

Dean Church of England School
Dean, Workington
Cumbria CA14 4TH
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Admissions Policy 2019 /20

Making an Application

The Governors of Dean CE Aided Primary School are the Admissions Authority for the school. Following consultation with the Diocesan Board of Education and the Local Authority the Governors have set the published admission number for access to the reception class as 15.

The governing body will not place any restrictions on admissions to the reception class unless the number of children for whom admission is sought exceeds this number. By law, no infant class may contain more than thirty children and may consist of both reception and Year 1 children.

Applications for admission to the school should be made on the form SA1 which is included in the parental information pack. It is also possible for an application to be made on the Local Authority's website. This is the preferred option but if you wish your application to be considered under the faith criteria you should also please complete the supplementary form (see Appendix 1) and hand it to School.

The closing date for applications for entry in September 2019 is 15th January, 2019.

Parents are encouraged to name three schools in order of preference on the application form. The Governors operate a system whereby they consider all preferences equally. So the order of your preferences will not be used in considering your application. (It will only be used if a place is available for your child at more than one school.) Places at this school will be allocated according to this Admissions Policy and the Local Authority's Coordinated Admissions Scheme. A letter informing parents of the success or otherwise of their application will be sent out by the Local Authority. Parents of those children not offered a place will be informed of the reason and offered an alternative school by the Local Authority.

All children will be admitted unless there are more applicants than places in which case the Governors will make allocations using the following criteria. These are listed in order of priority.

Admission Procedures

All children will be admitted unless there are more applicants than places in which case the Governors will make allocations using the following criteria. These are listed in order of priority.

1. a) Children who are in Public Care and children previously in public care, (A child in public care is defined as a child who is looked after by the Local Authority within the meaning of section 22 of the Children's Act 1989).
b) Previously looked after children who have been adopted or have become subject to a child arrangements or special guardianship order.
2. Children who have physical, emotional and/or medical needs who would be disadvantaged by attending another school. Written evidence from an appropriate professional would be required for the Governors to consider admission in this category.
3. Children living within the catchment area having a brother or sister attending our school at the time of their admission giving priority, if necessary, to those children with the youngest siblings. Brothers and sisters are those living at the same address including step, adopted and foster children.
4. Children living within the catchment area who with a parent attend at least twice a month, a church in membership of Churches Together in Britain or the Evangelical Alliance. Attendance may be at more than one church but should be for at least two years prior to the admissions date.
5. Children living within the catchment area who, with a parent, worship in a non-Christian faith which is in membership of the U.K. Interfaith Network. The Governors will seek confirmation that the parent meets the normal religious obligations of the faith.
6. Children living in the catchment area, giving priority to those living closest to the school. The distance is determined by the shortest walking route by road. The Governors will use the Local Authority measuring system to ensure consistency of measurement.
7. Children living outside the catchment area having brothers and sisters attending our School at the time of their admission giving priority, if necessary, to those children with the youngest siblings. Brothers and sisters are those living at the same address including step, adopted and foster children.
8. Children having attended Dean School Nursery for a period of at least one year prior to the admissions date.

9. Children living outside the catchment area who with a parent attend on a regular basis, i.e. at least twice a month, a church in membership of Churches Together in Britain or the Evangelical Alliance. Attendance may be at more than one church but should be for at least two years prior to the admissions date.
10. Children living outside the catchment area who, with a parent, worship in a non-Christian faith which is in membership of the U.K. Interfaith Network. The Governors will seek confirmation that the parent meets the normal religious obligations of the faith.
11. Children living outside the catchment area, giving priority to those who live closest to the school. The distance is determined by the shortest walking route by road. The Governors will use the Local Authority measuring system to ensure consistency of measurement.

A map of the catchment area can be viewed on Dean School website.

Admissions Information

The criteria outlined above will be strictly followed there being one exception. If a child has a statement of Special Educational Needs or Education, Health and Care plan naming Dean Church of England Aided Primary School then irrespective of the criteria the child will be admitted as in these circumstances the Governors have a statutory duty to admit the child concerned.

We hope that the transition to a full school day at or before the child's fifth birthday will cause as little trauma as possible and, in order to ease the child into the classroom situation, the new September intake will be encouraged to join a number of sessions between March and July. Close links have been forged with local nursery/Preschools.

Parents of prospective pupils are, of course, welcome to visit the School in order to ask questions, meet members of staff and generally look around the building.

Please telephone for an appointment.

Dean School actively encourages children to walk or cycle to school where possible. For children in the catchment area who live too far away to walk or cycle to school, a school bus service is provided.

Address of Pupil

The address used on the school's admission form must be the current one at the time of application. If the address changes subsequently, the parents should notify the Local Authority. Where the parents live at different addresses, the current-at-the-time-of-application, normal address of the child will be the one used. This will normally be the one where the child wakes up for the majority of Monday to Friday mornings. Parents may be asked to show evidence of the claim that is being

made for the address, e.g. identity cards of various sorts showing the child's address as the one claimed. Where there is dispute about the correct address to use, the governors reserve the right to make enquiries of any relevant third parties, e.g. the child's GP. For children of UK Service personnel and other Crown Servants returning to the area proof of the posting is all that is required.

If the school is oversubscribed, the address of the parent with whom the child normally lives will be used in the allocation process. Where a child's address is difficult to determine, i.e. where shared living arrangements are in place, the address of the parent claiming the child benefit will be used.

Late Applications for Admission/Situations where the ranking of preference is not clear

Late applications and situations where the ranking of preference is not clear will be considered in accordance with the Co-ordinated Admissions Scheme.

Non-Routine Admissions

It sometimes happens that a child needs to change school other than at the "normal" time; such admissions are known as non-routine admissions. Parents wishing their child to attend this school should arrange to visit the school. They will be provided with an application form. If there is a place in the appropriate class, then the governors will arrange for the admission to take place. If there is no place, then the admissions committee will consider the application and information about how to appeal against the refusal will be provided.

Please note that you cannot re-apply for a place at a school within the same school year unless there has been relevant, significant and material change in the family circumstances.

Fraudulent Applications

Where the governing body discovers that a child has been awarded a place as the result of an intentionally misleading application from a parent (for example a false claim to residence in the catchment area or of involvement in a place of worship) which effectively denies a place to a child with a stronger claim, then the governing body is required to withdraw the offer of the place. The application will be considered afresh and a right of appeal offered if a place is refused.

Deferred admission

If your child is due to start school during the next academic year, it is important that you apply for a place for the September. If your child's fifth birthday is between the months of September and December, then, if you wish it, entry to school may be deferred until January; if it is between January and March, then entry may be deferred until the start of the summer term though it is best to discuss this with school to see if we can accommodate your child's needs better. **You can also request part time education until the term in which your child reaches**

compulsory school age. If you follow this course, your child's place will not be offered to anyone else.

For children whose birthday falls between April and August may choose to defer entry into the Reception Year until the following September.

You may not defer entry beyond the term after your child's 5th birthday, or beyond the academic year for which the original application was accepted.

Appeals Procedure

Where the governors are unable to offer a place because the school is over subscribed, parents have the right to appeal to an independent admission appeal panel, set up under the School Standards and Framework Act, 1998, as amended by the Education Act, 2002. **Parents should notify the clerk to the governors at the school within 20 school days of receiving the letter refusing a place.**

Parents will have the opportunity to submit their case to the panel in writing and also to attend in order to present their case. You will normally receive 14 days' notice of the place and time of the hearing. **The Independent Appeal will be organised on behalf of the Governors by the Member Services Unit at Carlisle.** Please note that this right of appeal against the governors' decision does not prevent you from making an appeal in respect of any other school.

Waiting List

Those children who are not offered a place may, if the parents so wish, be placed on a waiting list. The names will be placed on the list in the order of the admissions criteria. Late applicants will be slotted into the list according to the admissions criteria. It is thus possible for a child recently arrived in the area to have a higher priority than a child who has been on the waiting list for some time. Irrespective of whether an appeal has been submitted, if a place becomes available it will be offered to the child at the top of the list. The waiting list will remain open for the whole of the first term in the year to which it relates.

If parents wish their child to be considered for any vacancies after the autumn term, they should contact school early in December to place their child's name on a waiting list.

You may at any time ask for your child's name to be placed on a waiting list for other year groups. Vacancies will always be allocated by applying this Admissions Policy and length of time on the waiting list will not be a consideration.

Infant Class Size

If your child was refused a place in Reception or Key Stage 1 because of Government limits on Infant class sizes, the grounds on which your appeal could be successful are limited. You would have to show that the decision was one which in the circumstances no reasonable governing body would have made, or

that your child would have been offered a place if the governors' admissions arrangements had been properly implemented.

Withdrawing an offer of a place

If a parent has not responded to the offer of a school place within a reasonable length of time, the head teacher will remind the parent of the need to respond within a further 10 days and point out that the place may be withdrawn if they do not.

Multiple Births

The Governors of Dean Church of England Primary School will ensure as far as possible that twins, triplets or those children born in the same year are not separated. Such children will be given priority in any particular category.

While no infant class is to contain more than 30 pupils there can be very limited exceptional circumstances. The admittance of such a child(ren) will be known as an "excepted pupil" for the time they are in an infant class or until the numbers fall back to the size limit. An excepted child would be one from a multiple birth when one of the siblings is the 30th child admitted. It might also include a statemented or looked after child or a child of a U.K. Serviceman to be admitted outside the normal admission period.

Roles and responsibilities of the Head Teacher, other staff and Governors

The Governing Body will ensure that:

- Pupils are admitted only in accordance with this policy.
- Where places are made available, pupils are admitted in accordance with the agreed priorities.

All staff are expected to follow this policy when advising prospective parents and admitting pupils.

The Governing Body will ensure that:

- The admissions arrangements are reviewed annually
- The admissions arrangements are published in the Prospectus and made available to parents and potential parents
- An admissions' register is kept up to date
- The net capacity formula (previously the standard number) is reviewed annually

Monitoring and evaluation

The number of pupils on roll and any appeals will be reported by the Head Teacher to the Governing Body each term with advice on any implications.

Successful Applications

Last year the Governors of Dean CE Aided Primary School were able to admit all the pupils whose parents applied.

Additional information

Please refer to the Schools Standards and Framework Act, 1998, the School Admissions Code, 2014, Education and Inspections Act 2006 and other associated legislation for further information on admissions.

Additional information about the application process may also be found in the parental information pack.

Signed J. Faden
Headteacher

Signed [Signature]
Chair of Governors

Date 31/1/18

This policy will be reviewed ...November 2018.....

Appendix 1

Dean Church of England Voluntary Aided Primary School.

Supplementary form to be used if applying for admission
to our School on faith grounds.

Name of your child:-

Surname _____ Forenames _____

Date of Birth _____ Boy Girl

Name of parent(s)/carer(s)/guardian(s)

Address _____

Post Code _____ Telephone Number (daytime contact) _____

The name of an older sibling who will still be attending our School at the date of the
proposed admission. _____

The place(s) of Worship attended by at least one parent and the named child.

The name of the place(s) of Worship. _____

Address _____

The name of the Vicar/Priest/Minister/Faith Leader _____

Address + Postcode _____

Worship Attendance:

How frequently do you attend worship with your child?

Weekly Fortnightly

For how long have you been so attending?

One Year Two Years Three Years or more

Your Church leader will be contacted to confirm the details on this form.

Signed (Parent/Carer/Guardian) _____

Dean Church of England Voluntary Aided Primary School.

Supplementary form to be used if applying for admission
to our School under criteria 1(b) or 2.

Name of your child:-

Surname _____ Forenames _____

Date of Birth _____ Boy Girl

Name of parent(s)/carer(s)/guardian(s)

Address _____

Post Code _____ Telephone Number (daytime contact) _____

Criteria 1(b)

I confirm that this child was previously looked after by a Local Authority and has now been adopted or has become subject to a child arrangements or special guardianship order.

Criteria 2

Physical, emotional or medical need for applying which would disadvantage the child if they attended another school.

The name of the Professional supporting the application _____

Address + Postcode _____

Signed (Parent/Carer/Guardian) _____