

# ROTHLEY CHURCH OF ENGLAND ACADEMY

## ADMISSIONS POLICY ACADEMIC YEAR 2019-2020

### Mission Statement

*Together we aim to develop the Christian character of the school by striving towards delivering and excellent education and being committed to celebrating and valuing the gifts of each individual*

The Governors, who are responsible for admissions to Rothley Church of England Primary School, have agreed with the Local Authority to admit 60 pupils each year group, 420 for the whole school.

It is the wish of the Governors that Rothley Church of England Primary School Academy should be a village school available for the education all primary school children living in the village. However, while it is our wish to offer a place to all children within our catchment area, we do recognise that when there are more applications than there are places available, **this may mean that we are unable to offer a place to a child even if he or she is in our catchment area.**

Places at this school will be allocated in accordance with the Admissions Criteria detailed below.

Parents living both in and out of catchment who have a child with a statement of Special Educational Needs can name the school as their school of choice. This may affect the numbers being allocated using the priority criteria.

If the school is oversubscribed, after the admission of pupils with a Statement of Special Educational Needs where the school is named in the Statement, priority for admission will be given to those children who meet the criteria set out below, in order.

These arrangements and the admissions criteria below are reviewed annually

## ADMISSION CRITERIA

1	Children who are in public care and those children who were previously looked after children. (See note ii).
2	Pupils who live in the catchment area. (See note iii).
3	Children of full time teaching staff who have a permanent contract with the school
4	Children of the clergy serving as fully licensed ministers to the Rothley Parish Church
5	Pupils who will have an older brother or sister attending the same school at the same time. (See notes iv).
6	Pupils who have a serious medical condition or exceptional social or domestic needs that make it essential they attend the school requested. (Professional documentation confirming the situation must be submitted with the application). (See note v).
7	Pupils living nearest to the school measured in a straight line distance (See note vi)

### Notes:

i. Rothley C of E Primary School's admissions number is set at 60. Where more than 60 applications are received for any one year group, combinations of the above criteria will be used in priority order. Where the computerised system throws up an equality of distance for more than one child (who do not have the same home address) the final tiebreaker will be by drawing lots.

ii. Children who are in the care of local authorities as defined by section 22 of the Children Act 1989. In relation to school admissions legislation a 'looked after child' is only considered as such if the local authority confirms the child will be in public care when the child is admitted to a school.

iii. The child's place of residence is taken to be the parental home

iv. The term “brother or sister” includes half brother or sister or legally adopted child being regarded as the brother or sister.

v. If criterion 4 is used, professional supporting documentation from the Lead Professional must be supplied and must be submitted with the application. The following list are the areas that are considered exceptional:

- Crown Servants (serving members of the armed forces).
- Children subject to Child Protection Plans.
- Hard to Place children – who fall under the Fair Access Protocol.
- Parents suffering domestic violence (This is dependent on documentary evidence by a lead professional).
- A child for whom transfer to the catchment area school would involve attending a different school until he/she is the right age for transfer. (This is dependent on the child having attended the present school for at least a year).

Each case will be assessed on its individual merits.

vi. For Criterion 7 above, measurement of distance is in a straight line from the centre point of the home property to the school’s main designated front gate, using a computerised mapping system.

#### **AGE OF PUPILS**

Children are admitted in the September after their 4<sup>th</sup> birthday.

#### **APPLICATION PROCEDURE**

This admissions policy will be published annually in the autumn term. The school has adopted the LA Primary Co-ordinated Admissions Scheme and **all applications must be made through Leicestershire County Council**. The Council now encourages all applications for school places to be made on line. Details can be found on the County Council website at <http://www.leics.gov.uk/admissions>. The Admissions service telephone number is 0116 3056684.

Details of the catchment area, together with a copy of the school’s Admissions Policy can be found on the County Council’s website by following the link [Find a School](#) from the admissions page.

The deadline for all First Time Admissions for September 2019 is 15<sup>th</sup> January 2019. The Local Authority will provide the school with details of all applications it has received. The Admissions Committee will consider these applications using the information supplied by the Local Authority and the School’s Supplementary Application form. A list of pupils to be offered places will be forwarded to the Local Authority and offers made to parents by the Local Authority no later than 16<sup>th</sup> April 2019.

#### **Late Applications**

Any applications received after the closing date and will be accepted but considered only after those received by the closing date. You are therefore encouraged to ensure that your application is submitted on time. All supplementary information i.e. medical consultant letters to proof of change of address, remains the parent’s responsibility to supply.

### **Oversubscription (OSL 'Waiting') List**

Parents whose children have been refused a place Rothley Church of England Primary School will automatically be added to the Rothley Church of England Primary School OSL (waiting) list. The OSL for admission will remain open until the end of the Autumn Term in the admission year.

The OSL is ranked using the oversubscription criteria listed above. The OSL may change, this means that a child's OSL position during the year could go 'up' or 'down'. The OSL makes no distinction between on time or late applications.

### **Appeals**

If your child has been refused a place at the Rothley Church of England Primary School, you retain the statutory right to appeal. Rothley Church of England Primary School has engaged the services of the Leicester Diocese Board of Education to conduct all our appeals. The relevant details are available from the school office. The Diocese will arrange the appeal on behalf of the governors to be heard by an independent panel, whose decision is binding on all parties.

### **Applications during the School Year**

Rothley Church of England Primary School has engaged the services of the LA to co-ordinate mid-term applications. The LA's online systems operates 24/7, and throughout school holidays (<https://onlineadmissions.leics.gov.uk/admissions/faces/Welcome.jsp>.)

If Rothley Church of England Primary School has a space, the LA will offer the place. If there are more applications than places, the Admissions Committee will rank the applications in accordance with the school's admissions criteria and inform the LA, who in turn will inform parents of outcomes.

### **Fraudulent Information**

If the allocation of a place has been made on the basis of fraudulent or intentionally misleading information, the governors reserve the right to withdraw the place.

### **Fair Access Protocol**

Rothley Church of England Primary School will participate in full with the LA's *Fair Access Protocol* in order to make sure that the most vulnerable children are offered a place at a suitable school as quickly as possible. This includes admitting children above the published admission number of a school that is already full.