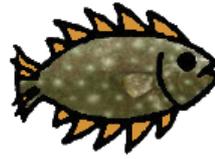


Flookburgh CofE Primary School



*Together, we believe, anything is possible*

## Mission Statement

*'Together, we believe, anything is possible'*

### ADMISSIONS POLICY 2019 – 20

| Approved by <sup>1</sup>            |                               |
|-------------------------------------|-------------------------------|
| Name:                               | Mrs Dorothy Milner            |
| Position:                           | Chair of Governors            |
| Signed:                             | <i>D Milner</i>               |
| Date:                               | 5 <sup>th</sup> December 2017 |
| Proposed review date <sup>2</sup> : | Autumn Term 2018              |

The Governors of Flookburgh Church of England 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 **20 for September 2019**.

The **closing date for applications for September 2019 entry is 15 January 2019**. The LA encourage online applications. The 'Starting School in Cumbria' booklet is available to view/download from the LA website. A copy is also sent to the primary school should a parent wish to see it. If you wish your application to be considered under the faith criteria you should also please complete the supplementary form, which is included as an appendix to this policy, and hand it to School.

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.

If at any time there are more applicants than places available, children will be admitted in the following order of priority, which will be applied in conjunction with the notes below.

1. Children who are looked after and previously looked after children. 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 been 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 functions (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 arrangements 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 arrangements 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).

2. Children living in the catchment area who have a brother or sister in the school at the time of their admission [see note 1 below].

3. Children with exceptional social, medical or pastoral circumstances who indicate attendance at Flookburgh C of E School would most appropriately meet their needs [the governing body will require written evidence from an appropriate professional such as social worker, doctor or priest].
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 application date.
5. Children living in the catchment area giving priority to those living closest to the school.
6. 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. [see note 1 below]
7. 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 application date.
8. Children living outside the catchment area, giving priority to those who live closest to the school.

**Distance Tie Breaks:**

The distance is measured from the centre of the child's home address to the main entrance door of the school. The distance is determined by the shortest walking route by road. The Governors will use the Local Authority GIS measuring system to ensure consistency of measurement. The closest addresses will have priority.

Note 1 - If it is necessary to prioritise in categories 2 or 6; Brothers and sisters are those living at the same address and includes step, adopted and foster children, and priority will be given to those children with the youngest siblings.

The criteria outlined above will be strictly followed there being one exception. If a child has a Statement of Educational Needs and/or an Education, Health and Care Plans naming Flookburgh Church of England 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.

A map of the catchment area is available from the Local Authority.

**Address of Pupil:**

The address on the application form must be the current one at the time of application. Where a child can live at more than one address the home address is to be the one where the child sleeps and thus wakes up for all or the majority of the school week. Where there is any doubt the governors reserve the right to verify the information provided by the parent(s), for example, through the GP or the child benefit address.

### **In Year Admissions:**

In year admissions are those which occur outside the “normal” admission time. If you wish your child to attend Flookburgh Church of England Primary School you should visit our school and admission details will be provided. If a place is refused you will be offered a right of appeal.

### **Fraudulent applications:**

If the Governors of Flookburgh Church of England Primary School discover that a child has been awarded a place as a result of an intentionally misleading application from a parent, for example, an incorrect address and as a result it effectively denies a place to a child with a stronger claim then the Governors will withdraw the offer of a place. The Governors will reconsider the application and the right of appeal offered if a place is refused.

### **Deferred admission:**

For children beginning School following their fourth birthday admission is normally in September. However, if you wish entry can be deferred until later in the year or until the term in which your child reaches compulsory school age. For example if your child’s fifth birthday is between September and December then, if you wish, admission may be deferred until the beginning of the Spring Term. If it is between January and April admission may be deferred until the beginning of the Summer Term. You can also request part time education until the term in which your child reaches compulsory school age.

### **Appeals Procedure:**

If the Governors are unable to offer your child a place because of over subscription you as a parent have a right of appeal under the School Standards and Framework Act 1998 as amended by the Education Act 2002. You should notify the Clerk to the Governors of Flookburgh Church of England Primary School within 20 school days of receiving the letter which will give the grounds for refusing a place. As a parent you will have an opportunity to submit your case to an independent (of the Governors) appeals panel. You must set out your grounds for the appeal in writing. You will normally receive at least 10 school days’ notice of the time and venue for the appeal hearing where you will be able to present your case in person. This right of appeal does not prevent you from making an appeal in respect of any other school. The Independent Appeal will be organised on behalf of the Governors by the Legal and Democratic Services Unit at Carlisle.

### **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.

**Infant Class Size:**

If your child was refused a place in a reception or key stage one class because of Government limits on infant class size, the grounds on which your appeal could be successful are limited. You would have to show that the decision was one which no reasonable governing body would have made or that your child would have been offered a place if the governors' admissions policy had been properly implemented.

**Multiple births:**

The Governors of Flookburgh 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 whose twin or sibling from a multiple birth is admitted otherwise than as an excepted pupil. 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.

**Nursery:**

If you have a child in our Nursery School/Class then you must make a separate application for the Reception Class. A place in our Nursery School/Class does not guarantee a place in our Reception Class.

**Nursery Admissions:**

*Separate but similar arrangements for admission to the nursery operate and are detailed in appendix 1. They follow the same format as admissions to the Reception, but do not guarantee acceptance for an application for a Reception place.*

## Flookburgh CE Primary School Admissions Policy

### Appendix 1

#### **Applications will be prioritised for admission to Flookburgh Nursery using identical criteria as set out in the agreed Admissions Policy for Reception children**

This appendix details the dates of application and entry for children

| <b>Child 3 years old between (inclusive)</b>           | <b><i>*Month of Entry</i></b> | <b>Closing Date for Applications</b> |
|--|-------------------------------|--------------------------------------|
| 1 <sup>st</sup> April to 31 <sup>st</sup> August       | September                     | 31 <sup>st</sup> March               |
| 1 <sup>st</sup> September to 31 <sup>st</sup> December | January                       | 30 <sup>th</sup> September           |
| 1 <sup>st</sup> January to 31 <sup>st</sup> March      | April*                        | 31 <sup>st</sup> January**           |

\* Dates of entry may vary according to the actual date each term begins. In the summer this should term entry will normally be in April, but with the possible introduction of fixed terms may change.

\*\*Closing date for applications for the summer term may vary slightly to the LA model.

Applications should be submitted to the Headteacher using the application form SA13 available from the LA website.

Successful application will guarantee a place for the traditional Nursery year during the year after their 3<sup>rd</sup> birthday.

The Governors reserve the right to withdraw a place if the Nursery Grant has been allocated elsewhere.

## Appendix 2

### Flookburgh Church of England Foundation 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

or

more

Two Years

Three Years

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

Signed (Parent/Carer/Guardian) \_\_\_\_\_