



**St Herbert's Church of
England
Primary and Nursery School**

**ADMISSIONS
ARRANGEMENTS
2019**

Approved by the Governing Body on:
To be reviewed annually

ST HERBERT'S CE (VA) PRIMARY & NURSERY SCHOOL: 2019/20 ADMISSIONS ARRANGEMENTS

The Governors of St Herbert's CE (VA) Primary and Nursery School are the Admission's Authority for the school. Following consultation with the Diocesan Board of Education and the Local Authority the Governors have set the published admission number as 50. This is the number of children who may be admitted to the Reception intake group in September 2019.

THE CLOSING DATE FOR APPLICATIONS

The closing date for applications for September 2019 entry is 15th January 2019. Applications should be submitted using form SA1 which is issued by the LA. Form SA1 and more information about the application process are contained in the parent information pack published for parents by the LA and also on the Cumbria County Council website.

Please note that attendance at our Nursery Class does not guarantee entrance into Reception and a separate application must be made at the appropriate time.

Parents wishing to be given priority for admission on the grounds that they worship regularly at a C.E. church must attach to their application evidence asked for in Note 3 below.

THE ADMISSIONS POLICY

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

1. Looked after children and previously looked after children, (See note 1 below)
2. Children living in the catchment area who have brothers or sisters in the school at their time of starting school. (see note 2 below)
3. Children from within the catchment area with a parent who worships regularly at a church in membership of Churches Together in Britain or the Evangelical Alliance (See note 3 below)
4. Other children living in the catchment area giving priority to those living closest to the school measured by the shortest walking route by road from their home to the front entrance of the school. The Governors will use the Local Authority's School Admissions Department's measuring system to ensure consistency of measurement. The closest addresses will have priority.
5. Children living outside the catchment area who have brothers or sisters in the school at the time of their admission. (See note 2 below)
6. Children living outside the catchment area with a parent who worships regularly at a church in membership of Churches Together in Britain or the Evangelical Alliance (See note 3 below)
7. Children living outside the catchment area giving priority to those living closest to the school measured by the shortest walking route from their home to the front entrance of the school. The Governors will use the Local Authority's GIS measuring system to ensure consistency of measurement. The closest addresses will have priority.

Note 1: 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).

Note 2: If it is necessary to prioritise in categories 2 or 5, priority will be given to those children with the youngest siblings. Brothers and sisters are those living at the same address and includes step, adopted and foster children.

Note 3: If it is necessary to prioritise in categories 3 or 6 the measurement criteria in categories 4 and 7 respectively will be used. To be considered under category 3 or 6 parents must complete the supplementary form attached at the end of this document (attendance twice a month for two years would be deemed as regular)

Applications will be prioritised under the above criteria. An exception will be made if a child has a statement of special educational need or an Education, Health and Care Plan naming St Herbert's CE Primary & Nursery School, as in these circumstances the Governing Body would have a statutory duty to admit the child concerned.

THE CATCHMENT AREA

A map of the catchment area is available from the school.

THE RIGHT OF APPEAL

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 St Herbert's Church of England Primary & Nursery 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

Following the allocation of places in the Reception intake the LA will, on 13th May 2019, re-allocate any places which become available as a result of parents not wishing to take up their offer.

After this, the parents of any child who has been refused admission can ask at the school for their name to be put on the waiting list. The waiting list will remain open for the duration of that academic year. Any vacancies which arise will be allocated using the Governing Body's admissions policy shown above and length of time on the waiting list will not be a factor. A waiting list will also be held for other year groups.

DEFERRED ENTRY TO RECEPTION

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. However, the Governors recommend that in your child's interests full time education is deferred no later than the start of the spring term.

FRAUDULENT APPLICATIONS

If the Governors of St Herbert's Church of England 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 reserve the right to withdraw the offer of a place. The Governors will reconsider the application and the right of appeal offered if a place is refused.

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 St Herbert's Church of England Primary & Nursery School will ensure as far as possible that twins, triplets or those children born in the same year are not separated.

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 ADMISSION ARRANGEMENTS

The admission arrangements for places in the Nursery are entirely separate from those detailed above and are available on request from the school. Children who attend the Nursery do not automatically have the right to a place in Reception in the Main School and parents of these children must apply for a place in Reception following the procedures detailed above.

Signed Headteacher
Signed Chair of Governors
Date

This policy will be reviewed on:

Date

Supplementary form to be used if you wish your application for admission to be considered 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) _____