

Leven Valley C of E Primary School Admissions Policy for 2018-19

Leven Valley Church of England Primary School caters for boys and girls aged between 4 and 11 years. The Governing Body is the Admissions Authority and aims to treat all applications with equal preference.

Admissions timetable and applications

There is one intake each year and children are admitted into the Reception Class in the September following their fourth birthday. Children may be admitted into any year group at other times of year if transferring from other schools, using form SA8. Applications for admission must use the Common Application form issued by the Local Authority – SA1. The current deadline for applications is 15th January 2018. Late applications will only be considered if: a) there are still available places; or b) if the family have moved into the area after the closing date.

Our Published Admission Number is 9. There were 6 applications in 2016-17 all of which were successful.

Over-subscription criteria

Should the School receive more applications than there are places available, the applications will be prioritised using the over-subscription criteria and relevant notes set out below:

1. Children looked after and previously looked after. (See note 3.)
2. Children who have very strong social or medical grounds for admission, confirmed in writing by a social worker or doctor.
3. Children living in the catchment area served by the School who have a brother or sister in School at the time of their admission, giving priority, if necessary, to those children with the youngest siblings. A map of the catchment area is available from the Local Authority. (See note 4.)
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. (See note 5.)
5. Children living within the catchment area who, with a parent, worship in a non-Christian faith which is in membership of the UK Interfaith Network. (See note 5.)
6. Children whose home address is in the catchment area.
7. Children living outside the catchment area who have a brother or sister in School at the time of admission, giving priority, if necessary, to those children with the youngest siblings. A map of the catchment area is available from the Local Authority. (See note 4.)
8. Children living outside 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. (See note 5.)
9. Children living outside the catchment area who, with a parent, worship in a non-Christian faith which is in membership of the UK Interfaith Network. (See note 5.)
10. Children living outside the catchment area.

If it is necessary to prioritise within any of the above criteria, the home to School distance tie-breaker in note 6 will be used.

Note 1

If a child has a Statement of Special Educational Needs and/or an Education, Health and Care Plan naming Leven Valley Primary School, the Governing Body is required by statute to admit the child regardless of the over-subscription criteria.

Note 2

Paragraph 2.18 of the School Admissions Code requires that, for primary school age children of families of UK service personnel with a confirmed posting to Leven Valley Primary School's catchment area or of Crown servants returning from overseas to live in this area, the Governing Body must allocate a School place in advance of their move, provided that the application is accompanied by an official letter declaring a relocation date and unit address or quartering address.

Note 3

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 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 policy means such children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after.

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).

Note 4

Brothers and sisters are those living at the same address and include step, adopted and foster children.

Note 5

Parents who wish their application to be considered according to the faith criteria must fill in a supplementary form which is available from the School Office on request.

Note 6

The distance is that measured from the child's home front door to the main entrance door of the School. The distance is determined by the shortest walking route by road. The Governing Body will use the Local Authority School Admissions Department's measuring system to ensure consistency of measurement. The closest addresses will have priority.

Address of Pupil

The address on the application form must be the current address at the time of the application and where the child sleeps for the majority of the time.

In School Year Admissions

Parents who wish their child to start attending School outside 'normal' admission time should meet the Headteacher. If a vacancy is available and the child has an appropriate address, parents will be provided

with the booklet/form SA8 to submit to the School. In the event of no vacancy, any appeal will be dealt with as below.

Late Applications

Late applications for admissions may be made using the Late Application form issued by the Local Authority – SA8. Late applications will be dealt in accordance with the Local Authority's Co-ordinated Admissions Scheme.

Fraudulent Applications

If the Governing Body discovers that a child has been offered a place as a result of an intentionally misleading application, which effectively denies a place to a child with a stronger claim, the offer will be withdrawn. Parents have a right of appeal against this decision, organised as outlined below. The offer may be reconsidered if a vacancy arises.

Multiple Births

The Governing Body will ensure, as far as possible, that twins/triplets or those children born in the same school year are not separated. Such children will be given priority in any particular category.

Infant Class Size

The Government has placed an upper limit of 30 pupils on any reception or key stage one class. The Governing Body is normally required to refuse a place to any child whose admittance would exceed this number. However, there can be limited exceptional circumstances. The admittance of such an "excepted child" could result from their sibling from a multiple birth having being admitted in the normal way. An excepted child might also include one with a Statement or Plan (see note 1 above), a looked after child (see note 2 above) or a child of a member of the UK Armed Services to be admitted outside the normal admission period.

Deferred entry

Where a parent of a child who has not reached compulsory school age wishes to defer their child's entry until later in the school year, their place will be held open. The place must be taken up when the child reaches compulsory school age and must also be taken up during the academic year, preferably by the start of the summer term. Part-time education can be requested until the term in which the child reaches compulsory school age.

Summer born children

The Government has advised that it is proposing to make changes to the School Admissions Code as a means of ensuring that summer born children can be admitted to reception classes at the age of five (ie a full school year later than they would be entitled to start) if it is in line with their parents' wishes, and to ensure that those children are able to remain with that cohort as they progress through school, including through to secondary school. Parents who wish their summer born child to start attending School outside 'normal' admission time should meet the Headteacher to discuss such an arrangement.

Waiting List

Where the School is oversubscribed in any year group and one or more children have not been admitted, the School will maintain a waiting list for the first term in the academic year to which the

application relates. Should a place become available, it will be allocated according to the over-subscription criteria, not length of time on the waiting list.

The Right of Appeal

Parents of children who are unsuccessful in gaining a place will be informed in writing on the date laid down by the Local Authority and will be told of their right to appeal. 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 appeals panel, set up under the School Standards and Framework Act, 1998, as amended by the Education Act, 2002. They will have at least 20 school days from the date of notification that their application was unsuccessful to prepare and lodge a written appeal via the Clerk to the Governors. Parents will have the opportunity to submit their case to the panel in writing and also to attend in order to present their case. Parents will receive at least 10 school days' notice of the place, date and time of the hearing.

This policy is reviewed annually and has been subject to public consultation. It has been approved by the Admissions Forum and the Carlisle Diocesan Board of Education.

Approved by the Governing Body on

Signed:

A handwritten signature in black ink that reads "S D Lawler". The signature is written in a cursive style with a large initial 'S' and 'D'.

S D Lawler
Chair of Governors