



**Bishop David
Sheppard**

CE Primary School

Following Jesus, together we succeed

Admissions Policy

Date: October 2021

Renewal Date: October 2024

This policy has been adopted with the approval of the Governing Body. It will be renewed on a regular basis. This policy reflects the ethos of the articles agreed at the U.N. convention on the Rights of the Child.

Making an application

Applications should be made on-line by using both the common application form and the Supplementary Form. It is not normally possible to change the order of preferences for schools after the closing date.

Letters informing parents of whether or not their child has been allocated a place will be sent out by the Local Authority. Parents of children not admitted will be informed of the reason and offered an alternative place by the Authority.

Admission procedures

The number of places available for admission to the Reception class will be a maximum of 30. This arrangement follows consultation between the Governing Body, the Diocesan Board of Education, Local Authorities and other admissions authorities in the area. The Governing Body will not place any restrictions on admissions to the Reception class unless the number of children for whom admission is sought exceeds this number. By law, no infant class may contain more than 30 children.

The Governing Body operates a system of equal preferences under which they consider all preferences equally and the Local Authority allocates places according to its policy. In the event that there are more applicants than places, and after the admission of pupils with an Education, Health and Care Plan which names the school, the Governing Body will allocate places using the following criteria, which are listed in order of priority:

- 1.** Children in public care and previously looked after children.

This includes any "looked after child", "previously looked after children" and any child who was previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order. 'Looked after' means that the child was (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.

This criteria also includes looked after children and all previously looked after children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

2. Children who have a sibling currently attending the school and who will still be there at the start of the new academic year.
3. Children whose parents/guardians are members of the Church of England and attend St Simon and St Jude's Church at least once a month. A reference/letter of support from a member of the clergy will be required.

"In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admissions arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship. It is necessary for a parent to have attended at least once a month for at least 12 months in the 12 months previous to the application being made in order for the criteria to be met."

4. Children whose parents/guardians are members of a 'Christian Church' (any Church in membership with, or sharing the statement of belief of Churches Together in Britain and Ireland, or in full sympathy with its Trinitarian stance) and who attend Church at least once of month. A reference/letter of support from the clergy will be required.

"In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admissions arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship. It is necessary for a parent to have attended at least once a month for at least 12 months in the 12 months previous to the application being made in order for the criteria to be met."

5. Proximity of home to school (*this is determined by measuring the shortest route walking distance from the child's home to the nearest school gate using the methodology of measurement adopted by the Local Authority*).

Note:

- **Sibling includes step, half, foster and adopted siblings living at the same address.**
- **Parent is defined as the person with parental responsibility**

Late applications for admission

Where there are extenuating circumstances for an application being received after the last date for applications, and it is before the governors have established their list of pupils to be admitted, then it will be considered alongside all the others.

Otherwise, applications which are received after the last date will be considered after all the others, and placed on the waiting list in order according to the criteria.

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. 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.

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. identity cards 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.

Non-routine admissions

It sometimes happens that a child needs to change school other than at the usual time; such admissions are known as non-routine admissions. Parents wishing their child to attend this school should arrange to visit the school. They will be provided with an application form once they have a definite local address. If there is a place in the appropriate class, then the governors will arrange for the admission to take place. If there is no place, then the admissions committee will consider the application and information about how to appeal against the refusal will be provided. Appeals for children moving into the area will not be considered until there is evidence of a

permanent address, e.g. exchange of contracts or tenancy agreement with rent book.

Please note that you cannot re-apply for a place at a school within the same school year unless there has been relevant, significant and material change in the family circumstances.

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 14 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. If your child's fifth birthday is between the months of September and December, then, if you wish it, admission may be deferred until January; if it is between January and April, then admission may be deferred until the start of the summer term though it is likely to be in your child's interest to start no later than January.

Twins

Where there are twins or children from multiple births wanting admission and there is only a single place left within the admission number, then the governing body will follow the policy adopted by the LA and admit the other sibling/siblings.

Admissions arrangements for pupils with disabilities

Children are admitted to Bishop David Sheppard CE (A) Primary School according to our Admissions Policy. The admission of pupils with disabilities is the same as those applied to pupils without disabilities. The school complies fully with the Equality Act 2010 and the School Admissions Code 2012 in relation to the arrangements for the admission of disabled pupils. Where the school is oversubscribed, all children are admitted in accordance with the published oversubscription criteria. Where a child is disabled the school will make reasonable adjustments and provide aids or services to ensure no disabled child is placed at sustainable disadvantage compared to other pupils. Parents of children with disabilities are advised to speak to us prior to admission to discuss any reasonable adjustments required so school can plan accordingly.