



THE BISHOP HARVEY GOODWIN SCHOOL (Church of England Voluntary Aided)

Policy for Admission of Children into School

Academic Year September 2019 to August 2020

The Bishop Harvey Goodwin CE Voluntary Aided School is in the ecclesiastical parish of St John's Upperby, and is also associated with St Herbert's parish in Currock.

The Bishop Harvey Goodwin CE Voluntary Aided School is for boys and girls from three to eleven years of age. We welcome new pupils throughout the year providing there is room in the relevant class.

The Governors of The Bishop Harvey Goodwin CE Voluntary Aided School are the Admissions Authority. 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 30.

Admission to Reception

Applications for admission to our School are encouraged to be made online wherever possible and information is provided in the "Starting School in Cumbria" booklet which is available on the Local Authority's website. A copy is available to see in school. However, written applications can be made on the form SA1 which is available from the Local Authority office. Only one SA1 form should be completed for each child. Any prospective parent wishing to look around the school should telephone the Headteacher for an appointment or call into school. If you wish your application to be considered under the faith criteria then please also complete the supplementary form which should then be handed in to school. The application closing date for entry in September 2019 is the 15th January 2019. Forms should be returned to your preferred School.

Parents are encouraged to state three preferences on the application form and are entitled to give their reasons for the preferences. The Governors operate a system whereby they consider all preferences equally. Places at this school are allocated according to this Admissions Policy and the Local Authority's Coordinated Admissions Scheme. Parents will be notified of the outcome of their application by the Local Authority. Parents of those children not offered a place will be informed of the reason, their right of appeal 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:

1. Children who are in Public Care. A child in public care is defined as a child who is looked after by the Local Authority and previously looked after children which extends to children who have been adopted or have become subject to child arrangements order or special guardianship order within the meaning of section 22 of the Children's Act 1989
2. Children who have physical and/or medical needs who would be disadvantaged by travelling to another school. Written evidence from an appropriate professional would be required for the Governors to consider admission in this category (e.g. a letter from a doctor or social worker)
3. Children living within 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 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 application date.
5. Other children from within the catchment area giving priority to those who live closest to the school measured by the shortest walking route by road to the school main entrance
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 and foster children
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 from outside the catchment area, giving priority to those who live closest to the school, measured by the shortest walking route by road to the school main entrance

A map of the school's catchment area is available at the school or on the school website.

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 The Bishop Harvey Goodwin CE Voluntary Aided 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.

Tie Break.

In some categories, where there are more applicants than places available, age will act as a determining factor but unless specified it will be distance. The distance is 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 Governors will use the Local Authority 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 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. With regards to

Crown servants and Services Personnel, Governors will consider not their current address but the address that they are being posted to even if they have not yet taken up residence. Governors will apply the same admission criteria to these children as to all others and they will base any distance on a reasonable expectation of what the address will be.

Successful Applications

Last year the Governors of The Bishop Harvey Goodwin CE Voluntary Aided School were able to admit all the pupils whose parents applied.

Late Applications

For oversubscribed schools, applications which are received or changed after the published closing date Governors will only consider them in exceptional circumstances. This is only likely to be where a family was living outside of England and Wales and was, therefore, unable to submit an application by the closing date to have grounds for a late change of preference. Even if there are exceptional circumstances, applications submitted after the published date will not be considered by Governors until after allocations for those parents/guardians who applied on time have been made. Any evidence submitted after this date to support a late application or change of preference will not be considered by Governors.

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 sometime. 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.

In Year Admissions

In Year admissions are those which occur outside the "normal" admission time. Should parents wish their child to attend The Bishop Harvey Goodwin CE Voluntary Aided School they should visit our School and admission details will be provided. If their child is refused a place parents will be informed of their right to appeal.

Fraudulent applications

If the Governors of The Bishop Harvey Goodwin CE Voluntary Aided 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

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 at the latest though it is recommended in your child's interests that deferment is no later than the start of the Spring Term. You can also request part-time education until the term in which your child reaches compulsory school age.

Summer-born children do not attain compulsory school age until the September after they would normally start in Reception. In line with government recommendation, the county council will admit these children into a Reception class a year later than usual at their

parents' request. These children will remain eligible for their full entitlement to schooling, and will subsequently transfer to junior (where applicable) and secondary school with other children in the year group in which they have been educated, rather than with their 'chronological cohort'

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 at The Bishop Harvey Goodwin CE Voluntary Aided School within 20 school days of receiving the letter refusing a place. As a parent you will have an opportunity to submit your case to an independent (of the Governors) appeals panel both in writing and in person. You will normally receive 10 school days' notice of the time and venue for the appeal hearing. An independent appeal will be organised on behalf of the Governors by the Legal and Democratic Services Unit at Carlisle.

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.

This right of appeal does not prevent you from making an appeal in respect of any other school.

Multiple births

The Governors of The Bishop Harvey Goodwin CE Voluntary Aided 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 UK Serviceman to be admitted outside the normal admission period.

Admission to Nursery

Parents wishing to enrol their children for the Nursery class beginning in September 2019 i.e. children aged 3 on 1 September 2019 (born before 1 September 2016) should do so in December 2018 to March 2019, or later if they move into the area. The closing date for the main intake enrolment is normally 30th March 2019.

Children enter the Nursery Unit on a part-time basis, i.e. five half days per week, at the beginning of the academic year in which they reach the age of four years.

Places are allocated by the Governing Body's Admission Committee. Admission to the Nursery is not a pre-requisite of admission to or a guarantee of an available place in the Infant Department of the school.

In the event of there being excess demand for nursery places priority is given using the identical criteria as used in Admissions to Reception.

Parents do not have a right of appeal with regard to nursery admission.

Last reviewed December 2017

To be reviewed December 2018