



The Forest Federation

ADMISSIONS POLICY

For admissions for All Saints Church of England (C) Primary School please review the Local Authority requirements on their webpage:

<http://www.staffordshire.gov.uk/education/schoolsandcolleges/admissions/admissions.aspx>

For admissions for Needwood Church of England (VA) Primary school, although it is its own admissions authority, you need to complete the application to the Local Authority, please review the Local Authority requirements on their webpage:

<http://www.staffordshire.gov.uk/education/schoolsandcolleges/admissions/admissions.aspx>

Please note, Needwood have the authority to admit children using their own criteria. Please request Needwood's Admissions criterion which are compliant with the 'The School Admissions Code,' which came into force on **19 December 2014** issued under Section 84 of the School Standards and Framework Act 1998 ('SSFA 1998').

As required by law, the Governing Body approves an admissions policy each year. We apply the regulations on admissions fairly and equally to all those who wish to attend this school.

We are an inclusive Federation that welcomes children from all backgrounds and abilities. All applications will be treated on merit and in a sensitive manner. The level of ability of a child or any special needs that s/he may have plays no part in the admissions policy of this school.

The only restriction we place on entry is that of number. If the number of children applying for entry exceeds the places available, we enforce the procedure set out below in order to determine whether a child is accepted or not. It is our wish to allow parents the right to have a place at the school of their choice. However, this is not always possible, due to the excess demand on the school places available.

Delayed Entry into Reception

Parents can request that their child attends school part-time until they reach compulsory school age, or that the date their child is admitted to school is delayed until later in the same academic year.

Where parents wish to apply for a deferral until later in the same academic year then they should firstly discuss the request with the headteacher of the requested or allocated school, who will be responsible for arranging the admission date of the child.

Parents should be reminded that they are not able to delay the admission of their child beyond the academic year for which the application was determined.

Deferred Admission beyond the Traditional Year of Entry e.g. Summer Born Children

It is unlawful for any admitting authority to have a blanket policy which says that summer born children who start school in the September after their fifth birthday will be admitted to year 1. Instead parents have a right to express a preference for the year to which their child will be admitted and the admitting authority must consider such requests on the basis of the circumstances of each individual case.

Accordingly, parents who choose not to send their child to school until they have reached compulsory school age, have the right to apply for admission into Reception, even though this would ordinarily mean admission into Year 1.

Please note that a space cannot be kept available in the correct chronological age group for a year if the parent chooses not to admit the child at the normal age of entry.

Any such application will need to be made in line with the closing date for Reception admissions for the appropriate year (usually 15 January preceding admission), supported by information that outlines why the child should not be admitted into Year 1, alongside children within the correct chronological year group.

For community and voluntary controlled schools (All Saints) the request for deferred entry will be considered by the Local Authority, which is the admitting authority, in conjunction with the headteacher at the preferred school.

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Early Admission / Delayed Transfer to School

Parents wishing to apply for their child's early admission to school i.e. admission in advance of reaching the compulsory school age, will need to make an application with supportive evidence as to why an exception should be made in the case of their child. In the case of community or voluntary controlled schools, only in very exceptional circumstances will applications for admission earlier than the normal age of entry be agreed by the Local Authority.

The supporting information must outline reasons as to why it is considered that the child is "gifted/talented" and why it is that being taught within the existing cohort/setting would be disadvantageous. There is a general expectancy that the curriculum provided within the year group should be flexible enough to cater for those pupils who are of higher ability/more advanced.

Where early admission is requested to a community or voluntary controlled school, the application should be sent to the School Admissions and Transport Service, where it will then be considered by the Local Authority, which is the admitting authority, in conjunction with the headteacher at the preferred school.

For academies, foundation/trust and voluntary aided schools the decision will need to be made by the relevant admission authority i.e. the Academy Trust or Governing Body.

Where parents wish their child to remain at their present school for a further year rather than transfer to the next phase of their education then they will need to make an application to the headteacher via the Local Authority.

All Saints Church of England (C), Rangemore

It is intended that the number of pupils admitted to this school at the normal age of entry does not exceed 15 in Reception (we have had an increased PAN for 2008/2009 of 18 agreed by Staffordshire County Council) nor shall not have more than 30 in a KS1 class. Classes in KS2 shall remain below 32 wherever possible.

The school's Admission Policy complies with the LEA (Local Education Authority) Policy which is determined by the following priorities: (for further information, please see LA document).

- 1) *Relevant Looked After Children*
- 2) *Pupils living within the catchment area of the school*
- 3) *Pupils who have an elder sibling in attendance at the school (or the affiliated Junior school) and who will still be attending the school at the proposed admission date; (For admission purposes, a brother or sister is a child who lives at the same address and either: have one or both natural parents in common; are related by a parents marriage; are adopted or fostered by a common parent or are unrelated children who live at the same address, whose parents live as partners).*
- 4) *Pupil who satisfy both of the following tests:*

TEST 1: they are distinguished from the great majority of applicants either on medical grounds or by other exceptional circumstances.

Medical grounds must be supported by a medical report, (obtained by the parents). It must clearly justify, for health reasons only, why it is better for the child to attend the preferred school rather than any other school.

Exceptional circumstances must relate to the choice of school, i.e. the circumstances of the child, not the economic or social circumstances of the parent. They should be supported by a professional report, e.g. social worker, justifying why it is better for the child to attend the preferred school rather than any other school.

TEST 2: They would suffer hardship if they were unable to attend the school

- 5) *Pupils whose parents are regular attenders of the Church of England; or of a church in communion with the Church of England; or of a church which is affiliated to the Council of Churches for Great Britain and Northern Ireland or the Evangelical Alliance. Evidence of such attendance will be required in the form of a letter from a minister of the Churches concerned.
(This criterion will only be used by prior agreement with the Local Admission Forum, which can consider its application to Voluntary Controlled Primary Schools. Use of the criterion will be listed against the school's entry in the Children & Lifelong Learning Directorate's publication, "Information for Parents – Primary Schools").*

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- 6) *Other pupils arranged in order of priority according to how near their home addresses are to the main gate of the school by the shortest available walking route as measured by the Children and Lifelong Learning Directorate's Geographical Information System.*

Where it is not possible to accommodate all pupils applying for places within a particular category then the Directorate will allocate the available places in accordance with the remaining criteria. If for instance, all the catchment area children cannot be accommodated at a school, children who are catchment area children and satisfy category (3) will receive offers of a place, followed by children who live in the catchment area and satisfy category (4), etc.

How parents can apply for their child to be admitted to our school

The school determines the admission arrangements in agreement with the LA. The LA is therefore the 'Admissions Authority' for our school. The LEA publishes a composite admissions prospectus each year, which gives information about how parents can apply for a place in the school of their choice. Parents have a right to express a preference for the school of their choice and they should do so on the application form. Expressing a preference does not, in itself, guarantee a place at this school. Application forms can be obtained from the Education Department of the LEA and should be completed by the date stipulated on the forms. They can also be obtained from the from page of our website. The LEA notifies parents about the school place as soon as all the applications have been considered.

Admission appeals

If we do not offer a child a place at this school, it is because to do so would prejudice the education of other children by allowing the numbers of children in the school to increase too much. If parents wish to appeal against a decision to refuse entry, they can do so by applying to the LEA. An independent appeals panel then meets to consider all appeals by parents who have been refused a place at our school and who wish to appeal against this decision. An appeals panel's decision is binding for all parties concerned. If the appeals panel decides that we should admit a child to our school, then we will accept this and continue to do all we can to provide the best education for all the children at our school.

Needwood Church of England (VA).

Our Admissions criterion ensures compliance with the 'The School Admissions Code,' which came into force on 19 December 2014 issued under Section 84 of the School Standards and Framework Act 1998 ('SSFA 1998')1.made in consultation under Section 85(2) of the SSFA 1998 and after being laid before Parliament for forty days.

If the number of applications for admission to the school **exceeds the Planned Admission Number (PAN) of 12**, the following order of priority will be used to allocate the available places.

Special Educational Needs – in accordance with s.324 Education Act 1996, Needwood Primary School will automatically admit a child with a statement of Special Educational Needs / Education, Healthcare Plan that names the school. This is not an over-subscription criterion.

- a) Relevant Children in Care, including those previously determined as Looked After Children. (That is, 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).
- b) Pupils living within the catchment area of the school, (Parishes of Newborough, Hoar Cross, Newchurch and Hanbury) who are members of the Church of England. (Supported by a letter from clergy) including those eligible for the early years pupil premium, the pupil premium and the service premium*
- c) Pupils who have an elder brother or sister in attendance at the school and who will still be attending the school at the time of the proposed admission date. (For admission purposes, a brother or sister is a child who lives at the same address and either: have one or both natural parents in common; are related by a parents marriage; are adopted or fostered by a common parent or are unrelated children who live at the same address, whose parents live as partners). *
- d) Other pupils, * in order of priority according to
 - Membership of the Church of England. (Supported by a letter from clergy.)
 - Membership of other Christian Churches. (Supported by a letter from clergy.)

e) Other pupils arranged in order of priority according to how near their home addresses are to the main gate of the school by using straight line distance measurements.*

Admission of children below compulsory school age

- a. a child is entitled to a full-time place in the September following their fourth birthday;
- b. a child's parents can defer the date their child is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which it was made; and
- c. where the parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

Admission Outside of the Normal Age Group

Parents may seek to apply for their child's admission to school outside of their normal age group, for example if the child is exceptionally gifted and talented or has experienced problems such as ill health. In addition, the parents of summer born children may choose not to send their child to school until the September following their fifth birthday and may request that they are admitted outside of their normal age group to Reception rather than Year 1.

These parents will need to make an application alongside children applying at the normal age which should explain why it is in the child's best interest to be admitted outside of their normal age which may include information such as professional evidence as to why this is the case and why an exception should be made in the case of the child. A decision as to whether this is an appropriate course of action will be made by the Local Authority who will take into account the circumstances of the case and views of the headteacher of the community or voluntary controlled school concerned. Parents do not have the right to insist that their child is admitted to a particular year group.

Distance Measurements

The Local Authority uses a Geographical Information System (GIS) to calculate home to school distances in miles. The measurement is calculated using Ordnance Survey (OS) data from an applicant's home address to the main front gate of the school. The coordinates of an applicant's home address is determined and provided by the Local Land and Property Gazetteer (LLPG) and OS Address Point Data.

Tie-breaker

If there are a limited number of spaces available and we cannot distinguish between applicants using the criteria listed, then the child or children who will be offered the available spaces will be randomly selected. This process will be independently verified.

Repeat Applications

The governing body will not consider repeat applications in the same academic year unless there have been significant and material changes in the circumstances of the applicant.

Late Applications

Application forms received after the closing date will be considered alongside those applicants who applied on time only where there are exceptional reasons which prevented the applicant from applying by the closing date, e.g. a family changes address and was unable to apply within the deadline or needs to make new school preferences.

A late application does not affect the right of appeal or to be placed on the school's waiting list.

Applications other than the normal intake year

An application should be made directly to the school.

Operation of a waiting list

A waiting list will be operated in admission criteria order and will remain open until at least the end of the Autumn term the following year and will then be discarded. Parents may apply to remain on the waiting list if they so wish.

Closing Date

For Primary admissions there will now be a national closing date published by Staffordshire County Council.