be one whose twin or sibling from a multiple birth is admitted otherwise than as an excepted pupil. It will include Children with a statement of special educational needs and might also include looked after children or a child of a UK Serviceman posted to the area (2.18) to be admitted outside the normal admission period.

THE NURSERY

There are separate arrangements for admission to the nursery. Though it is our hope that all our Nursery children will want to stay with us, admission to the Nursery does not necessarily guarantee a place in Reception. If you have a child in our Nursery Class then you must make a separate application for the Reception Class.

CHARGING

We wish to make it clear that charges for school activities, including trips, are made on a voluntary basis and parents and carers have a right not to make the contributions. The admission of your child to our School is not dependent on your ability or willingness to make financial contributions.

Culgaith C of E School encourages children to walk to school but for those living further away a school bus service may be provided by the Local Authority.

Signature of Head teacher: *Lynette Haines*

Signature of Chair of Governors: *S.P. Smil*

Date : 16th November 2015

This policy will be reviewed by the Governing Body annually

Culgaith Church of England Voluntary Aided Primary School.

Supplementary form to be used if applying for admission
to our School on faith grounds.

Name of your child:

Surname _____ Forenames _____

Date of Birth _____ Boy Girl

Name of parent(s)/carer(s)/guardian(s) _____

Address _____

Post Code _____ Telephone Number (daytime contact) _____

The name of an older sibling who will still be attending our School at the date of the
proposed admission. _____

The place(s) of Worship attended by at least one parent and the named child.

The name of the place(s) of Worship. _____

Address _____

The name of the Vicar/Priest/Minister/Faith Leader _____

Address + Postcode _____

Worship Attendance:

How frequently do you attend worship with your child?

Weekly Fortnightly

For how long have you been so attending?

One Year Two Years Three Years or more

Your Church leader will be contacted to confirm the details on this form.

Signed (Parent/Carer/Guardian) _____