

# **CLAVERLEY CE PRIMARY SCHOOL**

## **ADMISSIONS POLICY: 2017/18**

### **INTRODUCTION**

Claverley Primary School has a special status because it is aided by the Church of England. In terms of admitting children into the school, this makes the school different from community primary schools because the school's governing body (and not the local authority (LA)) is responsible for its own admissions.

### **AIMS OF THE ADMISSIONS POLICY**

The governing body has a responsibility to safeguard the efficient education of all the children it admits into school. This is the fundamental aim of the admissions policy.

The governing body has a responsibility for ensuring that all decisions regarding children's admissions are treated in a fair and equal manner. For this reason, all requests for admission are judged against identical, published criteria.

### **THE SCHOOL'S NORMAL AREA OF ADMISSION**

Claverley Primary School is committed to serving its local community. Therefore, its admissions policy is based upon children living within the school's normal area of admission, otherwise known as a catchment area. As the catchment area is not the same as the ecclesiastical parish boundaries of Claverley and Tuck Hill the admissions criteria do take account of this in priority groups 5, 6 & 7 below. However, applicants should note that their children may not necessarily be entitled to Local Authority free school transport if they live outside the LA's designated catchment area. Parents seeking admission for their children are strongly advised to check that their address falls within the school's catchment area; they can either access Localview on Shropshire Council's website ([www.shropshire.gov.uk](http://www.shropshire.gov.uk)) or contact Admissions Team at Shropshire Council (tel: 0345 678 90008) who will be pleased to help with this information.

Applicants can also check ecclesiastical parish boundaries on [www.achurchnearyou.com/parishmap](http://www.achurchnearyou.com/parishmap) or contact the school for a copy of the map.

### **ADMISSION LIMIT**

Within each year group governors are able to admit up to 17 children. It is in the interest of quality education that this limit is maintained in order to keep class sizes as small as possible.

### **COMMON MISCONCEPTIONS ABOUT ADMISSIONS**

It is the responsibility of parents to ensure that they clearly understand the regulations regarding children's admission into school. The school cannot be responsible for assumptions made by parents.

- Attendance at a local nursery gives a child no automatic entitlement to admission into any primary school within the vicinity of the nursery.
- Children whose siblings have previously attended the school have no entitlement for admission other than by the published criteria regarding proximity of residence to the school.

- There is no cost associated with the admissions process to any Shropshire LA maintained school.

## **ADMISSIONS CRITERIA FOR THE SCHOOL YEAR OF SEPTEMBER 2017 – AUGUST 2018**

Children who have a Statement of Special Educational Need or Education, Health Care Plan which names Claverley CE (Aided) Primary School as the appropriate school will be allocated places first after which places will be allocated up to the admission number as follows:

1. First priority is given to children who are in public care as Looked After Children and children who were Looked After but ceased to be so because they were adopted as defined in the School Admissions Code.
2. Second priority is given to children who live within the catchment area of the school who will have an older sibling registered at the school on the day they are due to be admitted.
3. Third priority is given to other children who live within the catchment area.
4. Fourth priority is given to children who live outside the catchment area but who have an older sibling registered at the school on the day they are due to be admitted.
5. Fifth priority is given to children who live outside the normal admissions area but within the ecclesiastical parish boundary of Claverley.
6. Sixth priority is given to children from outside the normal admissions area who will not have an older sibling in school on the day they are due to be admitted but whose parents are on the electoral roll of Holy Innocents Church in the parish of Tuck Hill.
7. Seventh priority is given to children of families living outside the catchment area but within the ecclesiastical parish boundary of Tuck Hill and “attached to” another church. Request for admission in this case must be accompanied by a letter of reference from a priest or minister. (The definition of “attached to the church” would be a regular but not frequent worshipper, by which is meant (for example) one who usually attends a monthly family or church parade service or is regularly involved in a weekday church activity which includes an element of worship.)
8. Last priority is given to children who live outside the catchment area.

### Notes:

Children with medical or special circumstances. This will only be considered if parents can provide written medical evidence that Claverley CE Primary School is essential to the medical well-being of their child. In such cases priority may be given above those children who qualify under priorities 2 -8 listed above.

Children will only be admitted up the admission limit of 17. Where there are several children in the same category, but there are not sufficient places, priority will be given on a proximity basis measured as a straight line on a computerised mapping system between home address and the nearest appropriate school entrance gate by pinpointing their eastings and northings, with those living nearest to the school being given priority. Where two addresses are within the same block of flats, the lowest number of flat nearest to the ground floor will be deemed to be the nearest in distance.

In the case of twins or triplets from the same address the school will endeavour to admit both or all siblings.

A sibling connection is defined as a brother or sister, step-brother or step-sister, half-brother or half-sister, living at the same address as part of the same family unit and of compulsory school age (i.e. 5 – 16 years). Adopted and fostered siblings are also included. Older siblings must be attending the school on the date the younger sibling is due to start there. However, cousins or other relatives who take up residence in a home in order to establish an “in catchment area” address will not be given priority under the sibling criterion.

**Tie Breaker:**

In the event that two individual applications are exactly the same after all other criteria have been taken into account a tie breaker will be used. This will be by random allocation and overseen by an independent party not connected with the admissions process.

## **ADMISSION FOR CHILDREN STARTING SCHOOL**

Parents should apply online via Shropshire Council’s website or by telephone to the Council’s Admissions Team. Where parents wish to make an application on the basis of points 5,6 or 7 of the admissions criteria, they should give the relevant details in writing direct to the school (including a letter of reference from their priest/minister if appropriate) at the time of application. Application should be completed and returned to the school by 15 January in the year preceding the start of the school year. All applications received by the closing date will be considered. Any late applications which arrive after the closing date will not normally be considered until after the allocation date, unless there are exceptional circumstances, such as a house move from another area or a serious family difficulty such as illness or bereavement. Parents are therefore advised that if they do not apply at the correct time, they may not get a place at their preferred school as it may be filled by other applicants.

Children in England are now entitled to start school in the September following their fourth birthday and must start their education by the beginning of the term after their fifth birthday. Many parents will be happy for their child to start school in the autumn term, but a small number of parents may have concerns that their child might be too young for mainstream school.

Parents of a four-year old child can request that the date their child is admitted to the school is deferred until later in the school year or until the child reaches compulsory school age. Parents can also request that their child attends school part-time until the child reaches compulsory school age, and/or choose a place at a nursery or other early learning setting if they would prefer. Any parent considering part-time attendance for their child is advised to discuss this with the Headteacher **as soon as a school place has been allocated**.

Parents, who opt to defer entry to the term after their child’s 5th birthday, will not lose a Reception place which has already been allocated through the applications process. However, where a child’s 5th birthday falls in the summer and parents wish to defer entry to the Autumn Term 2016, the child would be required to join the school in Year 1, not Reception. In such cases, parents must apply separately for a Year 1 place, which could only be considered for allocation after the summer half-term holiday in 2016, by which time there might not be any places available in the year group.

**Note:**

- Only 15 hours of funding is available for four year olds attending an early years setting. If children attend school part-time but for 15 hours or more, no additional funding would be available for early years provision.
- If parents/carers decide to defer their child’s entry by a term or more, they may need to consider what other arrangements can be made for nursery provision. This will involve checking with the nursery that a place is available.
- Children cannot be admitted into school in a year group other than their normal year group. There is no provision for children to be admitted ahead of their normal age group.

- Children will only be admitted a year after their normal age group in exceptional circumstances, such as a serious medical condition, where written evidence would be required from a medical practitioner.

The national closing date for admissions is 15<sup>th</sup> January in each application year. The allocation date for 2017/18 will be 17<sup>th</sup> April 2017.

Governors will consider all applications and after applying the admissions criteria, parents will be informed by Shropshire Council's Admissions Team of the governors' decision in writing on 16<sup>th</sup> April of the year preceding entry to school.

## **ADMISSION FOR CHILDREN TRANSFERRING SCHOOL MID-TERM**

Parents requesting a place for their child are asked to make their request in writing to the Headteacher, stating the child's name, date of birth, current school and year group, and the date from which admission is required. Where parents are moving house into the school's catchment area, their letter must be accompanied by a letter of confirmation from their solicitor, giving the address of the property under purchase and a provisional moving date.

Where a place is available a written offer of a place will be made to the parents. Parents must accept this place in writing within two weeks of the date of the school's offer.

## **WHEN ADMISSION IS DECLINED**

Admission will normally be declined in cases where the 17 places in a year group have been allocated. The decision will be made by the Headteacher and the Admissions Committee. Parents of children whose admission has been declined will be informed in writing.

## **APPEALING AGAINST REFUSAL TO ADMIT**

Parents who wish their children's admission to be given consideration as an exceptional case can ask for a committee of the governors to review the decision. Governors involved in the review will not have been involved in the original decision to decline the application.

Parents should write to the governing body, care of the Chairman, stating clearly the exceptional circumstances under which their child should be admitted. Governors will meet to consider the case within 15 working days of receipt of the request for re-consideration. Parents will be notified of the governors' decision in writing.

## **APPEALING AGAINST THE GOVERNORS' SECOND REFUSAL TO ADMIT**

Parents who remain unhappy about the governors' refusal to admit are able to ask for a hearing before an Independent Appeals Panel. The panel comprises 3 people who are independent of both the school and Shropshire Council.

For further information on appeals to the independent panel, parents should contact the Admissions Team at the Shropshire Council (tel: 0345 678 9008)

## **WAITING LISTS**

Late applications can be included on a waiting list along with those have been unsuccessful at the allocation and appeal stages will be placed on a waiting list, which will operate until the

end of new school year. If a place subsequently comes available and there are several applicants the allocation will be made according to the admissions criteria. For those who are seeking mid-term admission the waiting list will run for the remainder of that academic year.

If you would like to visit the school before requesting a place for your child, or need further guidance on admissions procedures, please contact the Headteacher via the school office (tel: 01746 710636) to make appointment.