



## **Ashton St. Peter's Church of England Voluntary Aided Primary School**

### **ADMISSION POLICY 2018/2019**

**Ratified in October 2016**

**Update in October 2017**

Admissions to this school are arranged through the co-ordinated scheme operated by the Local Authority's School Admissions Service and the School Governors. The Community served by the school is the Town of Dunstable.

The school year runs from 1 September to 31 August. All children will be offered places to start in the September of the school year during which they are five. As some parents may not wish their child to start full time education initially, an opportunity will be given for all parents to discuss the admissions provision for their child before starting school. All children will be expected to attend full time the term after their fifth birthday. In considering admissions the Governors will not distinguish between children to be admitted for part time or full time attendance. There are a total of 30 places available in all Key Stage 1 classes (ages 4 - 6years). Parents must apply to the Local Authority in which they live and return the application form to that Authority by the date indicated on the application form.

All applications for admission to Ashton St Peter's School will be considered by the School Governors.

The Governors are required to admit a child with a Special Educational Need Statement or Education, Health and Care (EHC) plan which names the school. Priority will also be given to the admission of pupils in accordance with the 'Fair Access Protocol' as long as the class within which they are seeking to be placed is not over subscribed.

The school does not have any specific units or facilities for pupils with particular special needs and there are no specific facilities for pupils with physical disabilities. The school is however on a level site, and all the accommodation is on one floor. All classrooms may be entered without steps. As far as possible, the school will ensure that pupils with disabilities have access to the same opportunities as other pupils.

The process is supported by the Local Authority's School Admissions Service who will act in an administrative capacity to ensure that parents are not offered multiple places.

The Governors only take account of the admissions procedure below - the date of receipt of the application form (up to the closing date) is not relevant. Parents will be notified of the outcome of their application by the Local Authority in which they live in accordance with their timescales.

If there are more than 30 applications, places will be allocated according to the following criteria, and in the priority order listed.

1. All 'looked after' children or children who were previously 'looked after'. (See Note 1)
2. Children who have siblings in the school when they enter the reception class.  
Note :  
A sibling refers to a brother or sister, half brother or sister, adopted brother or sister, step brother or sister or the child of the parent / carer/guardian's partner, and in every case, the child should be living at the same address.
3. Children of practising parent/guardian of the Church of England whose attendance is verified by the signature of the priest on the application form.  
Note : A practising parent/guardian is defined as attending public worship at least once in each calendar month over the previous year.
4. Children of practising parent/guardian of other Christian churches whose attendance is verified by the signature of the priest or minister on the application form. (See Note 2).  
Note : A practising parent/guardian is defined as attending public worship at least once in each calendar month over the previous year.
5. Children of parent/guardian of other faiths whose attendance is verified by the signature of the faith leader on the application form.  
Note : A practising parent/guardian is defined as attending faith meetings at least once in each calendar month over the previous year.
6. Children whose applications do not fall within Categories 1, 2, 3, 4 or 5 but who have very exceptional medical needs which only Ashton St Peter's C of E VA Primary can adequately meet, supported with written evidence from a consultant doctor at the time of application. The Governors reserve the right to seek further information in order to determine whether it is essential for a child to be admitted to the preferred school on medical grounds.
7. Any other children.

**Notes:**

1. 'Looked after children'

A 'looked after' child is a child who is (a) in the care of the local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see Section 22(1) of the Children Act 1989)

'A previously looked after child'

A previously looked after child is one who immediately after being looked after became subject to an adoption, child arrangement order, or special guardianship order. An adoption order is an order under section 46 of the Adoption and Children Act 2002 and this now includes children adopted under the Adoption Act 1976. Under the provisions of section 14 of the Child and Families Act 2014 child arrangement orders have replaced residence orders. A

child arrangement order is an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989. 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. For the purposes of this policy another Christian Church is one which belongs to, or is eligible for membership of, Churches Together in Great Britain and Ireland, the Evangelical Alliance, or in the Dunstable Fellowship of Evangelical Churches.

3. Where the last available place is offered to a twin or multiple birth child the governors will admit the other twin or multiple birth(s) as an exception to the infant class size rule.

4. If applying these criteria results in there being more children with an equal right to admission to the school than the number of available places, the tie break will be the distance the pupil lives from the school, measured in a straight line, using the Local Authority's computerised mapping system, with those living closer to the school receiving the higher priority. The distance will be measured from the address point of the pupil's home to the front door of the school. Priority will not be given within each criterion to children who meet other criteria. (.In the event of children living in a block of flats priority will be given to the child whose flat number is the lower. Where two children live equidistantly from the school random allocation will be used)

#### 5. Home Address

A pupil's home address will be regarded as the address of the parent/carer with parental responsibility with whom the child normally lives. This will not usually include grandparents, aunts or uncles. Where a child spends time with parents/carers at more than one address, the address used to allocate a school place will be the one at which the pupils ordinarily resident and where the child spend the majority of the school week (Mondays to Fridays) including nights. If there is any query on the home address this will be checked against original official documentation e.g. council tax bill, a recent utility bill (gas, electricity or water), a rental agreement, child benefit annual statement or family tax credit information.

5. The school provides for the admission of all successful applicants who have reached their 4<sup>th</sup> birthday by the beginning of September 2016. However, please note the following:

Where a parent of a **'summer-born' child (1 April - 31 August)** wishes their child to start school in the autumn term following their fifth birthday, the Governors will consider the request.

If parents do not take up the offered place before the start of the summer term of the school year of entry, then they would have to re-apply for a place in Year 1.

However, if parents wish such a child to be educated "out-of year group" i.e. in the Reception Year rather than Y1 they may request this and should discuss it with the school as soon as possible. Such applications will be considered by the governors on a case by case basis. Each case will be judged on its individual merits but to admit out of year group would require exceptional and extenuating circumstances and professional evidence explaining why the child's needs cannot be met in the chronological year group.

All such parents should apply for their child's normal age group at the usual time and may submit a request for admission out of the normal age group at the same time.

The governors will respond to this request prior to the offer of a place being made. If the request is agreed to the application can be withdrawn for that year before the place is offered.

If the request is refused, parents may decide whether or not to accept the offer of a place for the normal age group, or refuse it and make an in-year application for admission into Y1 for the September following the child's fifth birthday. Parents do not have the right of appeal against a decision not to place the child in a year group outside their normal age group.

Where a parent's request has been agreed, they must make a new application as part of the main admissions round the following year.

#### 6. In-year Admissions

Applications can be accepted at any time during the academic year, for older children, up to the age of ten years. Requests for admission into other year groups should be made to the school. This form is available from the school or Local Authority and can also be downloaded from the Local Authority.

7. Parents who have been refused a place will remain on the waiting list held by the LA until the end of the Autumn term. Parents wishing their child to remain on the waiting list beyond that time will have to notify the LA in writing. In the event of a vacancy arising the place will be offered in accordance with the admissions criteria above through the Local Authority.

8. Parents who have not been allocated a place for their child have the right of appeal to an independent panel. The LA will explain the procedure to you if this situation arises.

9. The School will consult appropriate authorities, about any future changes to these admission arrangements, through the procedure as set out in regulations found within the relevant section of the School Standards and Framework Act.

#### Review Procedures

The School's policy will be reviewed when:

- Annually October 2017
- The School wishes to review the policy.
- If amendments are required by the LA

**Ratified by:**

**Date: October 2016**

**Chair of Governors**