

## Dent Church of England (Voluntary Aided) Primary School: 2019/2020 ADMISSIONS POLICY

### Catchment area

The school's catchment area covers the whole Parish of Dentdale, from Dent Head to Dent Foot.

The Governors will also admit children from outside the catchment, subject to the availability of places in the relevant year group. Enquiries about places are most welcome.

### Admissions Policy

The Governors of Dent Church of England Voluntary Aided Primary School are the Admissions Authority for the school. The school's published admission number is 8, after consultation with the Diocesan Board of Education and the Local Authority. This is the maximum number of children to be admitted to the Reception class this September. It is, also, the maximum to be admitted to the other year groups in school. The Governing Body operates a system of equal preferences under which they consider all preferences equally. Children with a Statement of Special Educational Need and/or Education Health and Care Plan, which names Dent C of E Voluntary Aided Primary School, have a statutory entitlement to a place under section 324 of the Education Act 1996 and will be admitted. The governors will also attempt not to separate twins or multiple birth children.

Where there are more applicants than places available, places will be allocated to Dent C of E Voluntary Aided School on the basis of the following criteria in order of priority.

- 1) 'Looked after' children and previously looked after children, (i.e. in public care) giving priority, if necessary, to the youngest child(ren). (See note 1 on page 4).
- 2) Children who have a physical or medical need who would be disadvantaged by travelling to another school. Written evidence from a professional would need to be submitted to the Governors for them to consider the application.
- 3) Children living in Dent Parish (catchment area), who have brothers and sisters in the school at the time of their admission. (See note 2 below).
- 4) Children from Dent Parish (catchment area), with a parent who attends a C of E Church. (See note 4 below).

- 5) Other children living in the catchment area giving priority to those living closest to the school.
- 6) Children living outside the catchment area who have brothers and sisters in the school at the time of their admission. (See note 2 below).
- 7) Children from outside the catchment area with a parent who attends a C of E Church. (See note 4 below).
- 8) All other children living outside the catchment area, giving priority to those who live closest to the school.

### **Tie Breaker**

If there are more applications than places available within any of the above priority groups, places will be allocated giving priority to those who live closest to the school (nearest entrance to the school), measured in a straight line on the map.

### **The Right of Appeal**

Where the Governors are unable to offer a place at Dent School because the school is over subscribed, parents have the right to appeal to an independent admission appeals panel. Parents should notify the Clerk to the Governors, in writing, at the school within 20 school days of receiving the letter refusing a place. Parents/Carers will have the opportunity to submit their case to the panel in writing and also to attend in order to present their case. Normally parents/carers will receive 10 school days notice of the place and time of the hearing.

### **Admission arrangements**

Children who are admitted to the Reception class will be able to start school in the September following their fourth birthday. All the children start in September on a part time basis (mornings only) until half term. After that they become full time (mornings and afternoons). Parents may request that their child attends part-time until the child reaches compulsory school age. Compulsory school age is the beginning of the term following the child's fifth birthday. Requests for a child to start their schooling on a part-time basis should be addressed to the Headteacher.

Applications should be made on the Local Authority common admission form. It is also possible for an application to be made on the Local Authority website. This is the preferred option, but if you wish your

application to be considered under faith criteria you should also complete the form at the end of this policy.

### **In Year Admissions**

Admissions can be made into all of the year groups during the year, if there are places available. Application should be made using the Local Authority in-year application form. Parents from inside or outside of the catchment area are very welcome to visit the school and discuss entry with the Head Teacher (please phone and make an appointment). All admissions are subject to the Admissions Policy.

### **Deferred admission**

If the child is due to start school in the reception class during the next academic year, it is important that an application is made for a place for September. If a child has not reached statutory school age and a place has been allocated in Reception and their parent/carer wishes to delay their entry, the place will be held open. The place must be taken up when the child reaches statutory school age or the start of the Summer Term at the latest.

Requests for a child to defer the start until they reach compulsory school-age should be addressed to the Headteacher. It should be noted, however that such children will only be allowed to start at the beginning of a term.

### **Waiting List**

Where there are more applications than places available, the admissions criteria will be used and the Governing body will review each case. Where a child is refused an offer of a place in the school, the parents may request that the child's name be placed on the school's waiting list. The waiting list will be maintained for the remainder of the academic year for which the application was made. The names on this waiting list will be in the order resulting from the application of the oversubscription priorities. Since the date of application cannot be a criterion for the order of names on the waiting list, late applications for the school will be slotted into the order according to the extent to which they meet the criteria. Thus it is possible that a child who moves into the area later to have a higher priority than one who has been on the waiting list for some time.

**Note 1** - Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject

to a child arrangements order or special guardianship order). Further references to previously looked after children in this Code means such children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having being looked after.

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 function (Section 22(1) of the Children Act 1989) at the time of making an application to a school.

Previously looked after children includes children who were adopted under the Adoption Act 1976 and children who were adopted under the Adoption and Children's Act 2002. Child arrangement orders are defined in the Children Act 1989, as amended by the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangement order. 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).

**Note 2** - If it is necessary to prioritise in categories 3 or 6, priority will be given to those children with the youngest siblings, including adopted siblings. Brothers and sisters are those living at the same address and includes step and foster children. Where two people, both of whom live at separate addresses, hold parental responsibility, the address used in the allocation of child benefit will be the admission address.

In circumstances where there is an application for more than one child in the family, and it is not possible to offer a place to all the children concerned, it will be up to the parents/carers to decide whether they wish to accept the place(s) offered.

**Note 3** - If it is necessary to prioritise in categories 3 or 6 the measurement criteria in categories 5 and 8 respectively will be used.

**Note 4** - To be considered under category 4 or 7 parents must provide written proof from their priest/vicar (or other appropriate person) with their application that they regularly\* attend a C of E Church and have done so for at least two years before the closing date for preference forms. It may relate to more than one church.

- Regular attendance is deemed to be someone who usually attends a monthly church service or is regularly involved in a weekday church activity including an element of worship.

Signed: \_\_\_\_\_  
Chair of Governors

\_\_\_\_\_  
Headteacher

Date: \_\_\_\_\_

To be reviewed: \_\_\_\_\_

## Dent Church of England Voluntary Aided Primary School

Supplementary form to be completed if you wish your application for admission to be considered on faith grounds.

Name of child:-

Surname \_\_\_\_\_ Forenames \_\_\_\_\_

Date of Birth \_\_\_\_\_ Boy:  Girl:

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

Address \_\_\_\_\_  
\_\_\_\_\_

Telephone number (daytime contact): \_\_\_\_\_

The name of an older sibling who will still be attending Dent 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) \_\_\_\_\_