



## ADMISSION POLICY 2018 - 19

Our school is a Church of England Aided School - this means that the members of the Parish Churches and the Diocese of Chester have contributed towards the building of the school and continue to make contributions towards its upkeep. Our school was set up to replace seven village schools in the parishes of Eaton, Hulme Walfield, Lower Withington, Marton, North Rode, Siddington and Swettenham. The parish churches have strong links with the school and we feel it right that this is recognised in our Admissions Policy.

As a Church Aided School, Religious Education, collective worship and the whole ethos of the school are based on the teachings of the Church of England. **Parents who object to this may wish to consider their application to another school.**

As this is a Church Aided School, decisions about admission to the school are made by the School Governors (not the Local Education Authority or the Head teacher). However, on behalf of all schools, applications for admission to reception classes for September 2018 are co-ordinated centrally by the Local Authority. All application forms which name this school in the list of parental preferences are presented to the Governors for their consideration in due course. It is also necessary for parents to complete the school's own supplementary information form which contains questions pertaining to the school admission's criteria. These can be obtained from the school.

Applications for admission to the school should therefore be made on the common application form which is issued by the Local Authority and also on the School's own supplementary form between 1<sup>st</sup> September 2017 and 15<sup>th</sup> January 2018. Applications may also be made on-line by using both the common application form and the **supplementary form obtainable from the school**. It is not normally possible to change the order of your preferences for schools after the closing date. Whether application is made on paper or electronically, **both forms must be completed**.

Parents are asked to note the timetable set out below. It is essential for parents to adhere to this in order to have their application considered.

- ◆ All applications for admission to the school's reception class in September 2018 must be received by the Local Authority no later than 15<sup>th</sup> January 2018.
- ◆ Letters informing parents of the results of their application will be posted out to them by the local authority on 16<sup>th</sup> April 2018 and will be available online.

Each year the governors will admit 30 children into the Reception class.

This policy pertains to children whose parents are applying for a place at the 'normal' time i.e. a place in the reception class; however, please see the paragraph at the end of this document for non-routine admissions.

## ADMISSION CRITERIA

All applications will be assessed equally, using the criteria below.

1. A 'Looked After Child' or a child who was previously looked after but ceased to be so because they were adopted (or became subject to a residence, or special guardianship order). A looked after child is a child who is (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 (see the definition in section 22(1) of the Children Act 1989).
2. Children for whom advice from a medical practitioner or psychologist has been provided in support of admission to this school which, justifies admission to this school. The governors, will seek the views of the School Doctor or Educational Psychologist in the event of parents requesting admission on medical or psychological grounds.
3. Children resident in the ecclesiastical parishes of Eaton with Hulme Walfield, Marton, North Rode, Siddington and Swettenham and the former ecclesiastical parish of Lower Withington. Plus Children who are resident in Tidnock Avenue, Walfield Avenue, Lower Heath Avenue, Marton Close, Manchester Road (odd numbers only), Jackson Road (north side only), Giantswood Lane and Ascot Close. A map of the parish boundaries is available from the school on request.
- 4 Children who have a sibling in school who will still be attending school the following year.
- 5 Children who are resident outside the above-mentioned parishes but whose parents are faithful and regular worshippers in the above mentioned parishes. In these circumstances, the Governors reserve the right to contact the relevant incumbent in order to verify this information on the application form.
- 6 Children resident outside the above mentioned parishes whose parents are faithful and regular worshippers at their parish church or some other place of Christian worship as recognised by Churches Together in Britain and Ireland. In these circumstances, the Governors reserve the right to contact the relevant incumbent in order to verify this information on the application form.
- 7 Children resident outside the above mentioned parishes; priority being decided on the basis of the distance from school to home measured by a straight line using an Ordnance Survey address-point system which measures straight line distances in miles from address point of the school to the address point of the place of residence those living nearest being given first priority.

### Notes:

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 auxiliary aids or services where reasonable to ensure that no disabled child is placed at a substantial disadvantage compared to other pupils.

- (a) Admission to the Reception Class takes place in September. Children whose fifth birthday occurs between 1st September and the last day of August will commence school in September. The Admission Limit (Planned Admission Number) is 30 in the Reception Class, Year One and Year Two.
- (b) Parents may request the governors to consider deferring their child's admission to the Reception class until January 2019. *But you must reserve your place for the 2018/19 school year.*
- (c) Admission to the Reception Classes may be phased to include part-time attendance for a short introductory period for one week. Details of these arrangements will be supplied to parents prior to their children commencing full time schooling.
- (d) "Resident" refers to the child's permanent home at the proposed date of admission. The Governors may seek proof of a child's address. 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. 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.
- (e) "Sibling" means a brother or sister, or a step brother, step sister or other child normally resident at the same address, prior to the date of application and up to the date of admission.
- (f) "Faithful and Regular worship" is to be understood as at least once a month for the previous six months.
- (g) In the event of oversubscription for places each of the criteria will be applied in order of priority. In the event of the school being unable to accommodate all applicants from a particular category priority will be given to the applicants who live closest to the school measured by a straight line distance from school to the home address.
- (h) 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.
- (i) Where there are 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. This waiting list will operate until the **end of the autumn term**
- (j) Where the governors are unable to offer a place because the school is oversubscribed, 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 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. Parents will normally receive 14 days' notice of the place and time of the hearing. **(Please see information below about appeals)**

- (k) 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.

Where there are siblings of a multiple birth 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 and may admit above 30 if it is appropriate to do so.

At this school there is a Nursery for pre-school age children. **However, admission to the Nursery does not guarantee a place at our school.**

### **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 admissions. For children who move schools outside of the normal admissions round the in-year application process applies.

Parents should contact the school to enquire about any spaces available in the appropriate year. If a place is available, the school will arrange for admission and inform the Local Authority. If there are more applications than places parents will be asked to fill in an application and supplementary information form and the children will be ranked in accordance with the oversubscription criteria. In both cases, parents who have been unsuccessful in securing a place will have the right to appeal.

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.

- **This information is published by the Governors of Marton Church of England Aided School in accordance with the relevant sections of the School Standards and Framework Act (1998), as amended by the Education Act 2002.**
- **Admissions criteria may be reviewed by the Governors and amended at any time according to new legislation and the changed circumstances of the school.**

**Please note the following information in case of appeal:**

Offer of places	16 <sup>th</sup> April 2018
Deadline for accepting/declining places	30 <sup>th</sup> April 2018
Waiting lists prepared and vacancies re-allocated. Parents and carers offered places will be required to accept/decline the place offered within 10 school days	After 30 <sup>th</sup> April 2018
Appeal deadline	16 <sup>th</sup> May 2018