



**HUCKNALL NATIONAL
CHURCH OF ENGLAND
PRIMARY SCHOOL**

**ADMISSIONS POLICY
2008/9**

Hucknall National Church of England Primary School

Admissions to school are the responsibility of the Governing Body through its Pupil and Personnel and Admissions committee. The committee meets termly to discuss any applications for admission to the school. Unusual or casual admissions to the school outside the normal round are dealt with by the Headteacher where places exist. Any such admissions which may exceed agreed class size limits will be referred to the next committee meeting.

Parents who wish their child/ren to be considered for a place in school are invited to collect an admissions pack including prospectus from the school office from 3rd December 07; ie in December of the year before the child's Reception year. Parents must complete an application form which is returned to the school. The LA form must also be completed, giving first and second choices of school.

The committee will meet in early February to allocate places according to the system outlined below, placing children in order of priority. Those children not allocated places will have their names placed on a waiting list according to the order. If a place becomes available it is allocated to the next child on the waiting list. The school will liaise with the LA on admissions and act according to timescales laid down in the Code of Practice. These are outlined in the appendix. ***Applications received after the closing date will be considered after those which were received by the closing date.***

The following arrangements were agreed by Governors for admission to the school from Sept 2008.

ADMISSIONS ARRANGEMENTS FOR 2008-9

The total capacity of the primary school for the 2008-2009 academic year will be 435 (reducing to 420 the following year.) The admission number is 60 children per year. In the event of over-subscription, all applications for the reception year 2008-2009 will be considered strictly in accordance with the admission criteria, as set out below. The governors will be unable to allocate more than 60 places, as this would prejudice class size in accordance with Government legislation for Key Stage 1.

A waiting list for the new intake will be maintained in partnership with Nottinghamshire County Council until the end of the first week of the autumn term. Waiting lists will continue to be maintained for all year groups up to year 6. These lists will be prioritized according to the oversubscription criteria.

Children who are allocated a place will be admitted in two intakes; those who will become 5 between 1st September and 31st December 2008 will start in September 2008 and those who will become 5 between 1st January and 31st August 2009 will start in January 2009. All children will be admitted on a full time basis.

The governors invite applications for the admission of children who will reach the age of 5 between **01.09.2008 - 31.08.2009.**

In accordance with the L.E.A. Co-ordinated Admissions Scheme a **Common Application Form** (pink) will be used across the L.A. Parents are asked to make application before the closing date of xxxxxxxxxx (*to be included when known*).

A **Supplementary Application Form** (white) should also be completed and returned to school by the closing date. A **Church Reference Form** (blue) should be completed in support of applications made in accordance with Criteria 2 and 4 as published below (see note on Evidence.)

The offer of a school place will be made by the L.A. to all parents on the 'offer day', that is xxxxxxxxxxxxxx (*to be included when known*).

NB. The term 'parent' (throughout this prospectus and application forms) is defined as those who have legal responsibility for the upbringing of a child.

Prior to their child starting school, parents will be invited to a New Parents' Evening. This will provide an opportunity to see the school and meet staff and governors. Welcome packs containing lots of information will be distributed on this occasion. Children will be invited for an afternoon visit around the same time.

ADMISSION CRITERIA (in order of priority)

1. Children in public care.
2. Children whose parent(s) are **communicant** members of the Church of England or a church that is a member of "Churches Together in England" or the Evangelical Alliance and have attended worship at least twice per calendar month for the past two years, or where the child has been admitted to communion, in the Church of England, before confirmation.
(please refer to statements on Definition, Interpretation and Evidence below)
3. Children who have a brother or sister in Reception, Year 1, 2, 3, 4 or 5 at Hucknall National Primary School at the time of application.
4. Children whose parent(s) have attended worship at
 - a) a Church of England or a church that is a member of "Churches together in England" or the Evangelical Alliance
 - b) a place of worship which follows the teachings of one of the major world faiths (Buddhism, Hinduism, Islam, Judaism, Sikhism)

Places in this category will be allocated according to the degree of involvement which will be determined by consideration of the evidence given on the blue reference form and will be categorised according to the following divisions;

- i. at least twice per calendar month for the past two years
- ii. at least twice per calendar month for the past one year
- iii. any other church or other faith involvement

(please refer to statements on Definition, Interpretation and Evidence below)

5. Children living nearest to the school at the time of application. Distances will be measured “as the crow flies” from the child’s home address to the main entrance of the school using LA software.

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

Pupils who have a statement of special educational need, where that school is named in the child’s statement will be admitted. In this event, the number of places that remain available for allocation will be reduced

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.

Any application under ‘special circumstances’ will be considered on its merits and the allocation of any such place will be determined by comparing the written evidence presented along with the capacity for the school to cater for the identified needs. In order to make an assessment of the case, reference will be made to local head teachers and other relevant professionals. Cases agreed under ‘special circumstances’ will take precedence over criteria 2 to 5 above.

NB. Criteria split a) and b) are in order of priority within that category. In the event of over-subscription at any point where all applications are deemed equal, priority will be given to those living nearest to the school (i.e. in accordance with criteria 5.)

Right to Appeal

When casual applications are refused the applicants will be informed in writing of the reasons by the Clerk to the Governor’s Admission Committee together with their right to appeal, which must normally be made within 28 days of receiving the refusal

For admissions into the intake year through the co-ordinated scheme, Nottinghamshire County council will inform applicants of the outcome of their application, their right to appeal and the time scale by when the appeal must be lodged.

Definition and Interpretation

A communicant member of the Church of England (or another church as listed in category 2 above), means a person who is baptised, is actively involved in the life of the church and has declared him/herself to be a member and is receiving communion as practised in that Church

Evidence

Applications made in accordance with criteria 2 and 4 are required to include written confirmation from their vicar/minister/ or faith leader that the criteria are satisfied.

This evidence must be received in school **before the admission closing date**. A letter of reference (blue form) to submit to your vicar/minister/faith leader is enclosed for this purpose.

Note:

- (1) The Governing Body assume that all parents are willing for their children to join in all activities within the Christian ethos of the School (whilst acknowledging parent's legal rights to withdraw their child from certain activities).

Children in public care

A child in public care, or looked after children, is a child who is in the care of the local authority or provided with accommodation by that authority (see section 22 of the Childrens Act 1989)

Siblings

For the purpose of establishing sibling connections the school will use the following definitions:

- *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*

Equal Opportunities

Hucknall National C of E Primary School is an inclusive school that welcomes all pupils irrespective of background, special need, ability, gender or race. It is assumed that parents choose this school because they want a Christian education for their child/ren and are willing for them to take part in all the activities of the school. Every step will be taken to ensure equal access to education here, notwithstanding the admissions procedure outlined above.

KW March 07 Spring Term 2007

Appendix 1

Dates for LA co-ordinated scheme 2007/8 Entry

Prospectuses out to parents	1st December 2006
Forms returned to LA	12 th January 2007
Governors Admissions meeting	Early February 2007
List returned to LA	Next working day after the meeting
Parents informed of decisions by the LA	19 th March 2007

Dates for LEA co-ordinated scheme 2008/9 Entry

Prospectuses out to parents	3rd December 2007
Forms returned to LEA	?? January 2008
Governors Admissions meeting	Early February 2008
List returned to LEA	Next working day after the meeting
Parents informed of decisions by the LEA	March 2008

Appendix 2

Admissions form (overleaf)

**HUCKNALL NATIONAL C. OF E. (VA) PRIMARY
SCHOOL**

APPLICATION FOR ADMISSION

Child's Surname:.....

Child's Christian names:.....

Date of Birth:..... Boy / Girl:.....

Child's Address:.....

..... Post Code:.....

Home Telephone No:.....

Surname of
Parents/Guardians:.....

Christian Names of
Parents/Guardians:.....

Address of Parent (if different to
child):.....

Please supply details below of **ALL** other siblings:

Child's Name	Date of Birth	School attended (if any)
1.		
2.		
3.		
4.		

Has your child any medical conditions/physical disabilities/special needs which it would be helpful to know about in advance YES/NO

If YES – please give brief details:.....

.....
(Please note this information will **NOT** affect your child's application for admission)

Please state below any special reasons why you would like your child to attend the Hucknall National C. of E. Primary School:

.....
.....
.....
.....

To support your application, the reverse side of this form should now be completed by ticking the box next to any statement(s) relating to your child.

Please tick boxes to any statements below which relate to your child:-

1. The child's parent(s) is a communicant member of the Church of England or a church that is a member of "Churches Together in England" and has attended worship at least twice per calendar month for the past 2 years

Evidence from Vicar/Minister is: **enclosed / to follow**
(delete as appropriate)

-
2. A. **The child has a brother(s) and/or sister(s) attending Hucknall National Primary School (Years R, 1,2,3,4 & 5) at the time of application.**

Child's Name(s):..... Class:.....
.....

3. The child's Parent(s) has attended worship at Church:
- A. twice per calendar month for past 2 years
 - B. twice per calendar month for past 1 year
 - C. other church involvement – please give details below

.....
.....
.....

.....Evidence from Vicar/Minister is: **enclosed / to follow** (delete as appropriate)

Notes :

With regard to statements 1 and 3 please refer to the School Prospectus regarding Definition, Interpretation and Evidence. Any letter of evidence not submitted with this application must be received in school prior to the closing date xxxxxxxxxxxxxxxx.

Date upon which all parents will be notified of an offer of a school place will be xxxxxxxxxxxxxxxx.

I / WE apply for a place for our child in accordance with the admission arrangements as published by the school governors.

SIGNED
:.....Parent(s)

DATED :.....

**Reference in Support of Application for Admission into
Hucknall National C. of E. Primary School**

Child's Full Name:..... Date of Birth:.....

Definition and Interpretation (as published in the School Prospectus)

An actual communicant member of the Church of England (or it's equivalent in another church) means a person who is baptised, is on the electoral roll of a Church of England parish and has declared him/herself to be a member of the Church of England or a church in communion with it and is receiving communion according to the use of the Church of England, or of a church in communion with it.

Evidence

Applications made in accordance with Criteria 2. and 4. are required to submit written confirmation from their Vicar/Minister, that the criteria are satisfied. This evidence must be received before the admission closing date of xxxxxxxxxxxxxx

This section to be completed by /Vicar/Minister/Worship Leader

I confirm that:.....
(name of parent(s)/legal guardian)

has attended
(name of church/place of worship)

As a **communicant** member, attending at least **twice per calendar month for the past 2 years.**

For **worship** at least **twice per calendar month for the past 2 years**

For **worship** at least **twice per calendar month for the past 1 year**

(tick box if statement applies)

Details of any other church involvement:

Signed:..... Print Name:.....

Dated:.....

Please return this form to the Head Teacher at Hucknall National Primary School, Montague Road, Hucknall, Notts. **or** to the parent/legal guardian, **prior to the closing date of xxxxxxxx.**

Your time spent completing this form is sincerely appreciated.
