

22nd April 2014

All Saints CE Infant School



Admission Arrangements 2015-2016

The Governing Body proposes a planned admission number (PAN) of 30. This is the number of children who can be admitted into the “intake year” and preferences are agreed until the PAN has been reached.

The following oversubscription criteria will be used to determine how places are allocated when there are more applications than places available. In the event of oversubscription, within **any** criterion, preference will be given to children who live nearest to the school as the crow flies. Distances are measured using the Local Authority’s computerised measuring system from the entrance to the child’s home to the principal entrance to the main administrative building of the school. In the event of two distances being equal, lots will be drawn and independently verified.

Children who have a statement of special educational need that names All Saints CE Infant School will be admitted. This will reduce the number of places available for other children.

Criteria:

- 1 Children who are “looked after” or have been “previously looked after”.
- 2 Children who, at the time of admission, have a sibling (brother or sister) who attend the school, or the linked primary school **and** whose parents have a commitment to All Saints Church, Huthwaite*
- 3 Children who, at the time of admission, have a sibling (brother or sister) who attend the school, or the linked primary school and whose parents have a commitment to other churches who are members of Churches Together in England or the Evangelical Alliance*
- 4 Children who, at the time of admission, have a sibling (brother or sister) who attend the school, or the linked primary school
- 5 Children whose parents have a commitment to All Saints Church, Huthwaite*
- 6 Children whose parents have a commitment to any other churches who are members of Churches Together in England or the Evangelical Alliance*
- 7 Any other children, including those whose parents have a commitment to any other faith group.

*Within criteria 2, 3, 5 and 6 Governors will differentiate priority according to whether the family are

- “at the heart of the church” – worshipping usually at least twice per month
- “attached to the church” – worshipping usually monthly or involved in regular weekday church activities
- “known to the church” – worshipping occasionally, known through a family connection or involved in a regular weekday church activity which does not include an element of worship.



Special circumstances

Children whose particular medical needs, mobility support needs, special educational needs or other 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 will be given special consideration. The evidence must be presented at the time of application. Admission under 'special circumstances' will take precedence over all but the first numbered criteria.

All applications must be made on the common application form issued by the home Local Authority. The form must be completed and returned by the closing date. In addition, applicants applying under criterion 2, 3, 5 or 6 should also complete the supplementary application form which requires verification from a minister. If this document is not completed your child may be ranked in a lower criterion.

All applications received after the closing date will be accepted but considered after those received on time.

If applications exceed the number of places available, the school will operate a waiting list in accordance with the above oversubscription criteria. Places on the waiting list may go up or down depending on whether places become available, or if late applications are received. The Governors of the school, in partnership with the Local Authority, will administer the waiting list for the duration of the co-ordinated scheme.

If a child is not allocated a place, parents/carers have a statutory right of appeal. Appeals can be lodged by writing to the Governors within 20 school days of receipt of the refusal letter. The appeals are heard by an independent appeals panel. The decision of the panel will be binding on parents and on the school.

The Governing Body operates a single entry admission policy prior to a child's fifth birthday, admitting children full-time at the beginning of the Autumn Term. The children are offered a part-time place in school for the preceding Summer Term. Some parents wish to defer the start of full-time education until compulsory school age. If you would like to take up this option, you may arrange the details with the Head Teacher. However, if your child's birthday falls between 1 April and 31 August, deferring admission until compulsory school age would result in your child being admitted into a different admission year and it is advisable to speak to the Local Authority if you are considering this option.



In-year admissions

The school participates in the County Council's co-ordinated admissions scheme for in year applications. This does not affect the rights and duties of the governing body to set and apply their own admission arrangements and oversubscription criteria. The school will communicate their decision to the local authority who will notify the parent of the decision to either offer or refuse a place. Parents will be required to confirm their acceptance of a place to the local authority within 14 days. All applications received for in-year admission will be dealt with in accordance with the above criteria. In the event of a place being available in the appropriate year group then that will be offered by Governors but communicated to parents by the home LA; parents will be offered the right of appeal. Waiting lists will not be held for in-year admissions.

Children of nomadic travellers will be allocated a place at the school where a place is available. In the event of oversubscription the school will liaise with the Local Authority to enable a place to be found in a school without delay.

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 in accordance with section 22(1) of the Children Act 1989 at the time of making the 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). Previously looked after children are those who were adopted immediately following having been looked after. 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).

All Saints CE Infant School Governors use the same definitions as published in Nottinghamshire County Council's Admissions to Schools Booklet in respect of home address, parents, siblings, twins and multiple births and nomadic travellers.

ALL SAINTS CE INFANT SCHOOL - SUPPLEMENTARY APPLICATION FORM



PARENT USE ONLY

Child's name Date of birth

Home address:

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.....

Parent's full name

Parent's contact number

CHURCH MINISTER USE ONLY
VERIFICATION OF CRITERION 2, 3, 5 OR 6

I confirm that the parents of the above named child are:

Please indicate with an X which of the following statement applies	(X)
At the heart of the church – worshipping usually at least twice per month	
Attached to the church – worshipping usually monthly or involved in regular weekday church activities	
Known to the church – worshipping occasionally, known through a family connection or involved in regular weekday church activity which does not include an element of worship	

Signed Date

Church minister's full name

Church