

Linby cum Papplewick C of E (Aided) Primary School

Admission Policy for 2014/2015

Agreed that the Policy determined for 2013/2014 should stand unchanged.

Governors' Meeting 7th November 2012

Determined 28th February 2013 Revised 2nd May 2013

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 administered by Nottinghamshire Local Authority on behalf of the Governing Body in accordance with the Nottinghamshire Coordinated Admissions Scheme. The LA Common Application Form and the School's Supplementary Application Form should be completed.

Governors will admit pupils up to the Published 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 Published Admission Number is exceeded in any of the categories (1-8), 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' or children who were previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order. (see Definition 1 below);
- 2) 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 3 & 4 below);
- 3) 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);
- 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) 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);
- 6) Children who reside (see Definition 2 below) within the civil parishes of Linby and Papplewick (Borough of Gedling);
- 7) Children whose parents/guardians have attended worship at St. Michael's Linby and /or St. James' Papplewick at least six times throughout the previous year.
- 8) 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 pedestrian gate using the County Council's distance measuring 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" are children who are (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).

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).

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 the closing date for applications at least three nights out of Sunday, Monday, Tuesday, Wednesday and Thursday).

(For the 'date of residency' and guidance on moving house, please refer to the 'Nottinghamshire County Council Admissions to Schools Guide for Parents'. For further clarification, telephone the NCC Admissions Team.)

3. "regular worshippers" means parents/guardians who have attended worship at least two Sundays a month throughout 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.

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.

Multiple Births

The admission of twins etc would be in line with the policy of Nottinghamshire LA.

Waiting List

The School operates a Waiting List for its intake year in partnership with Nottinghamshire LA.

A Waiting List for other years is also 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. The published Admission Criteria apply to the List, and if a place is offered by the School, a letter will be sent by the Local Authority in accordance with the Nottinghamshire Coordinated Admissions Scheme.

Children are ranked in priority order against the School's oversubscription criteria.

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 Published Admission Number exceeded.

Appeals for Voluntary Aided C of E Schools are clerked by an independent panel provided by Rothera Dowson, a Nottingham firm of solicitors.

For all admissions, the Local Authority will inform applicants of the outcome of their application through the Nottinghamshire Coordinated Admissions Scheme, and of their right of appeal if admission has been refused. A request for appeal should be made directly to the Governors of the School; the Chair of Governors will outline the Appeals Procedure for a Voluntary Aided Church of England School to the appellant.

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

If there are places available within a year group (ie the number of pupils within that year group is below the Published Admission Number of 17), then applicants will be offered a place.

These admissions are administered in accordance with the Nottinghamshire Coordinated Admissions Scheme. 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 (e.g. 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 2014-2015

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

Family Name / Surname :	Child's First Names:		
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	

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 throughout 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) Have you attended worship at St Michael's Linby and / or St James' Papplewick at least six Sundays throughout the previous year?	YES	NO	
e) 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.)			

- **Proof of Residence is 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: