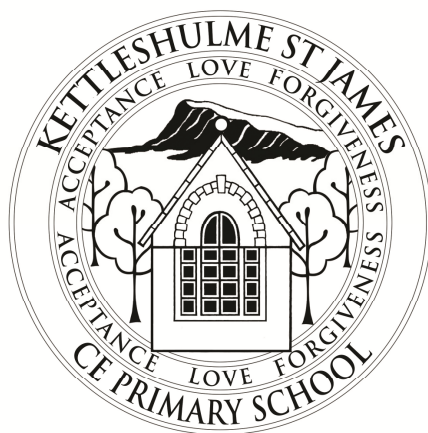


Kettlehulme St James Primary School



Admissions Policy

Kettleshulme St James Church of England VA Primary School

ADMISSION POLICY 2019/2020

Parents should be aware before applying that in this school RE, collective worship and our whole ethos are based on the teachings of the Church of England.

Applications for admission to the school should be made on the common application form enclosed with the Local Authority's brochure between 1 September 2018 and 15 January 2019.

Applications may also be made on-line. It is not normally possible to change the order of your 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 on 16 April 2019. Parents of children not admitted will be informed of the reason and offered an alternative place by the Authority and the right of appeal.

The number of places available for admission to the Reception class in the year 2019 will be a maximum of 9. 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 thirty 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, the governing body will allocate places using the following criteria, which are listed in order of priority:

1. Looked After Children and previously looked after children.
2. Children living in the valley of Kettleshulme (as defined on the school map available from the school).
3. Children who have a sibling attending the school at the time of admission.
4. Children baptised in the Trinitarian Churches (Trinitarian Churches being members of Churches together in Britain and Ireland) and resident in the ecclesiastical parish of Whaley Bridge (a map is available from the school). **(evidence of baptism should be included with the application form)**
5. Distance from the child's home to school 'measured by using an ordnance survey address-point system, as used by the local authority'.*

**This criterion is used as a "tie-breaker" for criteria 2, 3 and 4.*

NB Children with a statement of Special Educational Needs or Education, Health and Care Plan naming the school will be admitted regardless of above criteria.

If there are not enough places to admit all applicants meeting any one criterion, the governors will apply the subsequent criteria, in order of priority, to all these applicants.

Notes

- (a) A map showing the boundaries is available from the school.
- (b) Siblings include step, half, foster, adopted brothers and sisters living at the same address and full brother and sister living apart.
- (c) All children with birthdays between 1 September and 31 August 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.

Admissions information:

Last year the school was able to admit all pupils whose parents applied.

Late applications for admission

Where there are extenuating circumstances for an application being received after the closing 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. A waiting list will be kept until at least the end of the autumn term.

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

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 one used 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. documentation 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. 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 'normal' time; such admissions are known as non-routine or in-year admissions. The Local Authority no longer co-ordinates the in-year applications. Applications are received and processed by the school, who will respond in writing to the parents.

NB Children with a statement of Special Educational Needs or Education, Health and Care Plan naming the school will be admitted regardless of above criteria.

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 10 school 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. However if your child's fifth is between January and April, then admission may be deferred until the start of the summer term, although it is likely to be in your child's interest to start no later than January.

Twins

Where there are twins wanting admission and there is only a single place left within the admission number, then the governing body will exercise as much flexibility as possible within the requirements of infant class sizes. If only one place can be offered then parents will be advised that random allocation will be undertaken by an independent body, in order to decide which child is offered a place, with parents informed of their legal right of appeal for the other child/ren.