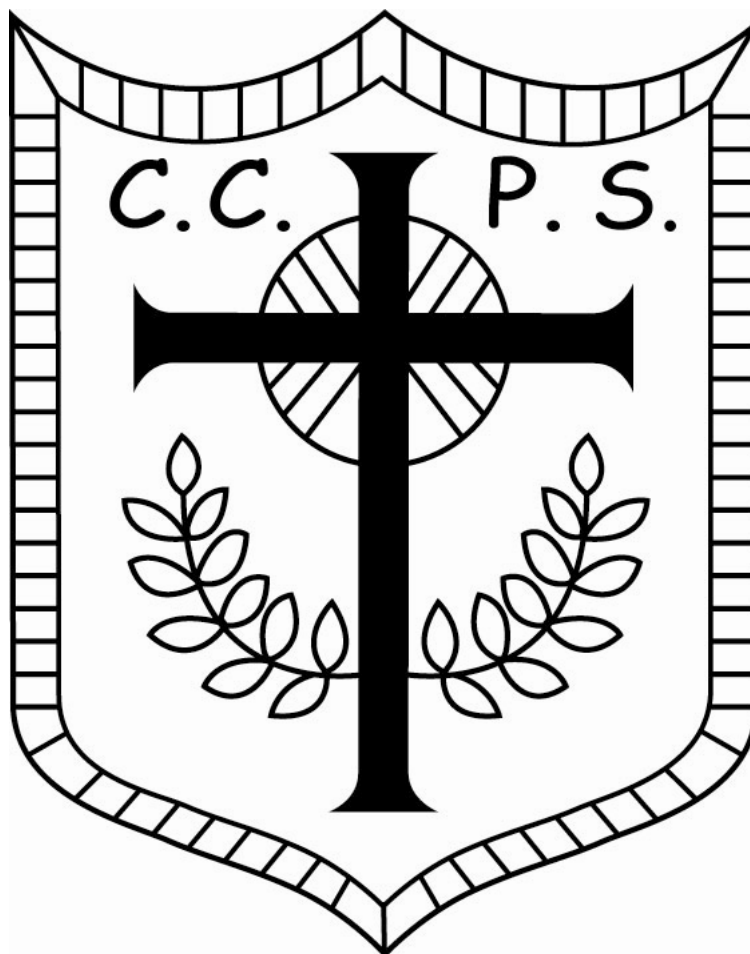


Cotgrave Church of England Primary School



ADMISSIONS POLICY

Reviewed

Autumn 2009
Spring 2010
Autumn 2010
Spring 2011
Summer 2011
Spring 2012
Summer 2012
Spring 2013
Summer 2013
Spring 2014x2

Cotgrave Church of England Primary School

Admissions Policy

Introduction

Our school has no catchment area, applications are invited from parents throughout Cotgrave and the surrounding area who wish their child to receive a broad and balanced education in a creative and caring family environment.

There are places available, each school year for children whose fifth birthday falls between 1st September and the 31st August of that academic year. Places may be available in other year groups for families that move into the area or transfer children from other schools. Our planned admissions number is 15 per cohort.

Application packs are sent out to parents from the home local authority and must be returned to the local authority by 15th January. The school also has a supplementary information form used to demonstrate commitment to a church. This form must be completed and returned directly to the school by 15th January. Parents will be sent a decision from the home local authority on 16th April.

Children with a statement of Special Education Needs which names Cotgrave Church of England Primary School will be allocated a place.

In the event of there being a greater demand for admissions and to preserve the Christian character of the school in accordance with its trust deed, the following admission oversubscription criteria will be applied:

Admission Oversubscription Criteria (listed in priority order).

1. Children looked after by the local authority, or children who were previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order. A looked after child is a child who is (a) in the care of the 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 whose parents have a commitment to All Saints Church Cotgrave or any other church which is a member of Churches Together in England/Council for Churches for Britain and Ireland and/or The Evangelical Alliance (for this criterion governors will seek written confirmation of that statement from the appropriate Minister of Religion).
3. Children whose parents indicate on the supplementary information form that they are seeking a Christian environment for their child's education.
4. Any other children.

Special Circumstances

The following groups of children will be given special consideration by our Admissions Committee in their application to the school, with applications that are upheld given precedence over all except the first numbered criteria:

- 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.

Additional Information

- Within Criterion 2, governors will differentiate priority according to whether the family are: 'at the heart of the church' (worshipping at least twice per month); 'attached to the church'

(worshipping monthly or involved in regular weekday church activities which include an element of worship); or 'known to the church' (worshipping at least once per year, known through a family connection or involved in a regular weekday church activity which does not include an element of worship).

- Within Criteria 2, 3 and 4, governors will give priority to children who have a sibling (as defined by the Local Authority) attending the school at the time of admission.
- Within Criterion 3 we warmly welcome children from families of other faiths or of no faith at all who wish their child(ren) to be educated within a school with a religious character.
- In the event of oversubscription within any criterion, and after priority has been given to siblings, preference will be given to children who live nearest to the school as the crow flies. The distance will be measured in a straight line from the front door of the child's home address to the main entrance of the school using Nottinghamshire County Council's distance measuring software, with those living closer to the school receiving the higher priority.
- In cases where two distances are identical giving a tie for places, the place will be allocated by lot, drawn by an independent person.

Late Applications

Late applications are considered in line with Nottinghamshire County Council's coordinated scheme.

Waiting Lists

Waiting lists are kept for admissions to intake year groups only. As with all community infant, community primary and voluntary controlled schools, our reception waiting list runs from offer day until the 31st December within the academic year for which the application for a place was made. Children are ranked in priority order against the school's published oversubscription criteria.

In-Year Admissions

The school participates in Nottinghamshire County Council's coordinated scheme. Full details of the 'in-year' coordinated scheme are available at www.nottinghamshire.gov.uk/schooladmissions.

The Military Covenant

In order to honour the spirit of the Military Covenant, and in keeping with the School Admissions Code 2012, the school supports the Government's commitment to removing disadvantage for service children. In the light of this, the school recognises the infant class size exception (SAC 2012 2.15(f)) for children of UK service personnel (UK Armed Forces) admitted outside the normal admissions round and the provision (SAC 2012 2.18) for families of service personnel (UK Armed Forces) with a confirmed posting, or crown servants returning from overseas to live in the area.

Right of Appeal

Any parent or carer whose child is refused a primary school place for which they have applied has the right of appeal to an independent appeals panel. Any appeals should be addressed to the Clerk to the Governing Body c/o the school and should be returned to the school within 20 school days of the date of the letter of refusal.

Fair Access Protocols

Local authorities are required to have Fair Access Protocols in order to make sure that unplaced children who live in the home local authority, especially the most vulnerable, are offered a place at a suitable school as quickly as possible. This includes admitting children above the published admissions number to schools that are already full. Cotgrave Church of England Primary School participates in Nottinghamshire County Council's Fair Access Protocol.

Definitions of Terms used within this Policy

- Adoption, Residence or Special Guardianship Order: An adoption order is an order under section 46 of the Adoption and Children 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).

- Home address: 'The child's place of residence is taken to be the parental home, other than in the case of children fostered by a local authority, where either the parental address or the foster parent(s) address may be used. Where a child spends part of the week in different homes, their place of residence will be taken to be their parent or parents' address. If a child's parents live at separate addresses, where the child permanently spends at least three 'school' nights (i.e. Sunday, Monday, Tuesday, Wednesday or Thursday) will be taken to be the place of residence. Addresses of other relatives or friends will not be considered as the place of residence, even if the child stays there for all or part of the week. Evidence that a child's place of residence is permanent may also be sought. Such evidence should demonstrate that a child lived at the address at the time of the application and will continue to live there after the time of admission. Informal arrangements between parents will not be taken into consideration. The schools Admissions Committee may also seek proof of residence from the courts regarding parental responsibilities in this matter. In all cases all those with parental responsibility must be in agreement with the preferences made.
- Looked after child: For school admissions the school will use the following definition: Under the Children Act 1989, a child is looked after by a local authority if he or she is in the care or provided with accommodation for more than 24 hours by the authority. Looked After Children may fall into one of the following groups:
 - Children who are accommodated under a voluntary agreement with their parents (section 20);
 - Children who are the subjects of a care order (section 31) or interim care order (section 38);
 - Children who are the subjects of emergency orders for their protection (sections 44 and 46);
 - Children who are compulsorily accommodated - this includes children remanded to the local authority or subject to criminal justice supervision order with a residence requirement (section 21).

The term 'in care' refers only to children who are subject to a care order by the courts under section 31 of the Children Act 1989; they may live with foster carers, in a Children's home, in a residential school, with relatives or with parents under supervision. Children who are cared for on a voluntary basis are 'accommodated' by the local authority under section 20 of the Children Act; they may live in foster care, in a Children's home or in a residential school. All these groups are said to be 'Looked After Children' (LAC). They may be looked after by our Local Authority (LA), or may be in the care of another LA, but living in or attending a school in our LA.

- Parents: For school admissions, the school will consider the following as parents:
 - The mother of the child;
 - An adoptive parent;
 - The father of the child where he was married to the mother either when the child was born or at a later date;
 - The father of the child if (since 1 December 2003) he was registered as the father on the birth certificate;
 - Any other person who has acquired 'parental responsibility' through the courts, we may require evidence of this.
- Siblings (brothers or sisters): For school admissions the school will consider the following as sibling:

- A brother or sister who share the same parents;
- A half-brother or half-sister or legally adopted child living at the same address as the child;
- A child looked after by a local authority placed in a foster family with other school age children;
- Stepchildren or children who are not related but live as a family unit, where parents both live at the same address as the child.

Where one child of a multiple birth can be admitted, the other child/children will also be admitted. If their admission created an infant class of more than 30 pupils, the additional child/children would be admitted as an 'excepted pupil' under the infant class size rule.

- 'Attending the school': For admissions purposes, this means on roll at the school at the time of admission.
- Nomadic Travellers: This includes Highly Mobile Gypsy, Roma and Traveller children and young people who are temporarily resident in Nottinghamshire, for example, staying on a temporary roadside encampment, or in the county as part of a travelling fairground or circus.

Review

All policies are subject to periodic evaluation and update.

Reviewed Spring Term 2014

Cotgrave Church of England Primary School

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Head Teacher:

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Supplementary Information Form for Admission during School Year 2015/2016

Child's full name: _____

Child's date of birth: _____

Family address: _____

Please tick which one of the following statements most applies to you as parent/carer:

1. I am at the heart of the church (worshipping at least twice per month);
2. I am attached to the church (worshipping monthly or involved in regular weekday church activities which include an element of worship);
3. I am known to the church (worshipping at least once per year, known through a family connection or involved in a regular weekday church activity which does not include an element of worship);
4. I am seeking a Christian environment for my child's education;

If you have ticked either 1, 2 or 3 above, please provide the name, title, address and telephone number on the lines below of a Priest, Church Minister or similar leader who could verify the statement you have selected.

Parent/Carer Signature: _____ Date: _____

Once completed please return the form to the Admissions Committee c/o School Business Manager at Cotgrave Church of England Primary School, who will pass the form on to the nominated Priest, Church Minister or similar leader for verification.

FOR SCHOOL USE ONLY: (to be completed by nominated Priest, Church Minister or similar leader)

The statement selected above best describes the relationship of the parent(s)/carer(s) of this child to the church.

Priest/Minister's Signature: _____ Date: _____

Once completed please return the form to the Admissions Committee c/o School Business Manager at Cotgrave Church of England Primary School. If the statement selected by the parent/carer does not best describe their relationship to the church, please indicate which of the statements does best describe their relationship to the church.