



CHRISTIAN MALFORD PRIMARY SCHOOL

Admissions Policy for 2020/21

Approved by: Joint Local Board

Adopted: 19th November 2018

Due for review: November 2019

Admissions Policy for Academic Year 2020/21

The Diocese of Bristol Academies Trust (DBAT) is the admissions authority for Christian Malford Primary School but the Local Board has delegated authority to determine the annual admissions arrangements for the academy in consultation with DBAT and, where appropriate, Wiltshire Council. The 2020/21 policy complies with the latest DBAT guidance and the School Admissions Code.

Christian Malford Primary School agreed with Wiltshire Council on a standard number for each year group of 17 and a Published Admission Number (PAN) of 17. The Local Board will, therefore, admit up to 17 pupils into the Reception year in 2020.

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, eg wheelchair access, the Local Board will make every effort to ensure his/her needs are fully met. If a pupil is transferring into the School with a 'Wiltshire My Plan' or equivalent or has been receiving extra support in his/her previous School, continuation of this support will be negotiated through Wiltshire Council (or your home local authority) to ensure the pupil's needs can be met.

Application Procedure

Applications for Reception Year entry for the academic year starting in September 2020 must be submitted to your home local authority. If you live in Wiltshire, this will be Wiltshire Council, County Hall, Trowbridge and you must use the Wiltshire Council common application which should be submitted by midnight on 15 January 2020. (If you are applying from outside the area please use the form provided by your home local authority and refer to its website.) Applications may be made online – please see www.wiltshire.gov.uk for details. 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 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.

The arrangements in this policy are for admission to the primary school only. Since last year, Christian Malford Pre-school has come under the governance of the Local Board; however, there is a separate policy and application procedure for admission to the pre-school, which should be followed by parents applying for a pre-school place for their child. Attendance at the pre-school does not guarantee admission to the primary school. Parents of children who have been admitted for nursery or pre-school provision *must* apply for a place at the school in the normal way if they want their child to transfer to the Reception class.

Formal confirmation of a place will be sent to parents/guardians by Wiltshire Council on the National Offer Date. Acceptance or decline of an offer of a place at the School should be made direct to the LA.

Deferred entry and part-time provision

Children are entitled to a full-time place in the September following their fourth birthday. However, parents of children who are offered a place at the School before they are of compulsory school age may choose to defer their child's entry until later in the school year. Where entry is deferred, a place will be held for that child and not offered to another child during the remainder of the school year for which application was made. It is not possible, however, to defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the academic year for which the original application was accepted.

In addition, parents of a summer born child¹ 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. There are also certain other circumstances in which the parent may seek a place for their child outside the normal age group (for example, ill-health). All applications for children requesting admission outside their normal age group will be processed as outlined in Wiltshire Council's co-ordinated scheme that has been drafted in line with the School Admissions Code.

Until a child's fifth birthday, part-time provision (defined as five mornings or five afternoons a week) may also be arranged with 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 relocation 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 Head teacher 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.

Oversubscription Criteria

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 whose 'Wiltshire My Plan' (or Education Health Care Plan) names the School must be admitted. If the School is not oversubscribed, all applicants will be offered a place.

¹ Defined in the School Admissions Code as a child born from 1st April to 31st August.

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** (see Glossary of Terms for definition)
2. **Children with a sibling attending the School at the time of application and at the time the child starts school.** To avoid this being open to interpretation, 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 whose parent/guardian is connected to a Christian Church²** in the following order:
 - a. At the heart of the church – for the year before the date of application someone who worships twice a month or more
 - b. Attached to the church – for the year before the date of application someone who worships at least once a month or someone who is involved in a week-day church activity including an element of worship at least once a month
 - c. Known to the church – for the year before the date of application someone who worshipped at least six times

The regularity of worship must be verified in writing by a Religious leader using the Supplementary Information Form at 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. The address is the place where the child is permanently resident.

Glossary of Terms used in Oversubscription Criteria

Looked after children

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

² Christian Church means a church that is affiliated to the Council of Churches of Great Britain and Ireland, or a church which is in full sympathy with its Trinitarian stance

looked after child' is one who, immediately after being looked after, became subject to an adoption, child arrangements or special guardianship order.

Vulnerable children

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.)

Tiebreak

In the event of being oversubscribed in any admission criteria, the fairest tiebreak of distance will be applied, with the child with the least distance from school being offered the place. Distances supplied by the LA will be used and these will measure the straight line distance using Ordinance Survey eastings and northings for the child's home address and school. In the event of there being equal distances, lots will be drawn independently by a member of the Local Authority.

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 for the remainder of the school year for which the application was made. 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 an application for a child's place is unsuccessful, the parents/guardians have the right to appeal. Appeals must be made in writing to the Chair of the Local Board at the School within 14 days of receiving the refusal letter.

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 panel'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 Local Board, c/o Christian Malford Primary School.

This Policy was agreed by the Joint Local Board, Executive Principal and Staff at Christian Malford Primary School on 19th November 2018 and is due for review in November 2019.

Signed

A handwritten signature in black ink that reads "C.L. Kennedy". The signature is written in a cursive style with a large initial "C" and "L".

Chair of Local Board

Christian Malford Church of England 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:

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

Religious leader's recommendation

I would describe the parent/guardian of the child as being (*please tick one box only*):

- At the heart of the Church – for the year before the date of application someone who worships twice a month or more
- Attached to the church – for the year before the date of application someone who worships at least once a month or someone who is involved in a weekday church activity including an element of worship at least once a month
- Known to the church – for the year before the date of application someone who worshipped at least six times .

Name _____ (signed)

_____ (printed) Date _____

Please note it is the parent's responsibility to ensure that this supplementary information form is completed and returned to Christian Malford Primary School at the address below if we are listed as one of your school choices on the LA Common Preference Form or In-year Common Admissions Form. The SIF should be returned directly to the School at the same date as the Common Preference Form.

Christian Malford CofE Primary School, Church Road, Christian Malford, Chippenham, SN15 4BW