

# Pott Shrigley Church School



*'A place to learn, a place to grow, a place to be me'*

## **ADMISSIONS POLICY 2018-2019**

All requests for admission are considered by the Governors of Pott Shrigley Church School. The timetable for admission is set out in the Local Authority's brochure.

The planned admission number for Reception is six. Where the number of applications exceeds the number of places available, then priority will be given in the order set out: -

1. Looked after children and previously looked after 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).
2. Children living in the parish of Pott Shrigley.
3. Children having a sibling already attending, and continuing to attend, the school at the time of admission.
4. Children whose parents are faithful worshippers at St Christopher's Church, Pott Shrigley.
5. Children whose parents are faithful and regular worshippers at any other Christian Church affiliated to Churches Together in Britain and Ireland.
6. Distance. Pupils living nearest to the school measured using an Ordnance Survey address-point system which measures straight line distances in miles from address point of the school to the address point of the place of residence.

### **Notes**

- (a) A parent is any person who has parental responsibility or care of the child. Where admission arrangements refer to 'parent's attendance at church' it is sufficient for just one parent to attend.
- (b) Siblings include step, half, foster, adopted brothers and sisters living at the same address and full brother and sister living apart.
- (c) Where the above criteria are not adequate to distinguish between requests for admission which cannot all be accepted without exceeding the admission limit, priority will be decided on the basis of the distance from the school to home measured using Ordnance Survey address point system those living nearest being given priority. Where

there are two children with the same distance then a random allocation undertaken by an independent body will be used to decide on admission.

- (d) All children with birthdays between 1 September 2013 and 31 August 2014 are admitted in September. For children with a birthday after Christmas or after Easter parents may defer entry until later in the year and the headteacher should be consulted if this option is being considered.

Applications for admission to the school should be made on the common application form enclosed with the Local Authority's brochure.

### **Late applications for admission**

Applications received after the closing date will be recorded as 'late' and considered after all on-time applications unless the Local Authority confirms that the reasons presented in support of the late submission justify the application being considered alongside on-time applications. Reasons can include exceptional medical reasons preventing an earlier application or late removal into the area. Reasons must be presented at the time of application and supporting documentation must be provided, which must be received by the dates specified in the Local Authority's Co-ordinated Scheme key dates, part two.

### **Waiting list**

Where we have more applications than places, the admissions criteria will be used. Children who are not admitted will have their name placed on a waiting list on written request. The names on this waiting list will be in the order resulting from the application of the admissions criteria. Since the date of application cannot be a criterion for the order of names on the waiting list, late applicants for the school will be slotted into the order according to the extent to which they meet the criteria. Thus it is possible that a child who moves into the area later to have a higher priority than one who has been on the waiting list for some time. If a place becomes available within the admission number, the child whose name is at the top of the list will be offered a place. This is not dependent on whether an appeal has been submitted.

This waiting list will operate until the end of the autumn term.

The school belongs to the Bollington Family of Schools and The Poynton, Disley and Adlington partnership

### **Address of pupil**

The address used on the school's admission form must be the current one at the time of application. If the address changes subsequently, the parents should notify the school. Where the parents live at different addresses, the current-at-the-time-of-application, normal address of the child will be the one used. This will normally be the one where the child wakes up for the majority of Monday to Friday mornings. Parents may be asked to show evidence of the claim that is being made for the address, e.g. utility bills of various sorts showing the child's address as the one claimed. Where there is dispute about the correct address to use, the governors reserve the right to make enquiries of any relevant third parties, e.g. the child's GP. For children of UK Service personnel and other Crown Servants returning to the area proof of the posting is all that is required.

### **In Year admissions**

Applications for school places 'in year' are for admission after the first day of the school year into any year group. You will need to complete the Local Authority in year application form from their website, which will be forwarded to the school to process. Hard copies of the application form can be found in the "In Year Admissions" booklet or contact 0300 123 5012.

### **Appeals**

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 appeal panel, set up under the School Standards and Framework Act, 1998, as amended by the Education Act, 2002. **Parents should notify the clerk to the governors at the school within 20 school days of receiving the letter refusing a place.** Parents will have the opportunity to submit their case to the panel in writing and also to attend in order to present their case. You will normally receive 14 days' notice of the place and time of the hearing.

If your child was refused a place in Reception or Key Stage 1 because of Government limits on Infant class sizes, the grounds on which your appeal could be successful are limited. You would have to show that the decision was one which in the circumstances no reasonable governing would have made, or that your child would have been offered a place if the governors' admissions arrangements had been properly implemented.

Please note that this right of appeal against the governors' decision does not prevent you from making an appeal in respect of any other school.

### **Fraudulent applications**

Where the governing body discovers that a child has been awarded a place as the result of an intentionally misleading application from a parent (for example a false claim to residence in the catchment area or of involvement in a place of worship) which effectively denies a place to a child with a stronger claim, then the governing body is required to withdraw the offer of the place. The application will be considered afresh and a right of appeal offered if a place is refused.

### **Deferred admission**

If your child is due to start school during the next academic year, it is important that you apply for a place for September. Parents may defer entry for children with a birthday after Christmas or Easter until later in the year and the Head Teacher must be consulted if this option is being considered. However, it is likely to be in your child's interest to start no later than January.

### **Multiple births**

Where there are children of multiple births wishing to be admitted the governors may admit over the infant class requirement if it is possible to do so.

If these arrangements are determined where consultation has not followed due process, then the school/Governing Body may be open to challenge through the Office of the School Adjudicator.

Date: 16<sup>th</sup> November, 2017.