



Bilsdale Midcable Chop Gate CE VC

and Carlton & Faceby CE VA

Confederated Church of England Primary Schools

Carlton & Faceby CE VA Admissions Policy 2017-18

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Adopted by	Governing Body Signed _____ Date _____ (Chair of Governors Carlton)
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Admissions Policy 2017-2018

Carlton & Faceby Church of England School is a Voluntary Aided School. The Governing Body is the admission authority for the school, and the school is required to act in accordance with the School Admissions Code. The admissions process is co-ordinated by North Yorkshire County Council (the Local Authority) and the school liases with the Local Authority and the Diocese of York on admission issues.

The Admissions Policy for Carlton and Faceby CE VA Primary School, as agreed by the Governing Body is as follows:-

Children are admitted to the Reception Year at Carlton & Faceby CE VA Primary School from the beginning of the academic year (1st Sept – 31st Aug) in which they reach their fifth birthday.

Admission of children below compulsory school age and deferred entry to school - Admission authorities **must** provide for the admission of all children on a full-time basis in the September following their fourth birthday. The authority **must** make it clear in their arrangements that:

- a) parents can request that the date their child is admitted to school is deferred until later in the academic year but not beyond the point at which the child reaches compulsory school age, and not beyond the beginning of the final term of the academic year for which the application is made
- b) parents can request that their child takes up the place part-time until the child reaches compulsory school age
- c) parents should read the separate note below in connection with requests for admission outside a child's normal age group

Published Admission Number PAN

The Governing Body is the admission authority for the school, and sets a Published Admission Number (PAN) for the number of children to be admitted to Reception each year in the school. For 2017/18 this is 8. The governing body will not place any restrictions on admissions to the reception class unless the number of children for whom admission is sought exceeds this number.

Infant class size – Infant classes (those where the majority of children will reach the age of 5, 6 or 7 during the school year) **must not** contain more than 30 pupils with a single school teacher. Additional children may be admitted under limited exceptional circumstances. These children will remain an 'excepted pupil' for the time they are in an infant class or until the class numbers fall back to the current infant class size limit. The excepted children are:

- a) children admitted outside the normal admissions round with statements of special educational needs or Education, Health and Care Plans specifying a school;
- b) looked after children and previously looked after children admitted outside the normal admissions round;
- c) children admitted, after initial allocation of places, because of a procedural error made by the admission authority or local authority in the original application process;
- d) children admitted after an independent appeals panel upholds an appeal;

- e) children who move into the area outside the normal admissions round for whom there is no other available school within reasonable distance;
- f) children of UK service personnel admitted outside the normal admissions round;
- g) children whose twin or sibling from a multiple birth is admitted otherwise than as an excepted pupil;
- h) children with special educational needs who are normally taught in a special educational needs unit attached to the school, or registered at a special school, who attend some infant classes within the mainstream school.

Oversubscription criteria

All governing bodies are required by section 324 of the Education Act 1996 and Section 37 of the Children and Families Act 2014 to admit to the school a child with a statement of special needs or Education, Health and Care Plan (EHCP) that names the school. This is not an oversubscription criterion. This relates only to children who have undergone statutory assessment and for whom a final statement of special educational needs (SEN) or EHCP has been issued.

When the number of applications received is greater than the number of remaining places available (after the admission of any pupils with a statement of special needs or EHCP that names the school) the decision on which children will be offered places will be made.

In accordance with the oversubscription criteria set out below, which will be applied in the order of priority shown, up to the Published Admission Number (PAN):-

1. Looked after children and previously 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 at the time of making an application to a school. Previously looked after children are children who were looked after, but ceased to be so because they were adopted or became subject to a child arrangements order or special guardianship order).
2. Children whose parent(s) or carer(s) are regular worshippers at either St Botolph's Church, Carlton-in-Cleveland or St Mary Magdalene Church, Faceby. (the school's supplementary form (Appendix 1) to be completed and returned by parent/carer).
Regular worshippers means worshipping at a regular public service at least once a month for a period of at least one year immediately prior to application, verified in writing by the minister concerned.
3. Children residing within the Ecclesiastical parishes of Carlton-in-Cleveland and Faceby at the date of application. (A map showing the boundaries of the parishes is available at the school)
4. Siblings (a brother, sister, step-brother, step-sister, half-brother or half-sister, foster brother or sister and adopted brother or sister who is permanently resident at the same address) of children attending the school at the proposed date of admission.
5. Other children.

Note – Where there are more applicants than available places, we will give priority to those children living nearest the school. *Distance measurements are based on the nearest walked route from a child's home address to school. We measure from a fixed point within the dwelling, as identified by Ordnance Survey, to the nearest school entrance using an electronic mapping system.*

Final tie-breaker – If the distance from home to school does not distinguish between two or more applicants with equal priority for the remaining place, random allocation will be used as the final tie-breaker. This will be supervised by someone independent of the school.

Admissions Information

Last year the school was able to admit all pupils whose parents applied.

Applying for a Place

Applications for admission to the school MUST be made on the Local Authority common application form, this is available online or in hard copy and also, for applicants seeking admission under criterion 2, on the school's own supplementary form which is returned to school.

The closing date for applications is set out in the admissions information published by the Local Authority. Letters informing parents of whether or not their child has been allocated a place will be sent out by the Local Authority. April 16th is the National offer day. Parents of children not admitted will be informed of the reason and of their right of appeal, and will be offered an alternative place by the Local Authority.

Late Applications for Admission

Where there are extenuating circumstances for an application being received after the last date for applications, and it is before the governors have established their list of pupils to be admitted, then it will be considered alongside all the others.

Otherwise, applications which are received after the last date will be considered after all the others, and placed on the waiting list in order according to the criteria.

Waiting List

Where we have more applications than places, the oversubscription criteria will be used. Children who are not admitted will have their name placed on a waiting list. The names on the waiting list will be in order resulting from the application of the oversubscription criteria. Since the date of application cannot be a criterion for the order of the names on the waiting list, late applicants will be slotted into the order according to the extent to which they meet the criteria. Thus it is possible that a child who moves into the area later to have a higher priority than one who has been on the waiting list for some time. If a place becomes available within the admission number, the child whose name is at the top of the list will be offered a place. This is not dependent on whether an appeal has been submitted. The waiting list will operate for the academic year.

Appeals

Where the governors are unable to offer a place because the school is oversubscribed, parents have the right to appeal to an independent admission appeal panel, set up under the School Standards and Framework Act 1998, as amended by the Education Act 2002. Parents should notify the clerk to the governors at the school within 14 days of receiving the letter refusing a place. Parents will have the opportunity to submit their case to the panel in writing and also to attend in order to present their case. The deadline for lodging appeals is at least 20 school days from the date of notification that an application was unsuccessful. You will normally receive 14 days notice of the place and time of the hearing.

If your child was refused a place in Reception (or Key Stage 1) because of Government limits on Infant class sizes, the grounds on which your appeal could be successful are limited. You would have to show that the decision was one which in the circumstances no

reasonable governing body would have made, or that your child would have been offered a place if the governors' admissions arrangements had been properly implemented.

Fraudulent Applications

Where the Governing Body considers that a child has been awarded a place as a result of a fraudulent or intentionally misleading application (for example, a false claim to residence in the Ecclesiastical parishes of Carlton-in-Cleveland and Faceby at the date of application) which effectively denies a place to a child with a stronger claim, the Governing Body is able to withdraw the offer of the place. The application will be considered afresh and a right of appeal offered if a place is refused.

A school **must not** withdraw a place once a child has started at the school, except where that place was fraudulently obtained. In deciding whether to withdraw the place, the length of time that the child has been at the school **must** be taken into account. For example, it might be considered appropriate to withdraw the place if the child has been at the school for less than one term.

Requests for admission outside the child's normal age group

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.

Parents requesting admission out of the normal age group must put their request in writing, addressed to the Headteacher at the school, together with any supporting evidence that the parent wishes to be taken into account. The governing body will make decisions on requests for admission outside the normal age group 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 parent's views; any information provided 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. The governing body will also take into account the views of the Headteacher. When informing a parent of their decision on the year group the child should be admitted to, the governing body will set out clearly the reasons for their decision.

Where the governing body agrees to a parent's 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 governing body must 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. The governing body must not give the application lower priority on the basis that the child is being admitted out of their normal age group.

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.