

# **Christ Church C of E Infant School**

## **ADMISSION ARRANGEMENTS**

The published admission number is 30 children per year. In the event of over-subscription, all applications for the reception year will be considered in accordance with the admission criteria, as set out below.

All Reception children will be admitted full time at the beginning of the Autumn term, Parents can request that the date their child is admitted to school is deferred until later in the academic year or until the term in which the child reaches compulsory school age, and parents can request that their child takes up the place part-time until the child reaches compulsory school age.

Applications must be made on the Common Application Form.

All applicants are invited to complete a supplementary application form to determine which applications need to be considered in accordance with the denominational criteria included below.

The offer of a school place will be made by the Local Authority to all parents on the 'offer day' set out in the co-ordinated scheme.

The school operates a waiting list for its intake year group in partnership with Nottinghamshire LA. This is kept and prioritised following the oversubscription criteria until the end of the first week of the spring term. The Local Authority maintains waiting lists until the end of the autumn term.

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.

Our procedures will not disadvantage children who arrive in our area outside the normal admission round.

Gypsy, Roma and traveller children will be quickly registered at the school, provided the class size has not exceeded the statutory level.

## **ADMISSION CRITERIA** (in order of priority)

- 1. Looked after children or children who were previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order. [See notes for these terms under DEFINITIONS] 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 [see the definition in section 22(1) of the Children Act 1989]**
- 2. Children of parents who live within the catchment area and who at the time of admission will have a brother or sister attending the school.**
- 3. Other children who live in the catchment area.**
- 4. Children who live outside the catchment area and who at the time of admission will have a brother or sister attending the school.**

- 5. Children whose parents are regular worshippers and are involved in the life and work of the Church of England. [ Regular means at least once a month.]**
- 6. Children whose parents are regular worshippers and are involved in the life and work of any church which is a member of the Council for Churches Together in Britain and Ireland. [Regular means at least once a month.]**
- 7. All other children whose parents request a place at the school.**

Distances will be measured “as the crow flies” from the child’s home address to the main entrance of the school (using L.A. computerised distance measuring software).

Within in each category priority will be given to pupils who live closest to the school ‘as the crow flies’.

#### **Tie -breaker**

In the event of 2 distances being equal, lots will be drawn and independently verified.

Special Circumstances: The following groups of children will be given special consideration in their application to the school.

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. The governing body will consider each case individually.

Cases agreed under ‘special circumstances’ will take precedence over all but the first of the numbered criteria.

#### **In- year admissions**

Christ Church CE Infant School participates in Nottinghamshire County Council’s in-year coordinated scheme.

#### **RIGHTS OF APPEAL**

Parents have 20 school days from the notification that their application was unsuccessful to lodge an appeal.

When mid-year requests for admission are refused, the applicants will be informed in writing of the reasons by the Clerk to the Governors Admissions Committee together with their rights of appeal.

#### **DEFINITIONS**

##### Parent

The term ‘parent’ is defined as those who have legal responsibility for the upbringing of a child.

##### **Looked after children and previously looked after**

For these purposes 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 in accordance with section 22 [1] of the Children Act 1989 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 residence order or special guardianship order]

An adoption order is an order under 46 of the Adoption and Children's Act 2002.

A 'residence order' is an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian [or special guardians]

### **Siblings**

- A brother or sister who share the same parent
- A half brother or sister where two children share one common parent
- A step brother or step sister, where two children are related by a parent's marriage
- Adopted or fostered children living in the same household under the terms of a residence order
- Where one child of a multiple birth can be admitted, his or her brothers and sisters will also be admitted. School Admissions Code 2012 makes provision under infant class size exceptions

If we receive an application which contains fraudulent or deliberately misleading information any offer of a place based on that information will be automatically withdrawn.

### **GUIDELINES FOR A MINISTER'S VERIFICATION**

If the school is likely to be oversubscribed all applicants will be invited to complete a supplementary form which includes verification from a minister of religion that the parent(s)/carer(s) have practiced their faith by worship on average at least once a month at the minister's place of worship for at least the past year.

### **Supplementary Admission Form**

You should complete this form if you are applying for a place and consider that you and your child meet the school's faith-based admissions criterion.

This supplementary form must accompany the appropriate common application form.

- In determining faith admission applications priority is given to children who have worshipped regularly with their parent(s)/carer(s) (on average at least once a month for at least the previous year) at a church of England church, or another Christian church which is a member of "Churches Together in England" .

Please complete the first two sections (Child details and Parent(s) Carer(s) declaration) and ask your minister to complete the third section. The completed form should be returned to the school office by \_\_\_\_\_ (Date)

#### **1. Child details:**

Child's name: \_\_\_\_\_

Child's date of birth: \_\_\_\_\_

Parent/carer's name: \_\_\_\_\_

Parent/carer's address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## 2. Parent/Carer Declaration

I/we the parent(s)/Carer(s) \_\_\_\_\_ have worshipped at least once a month for the last year at \_\_\_\_\_

Signed (Parent/Carer) \_\_\_\_\_ Date \_\_\_\_\_

## 3. Minister's section

Countersigned by minister of religion \_\_\_\_\_ Date \_\_\_\_\_

Name of Minister \_\_\_\_\_

Telephone number \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Thank you for your help

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Child's name: \_\_\_\_\_

Child's date of birth: \_\_\_\_\_

Parent/carer's name: \_\_\_\_\_

Parent/carer's address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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Telephone number \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Thank you for your help