



CHRISTIAN MALFORD C of E PRIMARY SCHOOL

ADMISSIONS POLICY 2016 – 2017

Adopted by the Local Board: 19th March 2015

Review date: March 2016

Admissions Policy for Academic Year 2016-2017

The Diocese of Bristol Academies Trust (Dbat) is the admissions authority for Christian Malford C.E. Primary School but the admissions policy is determined annually by the Local Board in consultation with Dbat, Wiltshire Council and all other schools within a 2-mile radial distance.

The school has agreed with Wiltshire Council on a standard number for each year group of 15 and a Published Admission Number (PAN) of 15. The Local Board will, therefore, admit up to 15 pupils into the Reception year in 2016.

School Ethos

The school aims to serve its community by creating a happy family atmosphere within a Christian environment, where pupils are encouraged to learn and to work to the full extent of their abilities and each child and member of staff feels secure and has a sense of purpose, achievement and responsibility. Christian values are upheld not only in worship and Religious Education but also across the whole life of the school. We aim to nurture our children in these values, as well as to develop links with the church and community together with a sensitivity and respect for others and the environment.

In line with the school's policy for equality of opportunity, no pupil will be denied admission because of his or her creed, race, physical or academic attainment. Where a pupil has a particular need, e.g. wheelchair access, the governors will make every effort to ensure their needs are fully met. If a pupil is transferring into the school with a 'Wiltshire My Plan' or has been receiving extra support in their previous school, continuation of this support will be negotiated through Dbat and Wiltshire Council to ensure their needs can be met.

Application Procedure

Applications for Reception Year entry for the academic year starting in September 2016 must be submitted to County Hall in Trowbridge, using the Wiltshire Council common application form, by noon on 15th January 2016. Priority for admission is **not** given on a first-come, first-served basis; all applications made on time are considered together once the deadline has passed.

Applications can be submitted after the closing date for submissions but they will be considered as late for the purposes of Wiltshire Council's Co-ordinated Admissions Scheme. This means they will be considered after all the on-time applications and in order of receipt. Wiltshire Council and the school will endeavour to deal with late applications before the offer date, but it may not be possible to do this in every circumstance.

Parents who are considering making an application are encouraged to visit the school beforehand. If they live outside the catchment area they are also advised to visit their designated school first, except where they seek their child's admission on denominational grounds.

Formal confirmation of a place will be sent to parents/guardians by Wiltshire Council on a common date for all schools. The school's Administration Officer and LA should be advised if parents/guardians wish to decline the offer of a place at the school.

In Year Transfers

Applications for entry into year groups other than Reception can be made at any time of the year, for example following re-location to the area. However, parents wishing to transfer their children from a neighbouring school are encouraged to discuss any concerns they might have with the Headteacher of their existing school before applying.

Parents wishing to apply in-year are asked to contact the school in the first instance, after which an application form can be submitted to Wiltshire Council. The school encourages parents to time the transition for the beginning of term wherever possible.

Admission Criteria

Children are entitled to a full-time place in the September following their fourth birthday. However, parents may seek a place for their child outside of their normal age group, for example if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to Reception rather than year 1. All applications for children requesting admission outside their normal age group will be processed as outlined in Wiltshire Council's coordinated scheme that has been drafted in line with the School Admissions Code.

The school aims to provide a place for all children whose address is within the designated area, i.e., the civil parishes of Christian Malford and Foxham. The address is the place where the child is permanently resident.

Admissions are subject to there being adequate places available in class and adequate teaching capacity/support. Statutory requirements ensure that all Key Stage 1 classes will normally be 30 or less. However, all children who's 'Wiltshire My Plan' names the school must be admitted. 'Looked after children/previously looked after children' will also be admitted. These are defined as follows:

'A 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (as further defined in Section 22(1) of the Children Act 1989). A 'previously looked after child' is one who, immediately after being looked after, became subject to an adoption, child arrangements or special guardianship order.'

If the school is not oversubscribed, all applicants will be offered a place.

If the school is oversubscribed and adequate resources/ capacity do not exist, or where further admissions would conflict with the school fulfilling class size legislation, then priority for admission will be given to those children who meet the criteria set out below, in order:

- 1. Looked after children/previously looked after children and vulnerable children.**
Looked after children/previously looked after children as defined above. Vulnerable children are those from families registered with the National Asylum Support Service; children or families with a serious medical, physical or psychological condition where written evidence is provided at the time of application from a senior clinical medical officer, GP or specialist showing that it would be detrimental to the child or family not to be admitted to the preferred school. (For the purpose of this criterion, the word 'families' is determined as living at the same address at the time of the application

and also living at the same address on a permanent basis. Proof will be required and must be submitted by the deadline date.)

2. **Children with a sibling attending the school at the time of application.** Sibling is defined in these arrangements as children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters.
3. **Children who are worshipping Christians.** Children from within the civic parish who regularly worship as part of a Christian church or group. Children from outside the civic parish who regularly worship as part of a Christian church or group. ("Regularly worship" is considered to be at least once a month for the six months preceding the date of application. Children's status as regular worshippers will need to be confirmed in writing by their priest or minister.) If applying for a place on faith grounds, a Supplementary Information Form should be completed (see Appendix 1).
4. **Children of staff.** Children of staff, where the member of staff has been employed at the school for two or more years at the time at which the application for admission is made, and where a member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage
5. **Others.** Other children by distance from the school, with priority for admission given to children who live nearest to the school, as measured by using Ordnance Survey data to plot an address in this system. Distances are measured from the main entrance of the child's home to the main entrance of the school as specified in the school information pack.

Attendance at the nursery or co-located children's centre does not guarantee admission to the school.

Tiebreak

In the event of being oversubscribed in any admission criteria, the fairest tiebreak of distance will be applied. Distances supplied by the LA will be used and these will measure the straight line distance using Ordnance Survey eastings and northings for the child's home address and school. In the event of there being equal distances, lots will be drawn by an impartial member of the Local Board and independently verified.

Deferred Entry

Parents 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 part-time until the child reaches compulsory school age. Where entry is deferred, we will hold the place for that child and not offer it to another child. Please see Admissions Criteria above for information about the admission of summer born children.

Waiting Lists

As a small school, waiting lists are not normally necessary. However, should this be needed, we will maintain a clear, fair and objective waiting list until at least 31 December. Each child added will require the list to be ranked again in line with the published oversubscription criteria.

Induction

Children are invited to introductory sessions in the school in the term prior to starting school. Meetings are also arranged for new parents during this time.

Appeals Procedure

If a child's application is unsuccessful, the parents have the right to appeal to the Local Board. Appeals must be made in writing to the Clerk to the Governors with the grounds for admission clearly stated.

The person/s submitting the appeal will be given the opportunity of appearing before an independent appeals panel to make a verbal representation. They may be accompanied by a friend, or represented by another person. The committee's decision will be conveyed in writing to the person making the appeal.

Enquiries about this policy should be addressed to The Clerk to the Governors, c/o Christian Malford CE Primary School.

This policy was agreed by the Local Board, Headteacher and staff at Christian Malford CE Primary School on 19th March 2015 and is due for review in March 2016.

Signed

Chair of Local Board

Christian Malford CE Primary School
Supplementary Information Form
(required to support a faith related application when the school is oversubscribed)

Child's Full Name: _____

Date of Birth: _____

Parent/Guardian Name: _____

Tel. No.: _____

Do you regularly worship in an Anglican Church or any other Christian Church? **Yes / No**

If yes, name and address of church: _____

Do you regularly worship in a place of worship of one of the major world faiths represented in Britain, other than Christianity. **Yes / No.**

If yes which religion? _____

Name and address of place of worship: _____

Please ask the Religious leader of your place of worship to complete the section below:

Religious leader's recommendation

To the best of my knowledge the above child attends:

	Most weeks	Once a month	Occasionally	Never
Regular services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other Involvement	-----			

To the best of my knowledge the above parent attends:

	Most weeks	Once a month	Occasionally	Never
Regular services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other Involvement	-----			

Name _____ (signed)

(printed) _____

Date _____