

CLEE HILL COMMUNITY ACADEMY

Admission to School 2017/18

When can my child start school?

Our school caters for children between the ages of 4 and 11 (R to Y6). Children may enroll at the school at any time during these years in accordance with the admissions policy.

Children in England are now entitled to start school full time 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. If parents are contemplating part-time attendance or deferring entry to school until later in the year, please contact the school for further information.

Although the Governing Body has responsibility for our admissions we follow the Shropshire Local Authority admission procedures. A letter from the Local Authority is sent to all parents in the autumn term the year before your child is due to start school with details about the admissions process.

All applications received by 15th January will be considered. Parents will be informed by letter posted on allocation day 17th April if they have been allocated a place for their child. Late applications will also be considered if there are exceptional circumstances, such as a house move or serious illness/bereavement in the family, or if there are still places after all other applications have been considered. Otherwise late applications will be placed on a waiting list and considered at a Review stage after the allocations stage. However, it is in the parents' best interests to apply by the closing date.

All schools have an admissions limit for each year group based on an admission number. Our present admissions number is 16. Children with a statement of special educational needs or an Educational Health and Care Plan which names the school will be offered a place. Where applications exceed the admissions limit, places will be allocated according to the following criteria in order of priority:

1. Looked after children who are in the public care and children who were looked after but cease to be so because they were adopted (as defined in the School Admissions Code).
2. Children living in the designated catchment area and have an older brother or sister at the school on the date they are due to start.

3. Other children living inside the designated catchment area and whose homes are nearest to the school.
4. Children living outside the catchment area and who have an older sibling at the school on the day they are due to start and whose homes are nearest to the school.
5. Other children living outside the catchment area and whose homes are nearest to the school.

Children with medical or special circumstances. This will only be considered if parents can provide written medical evidence that Cleve Hill Community Academy is relevant to the medical well-being of their child. In such cases priority may be given above those children who qualify under priorities 2 – 5.

Please note:

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 of compulsory school age (i.e. 5 – 16 years). Adopted and foster 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.

For admissions purposes all distances are measured as a straight line distance on a computerised mapping system between the home address and the nearest entrance gate of the relevant school pinpointing their eastings and northings. The shortest distance being given highest priority. Where two addresses are within the same block of flats, the lowest number of flat nearest 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.

In the event that the two 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.

Parents will be notified of the decision on the allocation of places by Shropshire Council on behalf of the Chairman of Governors. Should the admission be refused, parents may ask for a review, by writing to the Chairman of Governors at the school, who will refer the request to the Governors Admissions Committee/Review Committee. This Committee will not include the Head teacher and Chairman.

APPEALS:

If the application is still unsuccessful, parents will have the right to pursue their case through an Independent Appeals Panel which will be arranged by Shropshire Council. This procedure has been agreed with the Shropshire Local Authority, and is in accordance with the DfE Code of Practice on School Admissions Appeals. The form required for an Appeal can be obtained via the school. If the appeal for a Reception place is unsuccessful the applicant's name will be kept on a waiting list until the end of the first term of the new academic year. If a vacancy then occurs but there are more than one applicant the place will be allocated in accordance with the admission criteria listed above.

Where parents wish to apply for a school place at a time other than prior to the child starting in Reception, please arrange to visit the school. You will be informed if there are any places available in the child's year group but may wish to make application even if a year group is full. Your application will be considered by the head teacher and one from either the Senior Leadership Team or governing body. If offered a place then arrangements will be made for your child to start. If not, then parents should follow the appeals procedure set out in the above paragraph.

If the application is still unsuccessful, parents will have the right to pursue the case through an Independent Appeals Panel which will be arranged by Shropshire Council. This procedure has been agreed with the Shropshire Local Authority, and is in accordance with the DfE Code of Practice on School Admissions Appeals. The form required for an Appeal can be obtained via the school.

We recommend that you read Shropshire LA's publication "Parents' Guide to Education in Shropshire" available from the website www.shropshire.gov.uk/schooladmissions. Hard copies are available to view at libraries and at school. Please read carefully as it contains important information about making a preference for primary schools and the need to consider making more than one preference, in case we cannot meet your preference for this school.

For your information, we liaise closely with Shropshire LA, over the admissions process.

Parents are very welcome to view the school prior to their child's admission.