

# **Grayrigg Church of England Voluntary Aided Primary School**

## **2017/2018 Admission Arrangements**

### The Admissions Number

The Governors of Grayrigg Church of England Aided Primary School are the Admissions Authority. Following Consultation with the Diocesan Board of Education and the Local Authority the Governors have set the published admission number for access to the reception class as 8.

### The Closing Date for Applications

An application for admission to our School can be made on the Local Authority's website and the 'Starting School in Cumbria' booklet is available to view/download from the website. A copy is also sent to each primary school should a parent ask to see it. If you wish your application to be considered under the faith criteria then please also complete the supplementary form. The application closing date for entry in **September 2017 is the 15<sup>th</sup> January 2017**.

Parents are encouraged to state three preferences on the application form. The Governors operate a system whereby they consider all preferences equally. Places are allocated according to the Admissions Policy and the Local Authority's Coordinated Admissions Scheme. Parents will be notified of their child's allocated school place by the Local Authority. Parents of those children not offered a place will be informed of the reasons and offered an alternative school by the Local Authority.

### The Admissions Policy

In the event that there are more applicants than places the Governors will allocate places using the following criteria. These are listed in order of priority.

1. Children who are in Public Care or who have been adopted but were formerly in Public Care. A child in public care is defined as a child who is looked after by the Local Authority within the meaning of section 22 of the Children's Act 1989. Previously looked after children are children who were looked after but ceased to be so because they were adopted [or became subject to a child arrangements order of special guardianship order).
2. Children who have physical and/or medical needs who would be disadvantaged by travelling to another school. Written evidence from an appropriate professional would be required for the Governors to consider admissions in this category.
3. Children living within the catchment area (a map of the catchment area is available in school) having brothers and sisters attending our School at the time of their admission giving priority, if necessary, to those children with the youngest siblings. Brothers and sisters are those living at the same address including step and foster children.

4. Children living within the catchment area who with their parents attend on a regular basis, i.e. at least once a month, a church recognised by Churches Together in Britain. Attendance may be at more than one church.
5. Children living within the catchment area.
6. Children living outside the catchment area having brothers and sisters attending our School at the time of their admission giving priority, if necessary, to those children with the youngest siblings. Brothers and sisters are those living at the same including step and foster children.
7. Children living outside the catchment area who with their parents attend on a regular basis, i.e. at least once a month, a church recognised by Churches Together in Britain. Attendance may be at more than one church.
8. All other children

The criteria outlined above will be strictly followed there being one exception. If a child has an Education, Health and Care Plan or Statement of Special Educational Needs naming Grayrigg CE Voluntary Aided Primary School then irrespective of the criteria the child will be admitted as in these circumstances the Governors have a statutory duty to admit the child concerned.

#### Tie Break

Except in sections 3 and 4 above where there are more applicants than places available in any category then the distance will act as a determining factor. The distance is measured from the child's home front door to the main entrance of the school. The distance is determined by a straight line measurement on a map. The Governors will use the Local Authority measuring system to ensure consistency of measurement. The closest addresses will have priority.

#### Address of Pupil

The address on the application form must be the current one at the time of application. Where a child can live at more than one address the home address is to be the one where the child sleeps and thus wakes up for all or the majority of the school week. Where there is any doubt the Governors reserve the right to verify the information provided by the parent(s), for example, through the GP or the child benefit address.

#### Successful Applications

Last year the Governors of Grayrigg CE Aided Primary School were able to admit all the pupils whose parents applied.

#### Late Applications

Parents are able to make changes to their application should they change address and provide evidence of this to the Local Authority by **21<sup>st</sup> February 2017**.

#### Waiting List

Those children who are not offered a place may, if the parents so wish, be placed on a waiting list. The names will be placed on the list in order of the admissions criteria.

Late applicants will be slotted into the list according to the admissions criteria. It is thus possible for a child recently arrived in the area to have a higher priority than a child who has been on the waiting list for some time. Irrespective of whether an appeal has been submitted, if a place becomes available it will be offered to the child at the top of the list. For the reception class the waiting list will remain open until the end of the Autumn Term.

### In Year Admissions

In year admissions are those which occur outside the "normal" admissions time. Parents who wish their child to attend Grayrigg CE Aided Primary School should visit our School. If we have a vacancy in the relevant year and the parents have an appropriate address they will be provided with admission details. In the event of no vacancies and an appeal being made the latter will not be heard until the appropriate address is confirmed. The Local Authority will coordinate a non routine admission.

### Deferred entry to reception class

Parents and carers of children under the age of 5 on the entry date should note that they may request that entry is deferred until the commencement of the term in which the fifth birthday occurs. The latest date for entry is the first day of the **2018 summer term**.

### Fraudulent Applications

If the Governors of Grayrigg CE Aided Primary School discover that a child has been awarded a place as a result of an intentionally misleading application from a parent, for example, an incorrect address and as a result it effectively denies a place to a child with a stronger claim then the Governors will withdraw the offer of a place. The Governors will reconsider the application and the right of appeal offered if a place is refused.

### Appeals Procedure

If the Governors are unable to offer your child a place because of over subscription you as a parent have a right of appeal under the Schools Standards and Framework Act of 1998 as amended by the Education Act 2002. You should notify the Clerk to the Governors at Grayrigg CE Aided Primary School within 28 days (20 school days) of receiving the letter refusing a place. As a parent you will have the opportunity to submit your case to an independent (of the Governors) appeals panel both in writing and in person. You will normally receive 14 days (10 school days) notice of the time and venue for the appeal hearing. An independent appeal will be organised on behalf of the Governors by the Legal and Democratic Services Unit at Carlisle.

If your child was refused a place in a reception or key stage one class because of Government limits on infant class size the grounds on which your appeal could be successful are limited. You would have to show that the decision was one which no reasonable governing body would have made or that your child would have been offered a place if the governors' admissions policy had been properly implemented. The right of appeal does not prevent you from making an appeal in respect of any other school.

### Multiple Births

The Governors of Grayrigg CE Aided Primary School will ensure as far as possible that twins, triplets or those children born in the same year are not separated. Such children will be given priority in any particular category and the published admission number may be exceeded to allocate places for multiple birth children.

The admission of your child to our School is not dependent on your ability or willingness to make financial contributions.

Grayrigg CE Aided Primary School encourages children to walk to school but for those living further away a school bus service is provided.

Signed \_\_\_\_\_ Head teacher

Signed \_\_\_\_\_ Chair Of Governors

Date \_\_25.11.2015\_\_\_\_\_

This Policy will be reviewed by February 2017 for 2018-19 admissions.

**Grayrigg Church of England Voluntary Aided Primary School.**

Supplementary form to be used if you wish your application for admission to be considered on faith grounds.

Name of your child:-

Surname \_\_\_\_\_ Forenames \_\_\_\_\_

Date of Birth \_\_\_\_\_ Boy  Girl

Name of parent(s)/carer(s)/guardian(s) \_\_\_\_\_

Address \_\_\_\_\_

Post Code \_\_\_\_\_ Telephone Number (daytime contact) \_\_\_\_\_

The name of an older sibling who will still be attending our School at the date of the proposed admission. \_\_\_\_\_

The place(s) of Worship attended by at least one parent and the named child.

The name of the place(s) of Worship. \_\_\_\_\_

Address \_\_\_\_\_

The name of the Vicar/Priest/Minister/Faith Leader \_\_\_\_\_

Address + Postcode \_\_\_\_\_

Worship Attendance:

How frequently do you attend worship with your child?

Weekly  Fortnightly

For how long have you been so attending?

One Year  Two Years  Three Years or more

Your Church leader will be contacted to confirm the details on this form.

Signed (Parent/Carer/Guardian) \_\_\_\_\_