



# The Village Federation of Carsington & Hopton and Kirk Ireton Primary Schools



## **Admissions Policy for Pupils Applying to the Village Federation during the 2017/2018 Academic Year**

### **1 Introduction**

- 1.1 The governing body of The Village Federation applies the regulations on admissions fairly and equally to all those who wish to attend either Carsington & Hopton or Kirk Ireton Primary School. The School Standards and Framework Act 1998 introduced a new framework for school admissions as of September 2000. This policy conforms to the regulations that are set out in that Act and also further explained in the statutory School Admissions Code of Practice and the statutory Appeals Code of Practice.

### **2 Aims and objectives**

- 2.1 We are an inclusive school that welcomes children from all backgrounds and abilities.
- 2.2 All applications will be treated on merit and in a sensitive manner.
- 2.3 The only restriction we place on entry is that of number. If the number of children applying for entry exceeds the places available, we enforce the procedure set out below for each school, in order to determine whether a child is accepted or not. It is our wish to allow parents the right to have a place at the school of their choice. However, this is not always possible, due to the excess demand on the school places available. The process for deciding admissions to each school differ due to one school being controlled by the Local Authority (Kirk Ireton) and one school being a Voluntary Aided School (Carsington)
- 2.4 The level of ability of a child or any special needs that s/he may have plays no part in the admissions policy of this school except where a child has a statement of special educational needs (SEN) or Education, Health and Care (EHC) plan that names the school, in which case that child will be admitted.

### **CARSINGTON & HOPTON C. OF E. (AIDED) PRIMARY SCHOOL - ADMISSIONS STATEMENT**

Where the number of applications exceeds the published number (PAN) of 7 pupils then the governing body will allocate places based on the following criteria:

- 1) Children in care.
- 2) Children having a statement of special educational needs, which specifies the school.
- 3) Children of parents resident in the Parishes of Carsington and Hopton (or beneficial area) where the school is situated (map with parish boundary available in school).
- 4) Children who have brothers or sisters who will be attending the school at the time of admission (brothers or sisters include half-brothers and sisters, children legally adopted into the family and step-brothers or step-sisters residing in the same family unit).
- 5) Children of whom at least one parent or carer has regularly (A) worshipped at a church within Wirksworth Team Ministry (B) for a period of at least one year prior to the date of application (C).
  - A. Regular means an average attendance of once per month.
  - B. A list of churches within Wirksworth Team Ministry is available in school.
  - C. Church attendance must be verified by a letter from the relevant priest, minister or churchwarden.
- 6) Other children not included in the above.

In the event of over-subscription, where in the case of criteria 3, 4, 5 or 6, choices have to be made between children satisfying the same criteria, those children living nearest to the school would be given priority, measured by the nearest available route using the Derbyshire County Council's Children and Younger Adults Service Geographic Information System (GIS).

### **KIRK IRETON C. OF E. (CONTROLLED) PRIMARY SCHOOL - ADMISSIONS STATEMENT**

Where the number of applications exceeds the published number (PAN) of 7 pupils then the governing body will allocate places based on the following criteria:

- 1) Children in care.
- 2) Children having a statement of special educational needs, which specifies the school.
- 3) Children of parents resident in the catchment area of Kirk Ireton (or beneficial area) where the school is situated (map with catchment boundary available in school).
- 4) Children who have brothers or sisters who will be attending the school at the time of admission (brothers or sisters include half-brothers and sisters, children legally adopted into the family and step-brothers or step-sisters residing in the same family unit).
- 5) Other children not included in the above.

In the event of over-subscription, where in the case of criteria 3, 4 or 5, choices have to be made between children satisfying the same criteria, those children living nearest to the school would be given priority, measured by the nearest available route using the Derbyshire County Council's Children and Younger Adults Service Geographic Information System (GIS).

### **3 How parents can apply for their child to be admitted to either school**

- 3.1 As our schools are community schools, the school determines the admission arrangements in agreement with the LA. The LA is therefore the 'Admissions Authority' for our school. The regulations for entry to each school, where the Admissions Authority is the LA, are published each year by the LA. Parents can receive a copy of these regulations directly from the LA.
- 3.2 The LA publishes a composite admissions prospectus each year, which gives information about how parents can apply for a place in the school of their choice. Parents have a right to express a preference for the school of their choice and they should do so on the application form. Expressing a preference does not, in itself, guarantee a place at this school. Application forms can be obtained from the Education Department of the LA and should be completed by the date stipulated on the forms. The school notifies parents about the school place as soon as all the applications have been considered.
- 3.3 In this area, children enter the school in the academic year they become five. There is one admissions date per year, early in September (i.e. at the start of the school year). Therefore, parents who would like their child to be admitted to this school during the year their child is five should ensure that they complete the necessary application form and return them in accordance with Derbyshire's Co-ordinated Admissions Scheme Intake Timetable – details of which are available at [www.derbyshire.gov.uk/admissions](http://www.derbyshire.gov.uk/admissions).
- 3.4 **Deferred and part-time entry**  
The School admits children to the Reception class in the September of the school year in which a child attains the age of 5 years. (The school year runs from 1 September to the 31st August.) All parents/carers are entitled to a full-time place for their child in the Reception class from September, but may defer entry until the beginning of the term after their child is five years old (i.e. when the child reaches compulsory school age) or until the beginning of the Summer term whichever is earlier. Children may attend part-time until their child reaches compulsory school age. Parents/carers who have been offered a place at the school and wish to defer entry for their child and/or attend part-time must put this in writing to the Headteacher at the earliest opportunity and before the start of the Autumn term.

### **3.5 Education out of normal (chronological) age group**

Children are normally educated in school with others of their age group; however, in exceptional circumstances parents/carers may seek a place outside of their child's normal age group. Decisions will be made on the basis of the circumstances of each case. Parents/carers must state clearly why they feel admission to a different year group is in the child's best interests and may provide recent professional evidence to support this. Further details of how to make such a request are available from the school.

## **4 Admissions appeals**

4.1 If we do not offer a child a place at this school, it is because to do so would prejudice the education of other children by allowing the numbers of children in the school to increase too much.

4.2 If parents wish to appeal against a decision to refuse entry, they can do so by applying to the LA. An independent appeals panel then meets to consider all appeals by parents who have been refused a place at our school and who wish to appeal against this decision. An appeals panel's decision is binding for all parties concerned. If the appeal panel decides that we should admit a child to our school, then we will accept this and continue to do all we can to provide the best education for all the children at our school. (Details of appeal arrangements are set out in the Code of Practise on School Admissions Appeals, which came into force in February 2012)

## **5 The standard number**

5.1 The standard number is the number of children the school can admit. The standard number for Carsington is **7** and for Kirk Ireton is **8**. We keep this under review and the governors will apply to change the number if circumstances allow.

## **6 Infant class size**

6.1 We teach infant children (aged four to seven) in classes that have a maximum number of 30 children.

## **7 Review**

7.1 This policy will be reviewed annually with the Admissions Authority in the light of any changed circumstances in our schools or the local area.

The school will follow the LA's coordinated scheme for matters such as waiting lists, late applications, appeal dates etc. Individual pupils who have a statement of special educational needs which names the school will be admitted.