

ADMISSION ARRANGEMENTS

All children from the Parish of Lowdham with Caythorpe and from the Parishes of Oxtun, Epperstone and Gonalston (the catchment area) will have the right of admission to the school subject to an **admission limit of thirty pupils** per year group.

- N.B.** a) the Governors will not admit over this admission limit
- b) where the pupil is a ‘Looked After Child’ in the care of the Local Authority then priority will be given to any such child
 - c) where the pupil has a Statement of Special Educational Needs which names the school then priority will be given to any such child.

Application for admission to the Reception Class for September should be received by the Headteacher by the date given on the LEA application form.

Should there be **more** than thirty applications then applicants will be considered by the Governors having regard to the following criteria, in priority order, as listed below

- 1) Whether the child is resident within the catchment area.
- 2) Whether the child, at the time of admission, will have a brother or sister * attending the school.
- 3) Whether the child attends organized religious worship linked to the Church of England i.e. being regular worshippers (at least once per month) and/or are actively involved in the work of the church and have been so for a period of at least twelve months prior to the date of application
- 4) Whether one or both parents ** are practising members of the Church of England i.e. being regular worshippers (at least once per month) and/or are actively involved in the work of that church and have been so for a period of at least twelve months prior to the date of application.
- 5) As for 3 but in a C.T.E. (Churches Together in England)***
- 6) Other applications from children who are outside the catchment area.

In each of the above situations, all things being equal, nearness to this school will be a deciding factor. (Distances will be measured ‘as the crow flies’ from the front door of the child’s home address to the main entrance door of the school using Local Authority software.)

N.B. Regardless of the above criteria the Governors will, if there are any specific social, medical needs or compassionate grounds why the child should attend this school in preference to another school, give consideration to admitting such a child.

Late Applications will be considered according to the above criteria and ranked on to a Waiting List. The Waiting List will operate until the end of the Academic Year in which the application is made. After that date applicants will be notified and asked if they wish to have their name retained on the Waiting List. The Waiting List will be reconsidered each time a new application is received.

- * The term ‘brother or sister’ includes all children normally resident in the same household who are regarded as members of the same family.
- ** The term ‘parent’ is defined as the person who has legal responsibility for the upbringing of the child.
- *** In all cases in 2,3,4, supporting evidence will be required from the relevant authority.

ADMISSION TO ALL YEAR GROUPS

All admission requests require completion of the school's Initial Application Form (IAF). Governors will consider admission requests and places will be filled in accordance with the admissions criteria up to the admission limit which is set at **thirty pupils per Year Group**. The Governors will not exceed this figure as it is felt that to do so would be prejudicial to the provision of efficient education and/or the efficient use of resources.

RIGHT OF APPEAL

When a request for admission is refused the applicants will be informed in writing of the reason by the Pupils and Personnel Committee together with their right of appeal.