Dunnington C of E VA Primary School

Admissions Arrangements 2026-2027

We Care, We Believe, We Succeed – Together

Our Christian Vision

'Encourage one another and build each other up' (1 Thessalonians 5: 11)

Our Vision is to place the child at the heart of everything we do. It is to work together, where everyone encourages each other to be a partner in learning.

We aim to provide a safe, happy, caring and stimulating community, where every child is given the opportunity to reach their true potential and to celebrate their successes. Within our learning environment, children will:

- develop a thirst for knowledge, they will be encouraged to raise questions and develop their thinking and learning skills.
- develop physically, emotionally and spiritually, ensuring they are equipped for the ever-changing and demanding world in which we live.

In our school we will:

- respect each other's beliefs
- care for each other and the environment
- connect with the wider community

In learning and teaching we will set high standards and aspire for excellence in everything we do, ensuring that our curriculum is relevant and purposeful. We are determined to create an inclusive culture of learning where all children are challenged in their thinking, discover their talents, achieve to the best of their abilities and become motivated and resilient life-long learners.

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Policy Approved by	Emma Daniell
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Signed By Chair of Governors (Emma Daniell)	
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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. Parents have the right to withdraw their children from the daily Christian act of worship and from Religious Education.

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 414143.

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 Headteacher during our working day. The school holds several Open Days during the Autumn Term.

The Governing Body reviews and publishes information concerning the school's admission policy. 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.

1. Aims

This policy aims to:

- Explain how to apply for a place at the school
- Set out the school's arrangements for allocating places to the pupils who apply
- Explain how to appeal against a decision not to offer your child a place

2. Legislation and statutory requirements

This policy is based on the following advice from the Department for Education (DfE):

- School Admissions Code 2021
- School Admission Appeals Code

The school is required to comply with these codes, and with the law relating to admissions as set out in the School Standards and Framework Act 1998.

3. Definitions

The **normal admissions round** is the period during which parents can apply for state-funded school places at the school's normal point of entry, using the common application form provided by their home local authority.

Looked-after children are children who, at the time of making an application to a school, are:

- In the care of a local authority, or
- Being provided with accommodation by a local authority in exercise of its social services functions

Previously looked-after children are children who were looked after, but ceased to be so because they:

- Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
- Became subject to a child arrangements order, or
- Became subject to a special guardianship order

This includes children who appear to have been in state care outside of England and have ceased to be in state care due to being adopted.

A child reaches **compulsory school age** on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

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

4. How to apply

For applications in the normal admissions round you should use the application form provided by your home local authority (regardless of which local authority the schools are in). You can use this form to express your preference for a minimum of 3 state-funded schools, in rank order.

You will receive an offer for a school place directly from your local authority.

5. Requests for admission outside the normal age group

Parents may seek a place for their child outside their normal age group if, for example, the child has experienced problems such as ill health or if they are moving from overseas and their child has not been educated in the English school system. This request should be in the form of a written letter of application to the Headteacher outlining the reason(s) why you wish your child to be considered to for admission into a class outside of their normal age group. You should enclose any supportive evidence and documentation, for example from professionals who have worked with your child. Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of each case and the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

- Parents' views
- Information about the child's academic, social and emotional development
- Where relevant, their medical history and the views of a medical professional
- Whether they have previously been educated out of their normal age group
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely
- The Headteacher's views

Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round. They will be considered on the basis of the admission arrangements laid out in this policy, including the oversubscription criteria listed in section 6. Applications will not be treated as a lower priority if parents have made a request for a child to be admitted outside the normal age group.

6. Allocation of places

6.1 Admission number

The school has an agreed admission number of 15 pupils for entry in Reception year.

6.2 Oversubscription criteria

All children whose Education, Health and Care (EHC) Plans name the school will be admitted before any other places are allocated.

If the school is not oversubscribed, all applicants will be offered a place.

In the event that the school receives more applications than the number of places it has available, places will be given to those children who meet any of the criteria set out below, in order, until all places are filled.

1. Highest priority will be given to looked-after children and all previously looked-after children who apply for a place at the school.
2. Siblings living within the priority area (see definitions)

   A child is considered in this category if an older sibling is attending the school at the deadline date, **and will continue to be 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.
3. Other children - children resident within the priority area who do not qualify under one of the criteria above.
4. Siblings living outside the priority area

   A child is considered in this category if an older sibling is attending the school at the deadline date, **and will continue to be 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.

5. Other children living outside the priority area. 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).

6.3 Multiple births

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

6.4 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.

6.5 Tie break

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: random, sealed envelopes with name of one child per envelope will be prepared with numbers assigned to pupils. Numbers will then be drawn from an electronic randomiser.
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.
Parents must reply to the Local Authority and accept the place offered by their deadline. If they do not respond by this date it will be assumed that the place offered has been declined.
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.

6.6 Children below compulsory school age

Where children below compulsory school age are offered a place at the school, they will be entitled to attend the school full-time in the September following their fourth birthday.

Parents may defer their child's entry to the school until later in the school year but not beyond the point at which the child reaches compulsory school age, and not beyond the beginning of the final term of the school year the offer was made for.

Where the parents wish, and in agreement with the Headteacher, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

6.7 Challenging behaviour

We will not refuse to admit a child on behavioural grounds in the normal admissions round or at any point in the normal year of entry. We may refuse admission in certain cases where the specific criteria listed in the School Admissions Code (paragraph 3.8) apply, i.e. where section 87 of the School Standards and Framework Act 1998 is engaged.

We may refuse admission for an in-year applicant for a year group that isn't the normal point of entry, only in such a case that we have good reason to believe that the child may display challenging behaviour that may adversely affect the provision we can offer. In this case, we will refer these pupils to the Fair Access Protocol. We will not refuse admission on these grounds to looked-after children, previously looked-after children and children with EHC plans listing the school.

6.8 Fair Access Protocol

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.

6.9 Waiting Lists

It is not possible to register interest with the school on a 'waiting list' before the admissions round. 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, 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. This waiting list will operate for the remainder of the school year.

7. 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 414143.

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.

8. Appeals

If your child has been refused a school place, you have a legal right to appeal the decision.

Appeals are organised by Warwickshire County Council and will be heard by an independent appeals panel. To submit an appeal go to the Warwickshire County Council website: https://www.warwickshire.gov.uk/school-admissions-appeals/appeal-outcome-school-placement and complete the online form.

If you require a paper form, please telephone school appeals on 01926 412954 or email: schoolappeals@warwickshire.gov.uk to request a form.

Details of the appeals procedure are sent out with all refusal letters.

9. Monitoring Arrangements

This policy will be reviewed and approved by the Governing Board every year.

Whenever changes to admission arrangements are proposed (except where the change is an increase to the agreed admission number), the governing board will publicly consult on these changes. If nothing changes, it will publicly consult on the school's admission arrangements at least once every 7 years.