



WORKSOP PRIORY PRIMARY SCHOOL

ADMISSION ARRANGEMENTS 2009 – 2010

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.

Children who are allocated a place will be admitted as follows:

- Children born between 1st September and 31st March will be admitted on the first day of the autumn term.
- Children born between 1st April and 31st August will be admitted on the first day of the spring term.

Parents may defer their child's admission until the start of the term after their 5th birthday, other than for children born in the summer term who would need to be admitted as Year 1 pupils.

Attendance at the early years provision (Foundation 1) at the school does not automatically guarantee a reception (Foundation 2) place.

Applications must be made on the Common Application Form. If the school is oversubscribed parents will be 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.

ADMISSION CRITERIA (in order of priority)

1. Looked after children
2. Children whose parents are regular worshipping members of the Church of England in any of the Worksop Priory congregations;
3. Children whose parents are active members of a Church within the British Council of Churches or its successor Body;
4. Children whose older brothers or sisters attend the school, giving priority to those living nearest to school as the crow flies;
5. Children of other parents, giving priority to those living nearest to the school as the crow flies.

The Governors reserve the right to vary the priority in respect of children with special educational needs.

Parents claiming admission under criteria 2 or 3 must complete the appended minister's verification form appended to this document.

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

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

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.

ADMISSIONS TO YEAR GROUPS OTHER THAN THE INTAKE YEAR

All other admission requests will necessitate the completion of the appropriate application form by parents/carers. Children will be admitted except where the admission would prejudice the provision of efficient education or the efficient use of resources. The school will normally admit pupils up to the PAN set for the year group when it was first admitted. A higher number may be agreed for KS2 classes.

Governors will consider admission requests and places will be filled in accordance with the admissions criteria unless it can be demonstrated that there would be prejudice to the provision of efficient education or the efficient use of resources. To avoid unnecessary delay, these decisions will normally be made by the chair in consultation with the vice chair of the admissions committee/governing body and reported to the next meeting.

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.

LATE APPLICATIONS

Should the school receive any late applications either directly or from the LA, these would be dealt with by the Governors. If a space is available, the late application with any others on the waiting list would be viewed alongside the school’s admission criteria and the place offered to the child with highest priority rating strictly in accordance with the admission criteria.

Should the year group be full the family would be notified there was no space available. In both cases the communication with the family would be through the LA at North Base.

TRAVELLER CHILDREN

Should any request be made for a place for a traveller pupil then this would again be dealt with in accordance with the school’s admission criteria. If a place in the year group was available it would be offered but if the year group was full no place would be offered. Again this information would be communicated via the LA at North Base.

RIGHTS OF 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.

For admissions into the intake year through the co-coordinated admissions scheme, Nottinghamshire County Council will inform applicants of the outcome of their application and of their right of appeal.

DEFINITIONS

Parent

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

Looked after children

For these purposes a looked after child is a child who is in the care of a local authority or provided with accommodation with that authority as described in Section 22 of the Children Act 1989.

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 unless this would create an infant class of more than 30 children.

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.

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, vicar 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) in any of the Worksop Priory congregations

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 _____

Any other comments

Thank you for your help.