



DIOCESE OF CHESTER

**ASTBURY ST MARY'S
CHURCH OF ENGLAND PRIMARY SCHOOL**

**Admissions Policy
2018/19**

March 2017

Astbury St. Mary's Church of England Primary School



Admissions Policy 2018/2019

Astbury is a voluntary aided church school. This means that the admissions policy is written by the school governors (not the Local Authority or the headteacher) and it is administered by the Local Authority.

As the church has invested in the school, we feel it right that the admissions policy should reflect both this and our Christian priorities. Our school is also a neighbourhood school, serving Astbury parish within the Cheshire East Local Authority, so this is also reflected in our policy.

Please look at the policy carefully before applying for admission. Parents should be aware that in this school, religious education, collective worship and our whole ethos are based on the teachings of the Church of England. Parents retain the right to withdraw their children from religious education and collective worship.

The school is comprised of 5 classes: 1 foundation stage and 4 mixed-age classes. In order that class sizes do not exceed the space available, it is necessary to limit the number of admissions in each cohort of the school to 19. The planned admission number for reception is thus 19. 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 30 children.

The governing body operates a system under which they consider all preferences equally, and the Local Authority then allocates places according to the 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 and previously looked after children.** *See note (a)*
- 2 Children with special medical or social circumstances.** *(Supporting letters from a social worker or medical specialist are required and should be included in a sealed envelope, with the completed application form.)*
- 3** (a) **Children whose parents are involved in the work and worship of St Mary's Church, Astbury,** and whose parents' names are entered onto the Church's electoral roll. *(A completed church form supplied by the school **will be required**). See notes (b+c)*

(b) **Children whose parents are involved in the work and worship of a church which is a member of Churches Together in Britain and Ireland, the Pentecostal Church, or Word of Life Church** and whose names are entered on its membership roll. *(A completed church form supplied by the school **will be required**). See notes (b+c)*
- 4 Children who have a brother or sister in school, who will still be attending school the following year.** *See note (d)*
- 5 Children resident in the ecclesiastical parish of Astbury.** *A map showing the parish is available from school and on the website. see note (e)*
- 6 Children resident outside the ecclesiastical parish of Astbury.** *See note (f)*

Notes

- a) 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 at the time of making an application to a school. 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).
- b) By work and worship we mean attendance at a minimum of two services each month for at least six months prior to the closing date for applications.
- c) A parent is any person who has parental responsibility or care of the child. Where admission arrangements refer to the attendance of parents at church, it is sufficient for just one parent to attend.
- d) The term brother or sister includes step, half, foster, or adopted brothers and sisters living at the same address, and full brothers and sisters living apart.
- e) The address used on the school's admission form must be the current one at the time of application. If this address changes subsequently, the parents should notify the school. Where the parents live at different addresses, the current address of the child at the time of application 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 showing the child's address is 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.
- f) Where the above criteria are not adequate to distinguish between requests for admission which cannot all be accepted without exceeding the admission limit, priority will be decided on the basis of radial distance from the school to home; those living nearest being given priority. The measurement used to allocate places is a straight line distance measurement using Ordnance Survey address points. In the event of a tie break a random paper draw will be undertaken by an independent body.

Children with Statements of Special Educational Need / Education Health Care Plans (EHCP)

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 Need or EHCP that names their school.

How and when to apply

Applications for admission to the school should be made on the common application form enclosed with the Local Authority's brochure, and also on the school's own form for those applying under criteria 3 (a) and 3 (b) between September 2018 and January 2019.

Applications may also be made online by using both the common application form and the supplementary form. It is not normally possible to change the order of your preferences for schools after the closing date. Whether an application is made on paper or electronically, **both forms** must be completed by those applying under criteria 3 (a) and 3 (b).

Letters informing parents of whether or not their child has been allocated a place will be sent out by the Local Authority by April 2019. Parents of children not admitted will be informed of the reason and offered an alternative place by the Authority.

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 the waiting list will be in the order resulting from the application of the admission criteria. The waiting list will be held up until the end of the autumn term.

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 should notify the clerk to the governors, alison.knowlson@cheshireeast.gov.uk within 20 days of receiving the letter refusing a place. Parents have a statutory minimum of 20 school days in which to appeal a decision not to offer a place.

Late applications for admission

Where there are extenuating circumstances for an application being received after the last date for applications, and if 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.

Non-routine 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 may arrange to visit the school. Applications cannot be restricted to local residents. If a place is available and applied for, then it will be offered, wherever the applicant lives, e.g. moving back to the UK and renting on the family's return. 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 admissions committee will consider the application, 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.

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 (e.g. 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

Children are eligible for a reception place from the beginning of the school year in which they become 5 years old. However they do not become of compulsory school age until the start of the term after their fifth birthday. After a place has been allocated and accepted, parents can request that the school place be deferred until later in the school year and, if they do this, the place will be held for the child. They cannot, however, defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the school year for which the original application was accepted. Parents can also request that their child attends on a part-time basis until the child reaches compulsory school age.

Summer-born children

Parents of summer-born children (those born between 1st April and 31st August) who wish to delay entry until the following year must speak to the school and Local Authority as soon as possible as this would involve

either an in-year application for year 1, or a new application for reception in the following year. An application form should be filled in for the current admission process at the same time as any request to defer entry or 'back class' to reception in the following year. The decision will be made taking into account information from the parents and headteacher and should be in the best interests of the child. Parents will be informed of the outcome before the Primary National Offer Day.

If the request is agreed, the application for the normal age group may be withdrawn before a place is offered. If the request is refused, the parent must decide whether to accept the offer of a place for the normal age group, or to refuse it and make an in-year application for admission to year one for the September following the child's fifth birthday.

Parents should be aware that agreement by the school to allow a child to enter reception the following year does not guarantee a place in the class. Parents must apply to the school again the following year, and the application will be considered in the normal manner following the over-subscription criteria.

Twins/multiple births

Where there are applications from multiple births, the governors may admit above the PAN.

This information is published by the Governors of Astbury St Mary's Church of England Primary School in accordance with legal guidelines from the Diocese of Chester and the Local Authority.

Admissions criteria may change from one year to the next.

Approved for Issue

Chairman of Governors

Date

Headteacher

Date

Astbury St. Mary's Church of England Primary School ~ Supplementary form



Name of child: _____

Surname	Christian names
Date of birth	Boy <input type="checkbox"/> Girl <input type="checkbox"/>

Name of parent/guardian	
Address	
Post code	
Telephone	Mobile

Place of worship which one parent / guardian regularly attends:

Name of place of worship	
Address	
Name of vicar / priest / minister / faith leader / church officer	
Address	
Post code	Telephone

Worship attendance:

Please tick if you have attended a minimum of two services per month for at least six months prior to the closing date for applications as in criteria. <input type="checkbox"/>
A letter from your incumbent or minister or other church officer is required as proof of this attendance. Please tick if the letter is attached <input type="checkbox"/>

Special medical or social circumstances

Tick here if you are applying under this criterion