

## **Longden CE Aided Primary School**

### **Admissions Policy 2019 for Admissions in 2020/21**

Initial enquiries for all admissions are made through the headteacher who is available to talk to prospective parents. Whilst much information is provided on this site, we recommend that parents arrange with the headteacher a convenient time to visit the school.

#### **Admissions for children starting in Reception**

As a church aided school the admissions authority for Longden School is the Governing Body. Longden School participates in the local authority's (LA) co-ordinated arrangements regarding application for admission to school for children starting in Reception. Information about this is provided to all pre-school establishments and parents of pre-school children are advised to access this via the Shropshire Council website – [www.shropshire.gov.uk](http://www.shropshire.gov.uk) - in the Autumn term of their child's last pre-school year. Applications have to be made, in accordance with the timetable for all school admissions, online or by telephone to the LA direct by the national closing date, 15th January. Parents or carers will be informed of the outcome of their application on 16th April (please note this is the national primary allocation date). Any late applications received after 15th January but before 16th April, may not be considered until after all other applications received on time have been considered, unless there are exceptional circumstances, such as a house move or family bereavement. Where it has not been possible to offer a place, parents have the right to appeal, details of which are to be found in the LA's arrangements.

Parents and carers of children currently attending the school's Nursery please note that whilst every effort is made to ensure our pre-school children are allocated a place in Reception, there is no statutory priority given to Nursery children over and above the criteria set out below. This is because the Nursery is provided under the school's extended services to the community rather than a statutory LA maintained provision. However, in practice we have always been able to allocate places to Nursery children. Please talk to Nursery staff or the headteacher if you are concerned about this.

#### **Admissions for children starting in other year groups**

Application for admission to other year groups (Y1 to Y6) is by application via the headteacher to the Governing Body.

#### **Allocating places**

For practical reasons statutory limits have to be set for each year group. The admission number is 15.

Where a child has a Statement of Special Educational Needs or Education, Health and Care Plan (EHCP) which names Longden CE Primary School as the appropriate school to meet those needs a place will be offered.

Where applications exceed the admission number, places will be allocated up to the admissions number according to the following criteria (in order of priority):

1. Looked after children and children who were previously 'looked after' but immediately after being 'looked after' became subject to adoption, a child arrangements order, or special guardianship order.
2. Children who appear to the governors of Longden School to have been in state care outside of England and ceased to be in state care as a result of being adopted.
3. Children living in the designated catchment area and who have an older sibling at the school on the date they are due to start school.
4. Other children living inside the designated catchment area and whose homes are nearest to the school as measured by a straight line on a computerised mapping system.

5. Children living outside the LEA designated 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 as measured by a straight line on a computerised mapping system.
6. Children whose families live outside the LEA designated catchment area whose parents can demonstrate they are 'attached to' a Christian church by means of a letter from the priest or minister. ('Attached to' is defined as 'a regular though perhaps not frequent worshipper, for example, one who usually attends a monthly family service or is regularly involved in a weekday church activity including an element of worship.')
7. Other children living outside the designated catchment area and whose homes are nearest to the school as measured by a straight line on a computerised mapping system.
8. Children with medical or special circumstances. This will only be considered if parents can provide written medical evidence that Longden School is relevant to the medical well-being of their child. In these cases priority may be given above those children who qualify under points 2 to 5 above.

Each category will be rank ordered according to the distance from home to school as a straight line measurement. 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 by 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 to the ground floor will be deemed to be the nearest in distance.

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.

Whilst every effort is made to accommodate parents' wishes an offer of a place at Longden is not always possible. The governors reserve the right to refuse places on the grounds that such an offer would adversely affect the education of children already at Longden School. Appeals against the results of allocation may be made via the LA arrangements for co-ordinated admissions who will refer the matter to the Governors' Review Committee who will consider the decision of the Admissions Committee. This procedure has been agreed with the Shropshire Local Authority and the Hereford Diocesan Board of Education 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.

### **Admission arrangements**

Parents and carers of children allocated a place at Longden School will be informed in April of the dates for starting school along with an invitation to attend a new parents evening in early June. Children are offered two induction sessions in the term prior to starting.

For any enquiries related to admissions or places at school or nursery, please contact the school office and we will endeavour to answer your questions.