

# LINBY CUM PAPPLEWICK C OF E (AIDED) PRIMARY SCHOOL

## Admission Policy for 2009/2010

**Church of England schools have a duty to live and share the Good News of Christ, to serve the wider community in the name of God and to nurture children from Christian families.**

The Governing Body is the Admission Authority and all decisions about admissions are made by a Committee of the Governing Body. The admissions process is co-ordinated by Nottinghamshire Local Authority on behalf of the Governing Body. The LA Common Application Form and the School's Supplementary Application Form should be completed.

Governors will admit pupils up to the Admission Number of 17. If there are more applicants than places available, the Governors will admit in the order of priority listed below. If the Admission Number is exceeded in any of the categories (1-7), then the Governors will look at each application and establish an order of admission with reference to the categories that follow.

Children, who have a Statement of Special Educational Needs which names the School, will be admitted which will reduce the number of places available to other applicants.

- 1) 'Looked After Children' (see Definition 1 below)
- 2) Children who reside (see Definition 2 below) within the civil parishes of Linby and Papplewick (Borough of Gedling);
- 3) Children who reside (see Definition 2 below) within the Ecclesiastical Parish of Linby cum Papplewick and whose parents/guardians are regular worshippers and involved in the life and work of St. Michael's Linby cum St. James' Papplewick (see Definitions 2 & 3 below);
- 4) Children who reside (see Definition 2 below) at the same address, at the closing date of application, as a child who will be attending the School at the time of admission;
- 5) Children who reside (see Definition 2 below) outside the Ecclesiastical Parish of Linby cum Papplewick and whose parents/guardians are regular worshippers and involved in the life and work of St Michael's Linby cum St James' Papplewick (see Definitions 3 & 4 below);
- 6) Children who reside (see Definition 2 below) within the Ecclesiastical Parish of Linby cum Papplewick and whose parents/guardians are regular worshippers and involved in the life and work of any Church which is a member Church of Churches Together in England/Council of Churches for Britain and Ireland, and /or The Evangelical Alliance (see Definitions 3 & 4 below);
- 7) Children who reside closest to the School 'as the crow flies'. (This distance will be measured from the child's home address to the School entrance using the Local Authority's Arcview computer software).

### Special Circumstances

The following children will be given special consideration in their application to the School and the Governors may accord a higher priority to the applicant.

Children whose particular medical needs, mobility support needs, special educational needs or social circumstances are supported by written evidence from a doctor, social worker or other

relevant professional, stating that the School is the only school which could cater for the child's particular needs. The evidence must be presented at the time of application.

If the Governors receive an application which contains fraudulent or deliberately misleading information, any offer place based on that information will be automatically withdrawn.

### **Definitions**

1. "looked after children" – under the Children Act 1989. a child is looked after by a local authority if he or she is in their care or is provided with accommodation for more than 24 hours by the authority. They fall into 4 main groups:
  - (i) children who are accommodated under a voluntary agreement with their parents (section 20)
  - (ii) children who are the subject of a care order (section 31) or an interim care order (section 38)
  - (iii) children who are the subject of emergency orders for their protection (section 44 & 46)
  - (iv) children who are compulsorily accommodated. This includes children remanded to the local authority or subject to a criminal justice supervision order with a residence requirement. (section 21)
2. "reside" refers to the home of a parent, legal guardian, foster parent or child in public care at which the child would predominantly live during the school week. ('Predominantly' means residing at least three nights out of Sunday, Monday, Tuesday, Wednesday and Thursday).
3. "regular worshippers" means parents/guardians who have attended worship at least two Sundays a month over the previous year.
4. "involved in the life and work of" means demonstrable specific involvement in the Church apart from regular worship throughout at least the previous year.

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### **Late Applications**

Late applications received by the Governing Body prior to the meeting of the Admissions Committee will be considered by the Committee to determine first whether there are justifiable reasons for the delay. They will be considered alongside other applications only if there are such reasons; otherwise they be considered after the other applications. The reasons will be those used by the Local Authority.

### **Waiting List**

The School operates a Waiting List for its intake year in partnership with Nottinghamshire LA. A Waiting List is kept, but it is reviewed annually and names will be deleted where requested. A Supplementary Application Form should be completed; it will be kept on file as 'relevant information' only. The details will be checked annually and when applications are considered.

### **Appeals**

There is the right of appeal against the Governors' decision if it is felt that the Governors have acted incorrectly or that there is an over-riding reason why a child should be admitted and the Standard Number exceeded.

Appeals for Voluntary Aided C of E Schools are clerked by Rothera Dowson; a request to appeal should in the first instance be addressed to the Chair of Governors who will then outline the procedure. There is no financial charge to the appellant but the process is not without cost. Appeals can be lodged termly.

For admissions into the intake year through the LA Co-ordinated Admissions Scheme, Nottinghamshire County Council will inform applicants of the outcome of their application and of their right of appeal.

When mid-year requests for admission are refused, the applicants will be informed in writing by the Chair of Governors together with their right of appeal.

**Admissions to year groups other than the intake year**  
**(sometimes referred to as ‘casual’ or mid-term applications)**

These applications will normally be considered as near as possible before half term or the end of term. If there is more than one application for a place the Admissions Committee will meet to determine the matter in accordance with the Admission Criteria, otherwise the Chair of Governors is given authority to admit the child at once. All procedures agreed by the Local Authority for transfer of children between schools will be followed.

Where applications require immediate action (eg moving house into the area from a distance where a child cannot continue at his/her current school), the Admissions Committee will meet to determine the matter immediately. Other relevant names on the Waiting List will be considered at the same time.

All pupils admitted will normally be placed on the School Roll at the start of the next term or half-term unless there are genuine reasons for an earlier admission.

**Supplementary Application Form**

The form below should accompany the Local Authority Form.



*Linby-cum-Papplewick C.E. Primary School*



*Love Life  
Love Learning  
Grow in Faith*

Linby cum Papplewick  
C of E Aided Primary School,  
Quarry Lane,  
Linby,  
Nottingham  
NG15 8GA

Tel : 0115 9634282

## Supplementary Application Form

**This document must be filled in by the person with whom the child resides.**

Name:	Forenames:		
Address:	Post Code:		
Telephone No:	Date of Birth:		
Name(s) of person(s) making application:	Relationship to child:		
Do you live in the civil parish of Linby or Papplewick? (both lie in Gedling Borough)	YES	NO	
Do you live in the Ecclesiastical (Church) Parish of Linby cum Papplewick?	YES	NO	
Does your child already have a brother or sister at the school in Y5 or below?	YES	NO	

**Please note it is important that the information requested below is given as comprehensively as possible because the application for a school place for your child can only be judged on the information provided and a Minister's reference if applicable.**

a) Do you attend Church worship?	YES	NO	If <u>yes</u> : which Church?
b) Have you attended worship at least two Sundays a month over the previous year?	YES	NO	
c) If applicable, please describe your specific personal involvement (other than worship) in the life and work of this Church.			
d) Please give the name and full address of your Minister to whom we shall write for a reference to confirm the information you have given in this section. (If you are new to the area please give your previous Minister's address.)			

- **Please enclose your child's Birth Certificate with this Application (not a photocopy).**
- **Proof of Residence is also required : if you drive, a current driving licence, plus one of the following – a council tax bill, a utility bill, a mortgage statement or an insurance statement.**

I / we confirm that the information provided is correct.

Signature(s):

Date of application:

