



Spalding Parish Church of England Day School

ADMISSION POLICY 2017-18

The Governors of the school are the admission authority and responsible for the admission of children to the school. This policy sets out the arrangements for admission to the Foundation Stage 2 class and to all other year groups (Mid-Year Admissions). In particular the criteria on which admission will be based, if there are more applications than places, are set out below. These criteria apply to all admissions to the school. In considering the availability of places Governors will only look at the number of children in the particular year group (6).

Process of Application

Arrangements for applications for places in Foundation Stage 2 at Spalding Parish Church of England Day School will be made in accordance with Lincolnshire County Council's co-ordinated admission arrangements; parents resident in Lincolnshire can apply online at www.lincolnshire.gov.uk/schooladmissions, they can also apply by telephone, or ask for a hard copy application form, by telephoning 01522 782030. Parents resident in other areas must apply through their home local authority. Spalding Parish Church of England Day School will use the Lincolnshire County Council's timetable published online for these applications and the relevant Local Authority will make the offers of places on their behalf as required by the School Admissions Code.

For a mid-year place, an application can be made on the Mid-Year Application form. Applications are usually made through the child's home local authority. Lincolnshire residents should contact Lincolnshire County Council for an application. Applications can be made directly through Lincolnshire by out of county residents if their home local authorities do not co-ordinate this process.

Applications to a year group, other than Foundation Stage 2 for September, will be accepted and allocated at the time received. In the event of more than one application for one space, or more names on a reserve list than available places, the oversubscription criteria below, (A-G) will be applied to the applications.

It is the policy of the Governors to admit up to 90 (the 'published admission number' or 'PAN') children full-time to the Foundation Stage 2 class/es in the September after the child's fourth birthday and at any time in Foundation Stage 2 and Key Stage 1 as a Mid-Year application. The PAN of 90 also applies to Year 1 and 2 in 2017-18 with the PAN for all other Year groups being 60. However, the PAN of 90 will be phased in with each subsequent Foundation Stage intake until the PAN applies to all year groups.

In Key Stage 2 Governors will admit and consider offering over PAN dependant on current class sizes and resources available.

Where we have offered a child a place at our school:

a) that 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 and not beyond the beginning of the final term of the school year for which it was made, whichever is the sooner;

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.

Parents interested in deferring admission or arranging part-time attendance must contact the school to discuss this.

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. Parents wishing to make these requests must contact their home local authority for guidance on the procedure to follow. It is important for parents to note that they will have the opportunity and responsibility to provide whatever evidence they wish to support their request. Spalding Parish Church of England Day School will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of:

- the parent's views;
- any available information about the child's academic, social and emotional development;
- where relevant, their medical history and the views of a medical professional;
- whether they have previously been educated out of their normal age group;
- any evidence that the child may naturally have fallen into a lower age group if it were not for being born prematurely
- the views of the head teacher

In accordance with the legislation, the Governing Body will meet its statutory duty to allocate places first to children with a Statement of Educational Need or Education Health and Care Plan (Children and Families Act 2014). Remaining places will be allocated in accordance with this policy.

The Governors use these oversubscription criteria to rank applications whenever there are too many applicants for the number of places available. The oversubscription criteria are listed in the order that they are applied. Words marked with a number, for example 1, 2 and 3 are explained separately in the 'Definitions' section.

Oversubscription Criteria

A. The child is in the care of the local authority or had previously been in care. (1)

B. There is written representation from a relevant professional (for example, a letter from a doctor, health visitor or social worker) explaining why the child should attend this school rather than any other. It is the parent's responsibility to submit the supporting evidence to the school.

C. There is a brother or sister (2) on roll at the school at the time of application.

D. Children of families who regularly attend (3) the Parish Church of St. Mary & St. Nicolas, Spalding.

E. Children of families who regularly attend (3) any Christian Church other than that of St. Mary & St. Nicolas.

F. Children whose home address (4) is within the Parish of St. Mary and St. Nicolas, Spalding. A map is available from the school and on the school's website which shows the Parish of St. Mary and St Nicolas.

G. The distance from the home address (4) to the school, priority will be given to the child living closest to the school by straight-line distance (5).

If the distance criterion is not sufficient to distinguish between two or more applicants for the last remaining place then a lottery will be drawn by an independent person, not employed by the school or working in the Children's Service Directorate of the Local Authority.

GENERAL NOTE: If the Governors refuse any application for admission, parents have a right of appeal under the School Standards and Framework Act 1998. Notice of appeal should be sent to the Clerk to the Governors. An independent Appeals Committee will then be established to decide the application. The decision of the independent Appeals Committee is binding on all parties.

Definitions:

1: Child in Public Care – CIPC

- 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 arrangements order or special guardianship order).

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 (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school.

This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see section 46 adoption orders).

Child arrangements orders are defined in s.8 of the Children Act 1989, as amended by s.12 of 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.

Section 14A of 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: Sibling (brothers and sisters)

- A full brother or full sister, whether or not resident in the same household.
- Another child normally resident for the majority of term time in the same household, for whom an adult in the household has parental responsibility as defined in the Children Act 1989.
- Twins and other siblings from a multiple birth - In these cases all the children will be considered together as one application. If one or more can be admitted within the published admission number the school will be allowed to go above its admission number as necessary to admit all the children, unless this would make the class too large. The government's school

admissions code makes an exception to the infant class limit in this situation.

3: Regularly Attend

The Governing Body would seek the support of the parent's Minister to confirm that the parents regularly attend at a Church for worship; that is to say attend at least monthly for at least a year prior to application.

4: Home Address

By home we mean the address where the child lives for the majority of term time with a parent as defined in section 576 of the Education Act 1996 who has parental responsibility for the child as defined in the Children Act 1989.

Where a child lives normally during the school week with more than one parent at different addresses, the home address for the purposes of school admissions will be the one where the child spends the majority of term time. If a parent can show that their child spends an equal amount of time at both addresses during school term time, they can choose which address to use on the application.

If a parent has more than one home, we will take as the home address the address where the parent and child normally live for the majority of the school term time.

5: Distance

The home to school distance is measured electronically by straight-line from the Post Office address point of the home to the Post Office address point of the school.

6: Year Group

This is a grouping of children whose birthdays are between 1st September and 31st August of consecutive years.

Fair Access

Local Authorities are required to have Fair Access Protocols in order to make sure that unplaced children who live in the home local authority, especially the most vulnerable, are offered a place at a suitable school as quickly as possible. This includes admitting children above the published admissions number to schools that are already full.

Children of UK Service Personnel (UK Armed Forces)

In order to meet the government's military covenant aimed at helping Service personnel, and Crown Servants returning from abroad the Governors have adopted the following arrangements.

- For late applications to the normal intake year and mid-year applications the Governors aim to remove any disadvantage to UK service personnel (UK Armed Forces) by applying the school's oversubscription criteria to their address.
- The Governors will check to see if the address is within the distance of the last child admitted in the last admission round that was oversubscribed on offer day.
- If the address is within the distance the Governors will consider admitting providing all children in public care and siblings have already been admitted and there is no child with higher priority under the oversubscription criteria on the reserve list.

This will be irrespective of the fact that the school has had appeals or appeals are scheduled. It may be that the governors still cannot admit because of organisational or curriculum difficulties within the school.

The Governors will need the notice of posting or official government letter and posting address before considering an application under these arrangements.

Reserve Lists

For admission into Foundation Stage 2 (Reception) the School will keep a Reserve List. If you do not get a place at your first preference school your child is automatically put on the Reserve List for any schools above the one you were offered. This list is in the order of the oversubscription criteria, as required by the Admissions Code. Names can move down the list if someone moves into the area and is higher placed on the oversubscription criteria. The list is kept by the School Admissions Team until the end of the coordinated admission round in August each year. After this the school will keep the Reserve List. The time you have been on the list is not taken into account.

A Reserve List will be maintained by the School for all other year groups and parents will need to ask for their names to be removed from this list.

Reserve Lists will automatically be cleared at the end of each academic year.

Fraudulent or Misleading Applications

The school has the right to investigate any concerns it may have with respect to the accuracy of information provided by parents on an application form and to withdraw the offer of a school place if there is evidence that parents have made fraudulent claim or provided misleading information, for example a false address was given which denied a place to a child with a stronger claim e.g. concerning parental responsibility or place of residence. We reserve the right to check any address and other information provided so we can apply the oversubscription criteria accurately and fairly.

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