



Davenham Church of England Primary School

“Working Together, Playing Together, Serving God and Serving Others”

POLICY FOR ADMISSIONS 2017 – 2018

DIOCESE OF CHESTER

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.

Applications may also be made on-line by using the common application form. It is not normally possible to change the order of your preferences for schools after the closing date.

Letters 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 number of places available for admission to the Reception class in the year 2016 will be a maximum of 45.

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 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 thirty children.

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

1. Looked after Children(LAC) (Children in Public Care as defined by Section 22 of the Children Act 1989) or previously looked after but ceased to be so because they were adopted (or became subject to a residence, or special guardianship order)
2. Children with special medical or social circumstances affecting the child where these needs can only be met at this school. (see note a)

3. Children whose parent or parents are faithful and regular worshippers of St Wilfrid's Parish Church, (see note b)
4. Children who have a sibling in school who will still be attending school the following year (see note c)
5. Children resident within the admission priority area of the school (see note d)
6. Children resident within the Ecclesiastical Parish of Davenham –a map is available from school
7. Children resident outside the Parish nearest to the school. Distances are measured using Ordnance Survey mapping in conjunction with Local Land and Property Gazetteer (LLPG) to identify each property and each school. A straight line measurement in miles is taken from the place of residence to the preferred school to calculate the distance.'

In the event of a tie break a random allocation will be undertaken

If there are not enough places to admit all applicants meeting any one criterion, the governors will apply the subsequent criteria, in order of priority, to all these applicants.

Notes

- (a) Professional supporting evidence from e.g. a doctor, psychologist, social worker, is essential if admission is to be made under the criterion for special medical or social circumstances, and such evidence must set out the particular reasons why the school is question is the most suitable school and the difficulties which would be caused if the child had to attend another school.
- (b) By "faithful & regular" we mean attendance at St Wilfrid's Parish Church on average a minimum of 2 services per month for at least the previous year prior to the closing date for applications. 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.
- (c) Siblings include step, half, foster, adopted brothers and sisters living at the same address and full brother and sister living apart and expected to continue at the school in the following year.
- (d) The admission priority area of the school is the ecclesiastical parish of Davenham which lies south of the A556 Northwich Bypass. A map is available from he school

Admissions information:

Last year the school was able to admit 45 pupils.

Children with Statements

Section 324 of the Education Act 1996 requires the governing bodies of all maintained schools to admit a child with a Statement of Special Educational Needs that names their school

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.

Otherwise, applications which are received after the last date will be considered after all the others, and placed on the waiting list in order according to the criteria.

Waiting list

Where we have more applications than places, the admissions criteria will be used. Children who are not admitted will have their name placed 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.

This waiting list will operate until the end of the autumn term only.

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. utility bills of various sorts showing

the child'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 (In year 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 should arrange to visit the school.

If there is a place in the appropriate class, then the governors will arrange for the admission to take place. If there is no place, then the admission will be considered in accordance with the local authority's co-ordinated scheme and information about how to appeal against the refusal will be provided.

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.

Appeals

Where the governors are unable to offer a place because the school is oversubscribed, 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 chair of governors at the school within 14 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 body 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 body discovers that a child has been awarded a place as the result of an intentionally misleading application from a parent (for example a false claim to residence in the catchment area or of involvement in a place of worship) which effectively denies a place to a child with a stronger claim, then the governing body 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.

Deferred admission

If your child is due to start school during the next academic year, it is important that you apply for a place for September. If your child's fifth birthday is between the months of September and December, then, if you wish it, admission may be deferred until January; if it is between January and April, then admission may be deferred until the start of the summer term though it is likely to be in your child's interest to start no later than January.

Multiple births

Where there are multiple births wanting admission and there is only a single place left within the admission number, then the governing body will exercise as much flexibility as possible within the requirements of infant class sizes. Random allocation will be undertaken by an independent body in order to decide which child is to be offered a place. Parents will be informed of their right of appeal for the other children.

Children of UK Service Personnel

Places will be allocated in advance of the family arriving in the area for children of UK service personnel, if accompanied by an official government letter which declares a relocation date and a Unit postal address or quartering area address for considering the application against Davenham C of E School's oversubscription criteria. In addition the School Admissions Code (February 2012) allows the admittance of a forces child as a permitted exception in relation to infant class size legislation.