

CHRIST CHURCH (CofE)  
PRIMARY SCHOOL

ADMISSIONS POLICY 2018

The governing body of Christ Church Voluntary Aided Church of England School is the Admissions Authority for the school and they intend to admit up to 30 pupils to the Reception year group in September.

The school is open to receive applications for admissions from the parents of all children. We must give priority to children in the care of the local authority (looked after children) or that were previously looked after, but immediately after being looked after became subject of an adoption, residence or special guardianship order (see definitions). Children with a Statement of Special Educational Need or with an Educational, Health and Care (EHC) Plan that names the school will always be offered places. In the event of the number of applications exceeding the number of places available, priority will be given to applications in the order of priority indicated below.

Over-subscription criteria

1. 'Looked after' children in the care of the local authority or children that were looked after by the local authority and immediately after that became subject to an adoption, residence or special guardianship order (see definitions)

**Definitions**

A **'looked after child'** is a child who is in the care of a local authority in accordance with section 22 of the Children Act 1989 at the time of application for admission to school is made and whom the local authority has confirmed will still be looked after at the date of admission.

An **adoption order** is an order made under section 46 of the Adoption and Children Act 2002.

A **residence order** is an order outlining the arrangements as to the person with whom the child will live under section 8 of the Children Act 1989

A **special guardianship order** is an order appointing one or more individuals to be a child's special guardian or guardian.

2. Children who have special or medical needs or other special circumstances which make attendance at Christ Church vital. Evidence from a doctor or other registered professional must set out why this school is the most suitable school and the difficulties that would be caused if the child had to attend another school.
3. Children with a brother or sister, half brother or sister, adopted brother or sister or relative through a parents partner living at the same address at the time they would be admitted to the school.

4. Children of one parent worshipping weekly at the Parish of Christ Church.
5. Children of parents worshipping in another Christian Church who wish their child to attend this school because of its Christian foundation.
6. Children of parents of another faith seeking a faith based ethos.
7. Children who live in the Parish of Christ Church.
8. Other children.

### Tie-breaker

Where there are places available for some but not all applicants within a particular criterion, distance from home to school will be the deciding factor, with preference given to those whose home address is nearest to the school, when measured in a straight line (ie. As the crow flies, using the local authorities computerised measuring system). Distance will be measured in a straight line from a single fixed point of the home address (including flats) to the central point of the school using the Local Land and Property Gazetteer and the Council's Geographical information system (GIS/ONE). In the case of flats if there is more than one home address with the same measurement the flat with the lowest number will be offered the place. In all other cases of the same measurement, random allocation will be used.

### Waiting list

A waiting list will be maintained for one term in the academic year. In the event of a place becoming available in the appropriate class during the year and there being more applicants on the waiting list than places available, the selection criteria and tie-breaker indicated above will apply.

### Nursery Admissions

Children can be eligible to start Nursery from their third birthday. In the case of the Nursery being full, places will be allocated to those children in the year before their Reception year only. Following that, our school over subscription criteria will apply. This may mean that Looked After, SEN or children with brothers or sisters already in school may get a place before children who are older. We will also have termly intake provision for any child benefitting from a place when they have just turned three in January. Attendance at the school's Nursery does not guarantee a place in the Reception Class.

### Notes

- If applicants are seeking admission under criterion 4, 5 or 6 above they will be asked to provide evidence that a parent worships weekly eg. a letter from the incumbent.
- If applicants are seeking admission under criterion 1 above they will be asked to provide appropriate evidence eg. a letter from a doctor or specialist. The governors must be satisfied that there is a specified medical reason which makes attendance at this school essential.

- Nursery admissions are entirely separate and parents are asked to note that attendance at the school's nursery does not guarantee a place in the reception class.
- Parents who are refused a place have a statutory right of appeal. Further details of the appeals process are available by writing to the Chair of Governors at the school address.
- If a place is offered on the basis of false information (eg. address or Church attendance) or if parents do not respond within the stated timescale to the offer of a place the governing body reserves the right to withdraw their offer.

### Admission of children below compulsory school age and deferred entry to school

The School Admissions Code 2014 requires school admission authorities to provide for the admission of all children in the September following their fourth birthday. However, a child is not required to start school until they have reached compulsory school age following their fifth birthday. For summer born children (**those born after 1 April**) this can sometimes be almost a full school year after the point at which they could first be admitted.

Some parents may feel that their child is not ready to start school in the September following their fourth birthday. Parents are entitled to request in writing that:-

- their child attends part-time until they reach compulsory school age, or
- that the date their child is admitted to school is deferred until later in the same academic year or until the term in which the child reaches compulsory school age. The school will hold any deferred place for the child, although, in the majority of cases, we find that children benefit from starting at the beginning of the school year, rather than part way through it.
- that the date their child is admitted to school is deferred until the term after the child reaches compulsory school age.

**The child must, however, start school full-time in the term after their fifth birthday.**

If parents of summer born children wish to defer entry, as outlined above, and wish them to be admitted to the Reception Year in the term following their fifth birthday, rather than year 1, then parents **should apply at the usual time for a Reception place in the September of the next academic year**. This application should be accompanied by a written request that the child is admitted outside of his or her normal age group to the Reception Year in September the following year. The letter must provide supporting reasons for seeking a place outside of the normal age

group. This should be discussed with the Head Teacher as soon as possible and a decision, either way, given before the national offer day.

If their request is agreed, then their application for the normal age group may be withdrawn before any place is offered and they should reapply in the normal way for a Reception place in the following year. Parents must be made aware that re-application for a Reception place in the following year will be **subject to the normal over-subscription criteria in this policy.**

If their request is refused, the parents must decide:

- a. whether to wait for any offer of a Reception place in the current academic year. Which will still be subject to the over-subscription criteria in this policy; or
- b. to withdraw their application and apply for a year 1 place the following year. Parents should be aware that the Year 1 group may have no vacancies, as it could be full with children transferring from the previous Reception Year group.

Further information/advice on the admission of summer born children is available on the school's website and North Tyneside Council's website at [www.northtyneside.gov.uk](http://www.northtyneside.gov.uk)

Requests from parents for places outside a normal age group will be considered carefully e.g. for those who have missed education due to ill health. Each case will be considered on its own merits and circumstances. However, such admissions will not normally be agreed without a consensus that to do so would be in the pupil's interests. It is recommended that parents discuss their wishes with the head teacher in advance of applying for a place. The governors may ask relevant professionals for their opinion on the case. It should be noted that if a place in the requested age group is refused, but one in the normal age group is offered then there is no right of appeal.

The school finds it very helpful to have an early indication of the number of children to be admitted to the reception class the following September. However, it must be stressed that formal written applications for admission must be made on the form provided by the local authority and returned to the authority by the stated date. Places will then be allocated by strict application of the above criteria, with no reference to the date of application. Parents will be notified as to whether or not their child has been allocated a place by the Local Authority.

Signed \_\_\_\_\_ Chair of Governors

Date \_\_\_\_\_