



Fladbury

Church of England First School

ADMISSIONS POLICY 2018-2019

1. Introduction

1.1 Fladbury Church of England First School is a Voluntary Aided School with very close links with St John the Baptist Church in Fladbury. The Governing Body is responsible for the education and for the admissions policy.

2. Equality, Diversity and Inclusion

2.1 It is the Governors' intention to ensure equality of opportunity for all children seeking places within the school, subject to the criteria listed below, and that the school should reflect the diversity of the local community. Therefore **ALL** children admitted will be assured of an inclusive education, which respects all religious traditions.

3. Admission Numbers

3.1 In order to ensure the provision of effective education and the efficient use of resources, the Governing Body and the Local Authority, acting in accordance with national legislation have determined that the number of pupils that may be admitted in the relevant year group for September 2018 is **20 (published admission number)**.

4. Criteria for Admission

4.1 Where Fladbury Church of England VA First School is named in a **Statement or an Education Health and Care Plan**, the Governing Body is legally required to admit the child to the school. Such children will therefore be allocated places before the following criteria are applied:

1. Relevant '**Looked after**' and all previously 'Looked after' children who were adopted under either the Adoption Act 1976 or the Adoption Act 2002 or who became subject to a Child Arrangement Order or Special Guardianship Order.
- 'Looked after' means all those currently in care or accommodated by a Local Authority under the terms of the Children Act 1989 at the time of application for admission and who will still be looked after at the time of admission and children who were previously in care or accommodated by a Local Authority but immediately after being looked after, became subject to an adoption, residence or special guardianship order.
2. Siblings of children already attending Fladbury School at the time of application and admission. The sibling connection to the school means full brothers and sisters, half siblings (that is children who share one birth parent), fostered and legally adopted children. They must also be living at the same address. A parent includes all of those people, including carers, who have parental responsibility for a child as set out in the Children's Act 1989

3. Children from **within** the catchment area of Fladbury, Lower Moor and Wyre Piddle, whose parents habitually worship at St John the Baptist Church in Fladbury or St Thomas Church in Lower Moor or St Anne's Church in Wyre Piddle.
4. Children from **within** the catchment area of Fladbury, Lower Moor and Wyre Piddle whose parents **do not** habitually worship.
5. Children from **outside** the catchment area of Fladbury, Lower Moor and Wyre Piddle whose parents habitually worship at St John the Baptist Church in Fladbury or St Thomas Church in Lower Moor or St Anne's Church in Wyre Piddle.
6. Other children living outside the catchment area who live nearest to Fladbury School. This will be determined by using AA Routefinder using the postcodes of both school and home address for the purposes of calculation. In the event of two or more home addresses being equidistant on AA Routefinder, exact distances will be calculated between the school gate and the home address using the shortest distance by road.
7. Those who demonstrate a special need for admission (e.g. medical, social or physical circumstances) and appropriate evidence would be required including possible professional referral (e.g. from a local authority).
8. In the case of over-subscription in any category, priority will be given to pupils who live nearest to the school. This will be determined by using AA Routefinder using the postcodes of both school and home address for the purposes of calculation. In the event of two or more home addresses being equidistant on AA Routefinder, exact distances will be calculated between the school gate and the home address using the shortest distance by road.
9. In the event of equi-distance applicants, lots will be drawn for any available place. This lottery will be supervised by a person independent of the Governing Body.

4.2 If the child is currently attending Fladbury Pre-School, the application must still be made for entry into the school and applicants should note it **does not** guarantee a place in our school.

5. Admission Notes

Under criteria 4.3 - 4.5, a letter is required from the minister, vicar or priest, in support of the application. The Governing Body would expect regular attendance. The letter **MUST** be sent under separate cover to the school. Failure to do so will invalidate the application using these criteria.

6. Admission Procedure

6.1 The parents of **ALL** pupils, **including parents whose preference is for the catchment area school for the child's home address**, seeking a place at any First, Infant or Primary School, within Worcestershire, are required to complete a Worcestershire LA Common Application Form (PA1) on-line by visiting www.worcestershire.gov.uk/schooladmissions, by the closing date (15th January 2018) This also applies to any pupil, who does not reside within Worcestershire, but wishes to apply for a place at a Worcestershire school.

6.2 The law requires all children to start full-time education by the beginning of the term following their fifth birthday. Children who have reached their fourth birthday are entitled to a **full-time** place in a reception class from the September after their fourth birthday. Children can also access part time education if they wish to. The school has a phased induction period for these children.

6.3 It is very important that applications are received no later than the date stated on the PA1 form. **Late applications should be made directly to the Local Authority. They are always considered, though it might not be possible to allocate a place, if it is oversubscribed, because all applications will be determined in accordance with the criteria as set out in section 4 of this policy.**

6.4 If families live outside Worcestershire and they would like to apply for a Worcestershire school, they must apply to the home LA stating the Worcestershire school of their choice.

6.5 Parents/Carers completing an application form for **“In Year” transfers**, with a first preference application for Fladbury First School, must forward the application to Fladbury First School. On receipt of your application we will notify the relevant Local Authority of its outcome and inform parents of their right to appeal against a refusal of a place. Please be aware that we may well already be full at the time of your application and the Local Authority **no longer** coordinates in-year admissions, so applications must be made directly to the school for existing year groups.

6.5i Parents/Carers need to obtain an application form (CA1), if a resident in Worcestershire, from any of the following sources;

- Child’s current school (if in Worcestershire)
- School being applied for (if in Worcestershire)
- Online from www.worcestershire.gov.uk

6.5 ii Parents/Carers need to complete the application form and ensure it is counter-signed by the current Headteacher (if already attending a Worcestershire School)

6.5 iii In the case of a first preference for a Community or Voluntary Controlled School, the parents should then forward the form onto the Pupil Admissions and Transfers Section to be processed.

6.5 iv In the case of a first preference for an Academy, Foundation or Fladbury Church of England Voluntary Aided First School, the parents should forward the form onto the individual school directly.

6.5 vi Fladbury First School will write to parents, normally within 10 school days, of the form being received to notify of them of the decision. The school will also notify the Local Authority. Where it is not possible to offer a place, parents will be notified of the right of an appeal by the relevant admission authority and in most cases an alternative school will be offered.

6.6 For normal admissions all parents will be advised by the Local Authority, by the end of April, as to whether or not a place has been allocated for their child, though later notification might be necessary in the case of oversubscribed schools.

6.7 You should inform the Head Teacher and the Pupil Admissions and Transfers Section if you are withdrawing your application for any reason. The Pupil Admissions and Transfers Section and the Head Teacher must be notified immediately of any change in the child's home address.

6.8 In the event of an application by a family with multiple births the school will endeavour to offer all the children places and make additional places if necessary.

6.9 The school accepts the Local Authority Fair Access Protocol for admissions for children with specific circumstances.

7. APPLICATIONS FOR ADMISSION OUTSIDE OF THE NORMAL AGE RANGE

7.1 Parents can also request that their child be admitted outside of their normal age group, effectively in the year group below or above their chronological age group. As Fladbury First School is the admissions authority of the school, we must make the decision based on the circumstances of each case and the Governors and head teacher will reach the final decision. This will involve the head teacher completing an educational assessment to determine whether or not it is appropriate for the individual child to delay or accelerate their entry into school and be taught outside of their chronological age group. The decision will be made on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parents' views; information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

7.2 When informing parents of our decision on the year group the child should be admitted to, we will set out clearly the reasons for our decision. Where we agree to parents' request for their child to be admitted out of their normal age group and, as a consequence of that decision, the child will be admitted to a relevant age group (i.e. the age group to which pupils are normally admitted to the school) the local authority and admission authority will process the application as part of the main admissions round, unless the parental request is made too late for this to be possible, and on the basis of their determined admission arrangements only, including the application of oversubscription criteria where applicable. **We will not** give the application lower priority on the basis that the child is being admitted out of their normal age group.

7.3 All parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school but it is not in their preferred age group.

8. Deferred Entry

Deferred entries can be discussed with the school but an allocated place must be taken up within the academic year of the application. Parents of children with a date of birth in the summer term wishing to start school in the September AFTER their fifth birthday, can determine whether they want to apply for a place in the Reception year or in Year 1.

9. Waiting List

If a year group is full and a child is refused a place, parents have the right to request that their child's name be placed on a waiting list maintained by the school. If a place becomes available, it will be allocated in accordance with the admission criteria set out in this policy and not on a "first come, first served" basis. Waiting lists will be held until the end of the current school year.

10. Right to appeal

If parents are refused a place for their child at the school, they have the right to appeal to an independent appeal panel in accordance with the School Standard and Framework Act 1998. Appeals should be made, in the first instance, in writing, to the Chair of Governors, c/o the school within 14 days of receiving notification. The Chair will set in motion the procedure for convening an appeal panel. If this panel decides that a child should be offered a place at the school, then the child will be admitted. The procedure is as follows:

When a parent contacts the school indicating they would like to appeal against the decision of the School not to award a place:		
Step	Action	Person Responsible
1	Families not prioritised under the admissions criteria are informed that we are full and what the relevant appeal process is.	Mrs Marlow
2	Record the child's name on the waiting list in the admissions file	Mrs Marlow
3	Parents write a letter to the Chair of Governors Mr. Matt Edwards setting out their case for appeal	Parents
4	Chair of Governors contacts clerk to governors who: <ol style="list-style-type: none"> 1. Informs the school office so that they can start an individual appeals file in which copies of all relevant documentation is collected 2. Acknowledgement of receipt of the appeal request, an outline of the process and a copy of the school's admissions policy is sent to parents by return of post 	Mr. Matt Edwards Chair of Governors/Mrs Marlow Clerk to the Governors
5	On completion of step 4 parents are notified in writing of the location, time and date of hearing.	Independently managed
6	Hearing occurs	Independently managed
7	Details of appeal logged in admissions file recording <ol style="list-style-type: none"> 1. Date 2. Name of child and details 3. Panel members and clerk 4. Outcome with reasons 	Mrs Marlow
8	Letter of outcome setting out reasons for the decision is sent to the parents the day following the hearing. If appeal is unsuccessful the child's name is retained on the waiting list	Independently managed
9	Individual appeal file retained for one full year and then destroyed	Mrs Marlow

10 Catchment Area Map

Fladbury CE VA First School serves the surrounding areas as marked on the school's catchment map:

