



ADMISSIONS POLICY

Dunnington C of E (Voluntary Aided) Primary School

2017-2018

Reviewed Month February 2017

Next review February 2018

'The Dunnington family working together to achieve our best'

Our Mission Statement

At Dunnington, it is our aim to give each child a better understanding of themselves and the world in which they live, by helping them to acquire skills and knowledge to enable them to use language and numbers effectively.

From within the Christian context of our school, we aim to instil respect for religious and moral values, so that pupils may have their own spiritual journey of faith as well as be tolerant of other races, religions and ways of life.

We aim to help pupils develop lively and enquiring minds, to develop physical skills and creativity so that they are able to appreciate human achievements and aspirations and to strive for consistent improvement in their own work.

Policy Author	Headteacher Michaela Eden
Policy Approved by	Full Governing Body
Date Approved	March 2017
Signed By Chair Of Governors (Stuart Slaughter)	
Due for Review	March 2018

Introduction

This document sets out the Policy of Dunnington Church of England Voluntary Aided Primary School with respect to Admissions. For the purposes of this policy, as Dunnington School is a Voluntary Aided School the school governing body remains the admissions authority and all applications are judged by the governing body's admissions criteria.

The school aims to serve its community by providing an education of the highest quality within the context of Christian belief and practice. It encourages an understanding of the meaning and significance of faith, and promotes Christian values through the experience it offers to all its' pupils.

Warwickshire County Council is the coordinating admissions authority throughout the year. Parents who wish their children to be admitted to the school should complete the common application form naming this school as one of the preferences. Application forms are available either in hard copy format or "on line" at www.warwickshire.gov.uk/admissions or by calling Warwickshire County Council Admissions Dept. on 01926 742037.

The overriding aim of this policy is that it should work for the benefit of all children and parents/guardians in our area. It should assist parents/guardians to take the best decisions on the preferred school for their children.

Prospective parents are encouraged to make an appointment to view the school and meet the Head Teacher to see our school in action. The school holds open days throughout the year, alternatively 1:1 appointments can be arranged.

In accordance with government legislation, the governing body consults with the Diocesan Board of Education, the Local Authority, other local schools and relevant parents in respect of its admissions arrangements.

Starting School

A school place in the Reception class is available for children from the September following their 4th birthday. Parents can request that the date their child is admitted to the school is deferred until later in the school year or until the child reaches compulsory school age in that school year. They may also request that their child attends part-time until the child reaches compulsory school age.

Deadline for application

Applications for Reception Year entry for the academic year starting September 2017 need to be formally registered with the Local Authority by 16th January 2017 as stated on the Admissions forms for consideration by the admission authority.

The Governors have set a published admission number (PAN) of 15 pupils for the Reception year group. The PAN for Year One to Six is set at 15. The joint class size is therefore 30. Legislation states that no infant class may exceed 30 pupils.

Offers of places will be made by the Local Authority on the school's behalf. The Local Authority will post offers of places out to parents on 14th April 2017.

Applications from families moving into the area will be considered as on time if they are accompanied by proof of address by 28th February 2017.

Late applications, i.e. those received after the deadline for the normal admissions round will not be considered until after all of those which were received on time have been processed

Dunnington Church of England (VA) Primary School cannot guarantee places for children when there are no places available as a result of late applications for the normal year of entry or any application that relates to a different year group.

Waiting Lists

Registering interest with the school on a “waiting list” before the admissions round guarantees neither a place nor priority within the oversubscription criteria. Offers of places will be made by the Local Authority on the school’s behalf after completion of a Local Authority Common Application form.

If the school is oversubscribed for children due to start in the Reception Year in 2017-2018, a waiting list will be maintained by Warwickshire County Council for this year group for the remainder of the school year.

During the course of the year, parents applying to the school may request that the names of children for whom a place is unavailable be put on the “in-year” waiting (or continued interest) list by confirming this in writing to the headteacher and Warwickshire Admissions. This waiting list will operate for the remainder of the school year. The list is held by Warwickshire Admissions.

Both the oversubscription and in-year waiting lists will work in the same way, in that the position on the list will be determined by applying the published over-subscription criteria and not by date of receipt. This will mean a position on the list will change if a later application is received from someone with higher priority according to the over-subscription criteria. The existence of a waiting list does not remove the right of appeal against any refusal of a place from any unsuccessful applicant. Names will be removed from the list if the parent’s interest in remaining on the list is not refreshed on an annual basis or if the offer of a place that becomes available is taken up or declined.

Multiple Births

If there are insufficient places to accommodate all the children of a multiple birth (i.e. twins, triplets etc.) they will be admitted and remain an ‘excepted pupil’ until numbers fall back to the infant class size limit of 30.

Home Address

The address for admission purposes is the place where the child is permanently resident with his or her parent or parents or legal guardian(s). Where a child lives with parents with shared responsibility, the home address will be considered to be the address where the child sleeps for the majority of the week. If the child spends exactly equal amounts of time with each parent or guardian, it is the responsibility of the parents to decide which address is the home address for admission purposes. Parents should not assume that a place will automatically be allocated to their child.

Equal Opportunities

The admissions policy of Dunnington Primary School is, while there are adequate places, to offer a place to all applicants irrespective of gender, religion, ethnicity or country of origin, disability or academic ability.

Where this school is named in a child's Statement of Special Educational Needs or Education, Health and Care Plan, the governing body recognises a duty to admit the child to the school.

Priority area

Dunnington Primary School serves a priority area of the the Parish of Salford Priors north of the Banbrook including the village of Dunnington and the Parish of Weethley.

Deferred entry into Primary School

Legally a child does not have to be educated until the term after their fifth birthday. Parents may feel their child is young for their age, or there may be other reasons for wanting to delay their entry to school. This is called deferred entry.

In this situation applications for a place should be made in the normal way. The authority recommends that the parent/carer contacts the Head Teacher of the preferred school to discuss the matter in more detail prior to submitting the application form. The child's parents can defer the date their child is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which it was made. Parents must inform the local authority and the school of their decision to defer entry in writing.

Over-subscription Criteria

Where more applications have been received than places available or where to admit would conflict with the school fulfilling class size legislation, the following priorities shall apply in order:

1. CHILDREN IN CARE

Children within Local Authority care as defined in Section 22 of the Children's Act 1989 for example, children in residential homes or foster care, and children who were looked after, but ceased to be because they were adopted (under the terms of the Adoption and Children's Act 2002) or they became subject to a residence order or special guardianship order (under the terms of the Children's Act 2002)

2. CHILDREN WITH A STATEMENT OR EDUCATION HEALTH AND CARE PLAN

Children with a Statement of Special Educational Needs or an Education and Health Care (EHC) Plan that names the school will be admitted first. In this event the number of places that remain for allocation will be reduced.

LIVING WITHIN THE SCHOOL'S PRIORITY AREA AS DEFINED ABOVE

3. SIBLINGS

A child is considered in this category if an older sibling is attending the school at the deadline date, **and will continue to do so when the sibling is admitted**, and where the child lives within the priority area at the same address as the older sibling. Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.

4. OTHER CHILDREN

Children resident within the priority area who do not qualify under one of the criteria above.

LIVING OUTSIDE THE SCHOOL'S PRIORITY AREA AS DEFINED ABOVE:

5 SIBLINGS

A child is considered in this category if an older sibling is attending the school at the deadline date, **and will continue to do so when the sibling is admitted**, and where the child lives outside the priority area at the same address as the older sibling. Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.

6. OTHER CHILDREN

Children resident outside the priority area who do not qualify under one of the criteria above.

If the school is oversubscribed within any category above, the determining factor will be the distance from the child's home address to the school (priority being given to the shorter measurement).

DISTANCE

Distance will be calculated by the straight line measurement from the main gate of the home address of the applicant to the centre point ('centroid') of the preferred school. (All measurements are subject to prepositional accuracy changes)" On entering the address into the Admissions system the address is PAF (Postal Address File) matched against Address-Point® data held in the system. When an address is PAF matched the system looks up a 7 figure grid reference for that property known as an Address-Point® location coordinate (APLC) (e.g. 1234567,1234567). "An APLC is allocated to a point that falls inside the permanent building structure of an address, as shown in Ordnance Survey Land-Line data; in most cases the point will be within 0.1 metre on the ground of the Land-Line building seed." The distance from this point to the centroid (another 7 figure grid reference) is then calculated to the nearest 0.001 miles. The PAF file is updated every 3 months. PAF files are provided by the Post Office via a third party supplier. Address-Point data is provided by Ordnance Survey and updated annually.

Fair tie breaker

If two or more children with the same priority for admission live an indistinguishable distance from the school, but cannot both be admitted, then the available places will be decided by the casting of lots.

Registration at any nursery or pre-school unit will **not** be considered as a criterion for over-subscription and no priority will be given to such children.

Accepting a school place

Tuesday 2nd May 2017 is the deadline for parents to accept the place offered. Parents will be asked to reply to the Local Authority. If they do not respond by this date it will be assumed that the place offered has been declined. Reminder letters will be sent on 2nd May 2017 to parents who have not accepted the place offered. Parents are given seven days to respond.

Once an offer of a school place has been made, it may only be lawfully withdrawn in very limited circumstances, which include an offer of place based upon a fraudulent or misleading application. Where an offer of place is withdrawn, the application will be considered afresh, and a right of appeal offered if an offer of place is refused.

In-Year Admissions

Parents should apply via Warwickshire Local Authority, which coordinates admissions through the course of the year. Application details will be forwarded to the governing body for consideration. If the number of children already admitted to the appropriate year group is lower than the published admission number, a place will be offered. If there are more applications than places available in the year group concerned, the governing body will apply the admission criteria to all the applications and offer up to the admission number in criteria order. No admission will be made to Reception class over the PAN of 15 or to an infant class, where the regulatory class size limit of 30 children would be breached by doing so. The school combines year groups and therefore has an agreed admission number of 15 in each year group.

Application forms are available either in hard copy format or "on line" at www.warwickshire.gov.uk/admissions or by calling Warwickshire County Council Admissions Dept. on 01926 742037.

Where governors are not able to offer places, because to do so would exceed the year group PAN of 15 or the total class size of 30, governors will notify parents by refusal letter within two school weeks of the meeting where the decision was taken (excluding weekends, bank holidays, holidays) giving reasons why such a decision was taken and will provide parents with information on the appeal process to the Coventry diocese. Please see below for more details.

Fair Access

The governing body recognises its duty to work with the Local Authority during the course of the year to provide fair access for "hard to place" children, even where the school has already reached its published admission number – except where the infant class size limit of 30 pupils would be breached by doing so. These pupils may include children who have previously been permanently excluded from a school, children of

Traveller families, refugees and asylum seekers, and children on the Child Protection register. The protocol established by the Local Authority for this purpose is designed to ensure that such pupils are shared equally between schools in an area.

Appeals

Parents have a right of appeal to the Independent Admission Appeals Panel against the decision of the Governing Body to refuse application for a school place. The Independent Admission Appeals Panel is arranged by Coventry Diocesan Board of Education. Details of the appeals procedure are sent out with all refusal letters.

If you would like to make an appeal then please email your completed appeal form to Joanne Evans by emailing joanne.evans@covcofe.org. For further information please contact Joanne by email or by calling 01788 422 016.

An appeal form and the Appeals Code can be downloaded using this link www.covmat.org
Or you can request an appeal form from the school office.

Proposed In-Year Appeal Hearing Dates 2017

Friday 20th January

Monday 13th February

Friday 17th March

Tuesday 25th April

Friday 19th May

Friday 23rd June

Monday 17th July

Friday 15th September

Friday 13th October

Monday 20th November

Friday 15th December

Main Round Appeals – Primary

Primary Offer Day – Tuesday 18 April 2017

Deadline for lodging appeals – Monday 22 May 2017

Appeals received by 22 May 2017 must be heard by Friday 21 July 2017

Appeals received after 22 May 2017 will be heard by 21 July 2017 where possible, or within 30 school days of the appeal being lodged.

The deadline for submitting an appeal to be heard before the start of the new term in September is Tuesday 22 June 2017. It may not be possible to hear appeals received after this date prior the start of term. Please note no appeals will be heard between 31 July 2017 and 15 September 2017