

# **Kilby St Mary's C of E (A) PRIMARY SCHOOL**

## **Admissions Policy for the school year 2018 / 2019**

This policy was adopted by the Governing body:  
February 2018

Review date: February 2019

Signed:

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Chair of Governors

Kilby St Mary's is a Church of England (VA) Primary School/Academy . This means that the school Governors are responsible for all admissions. Within DLAT, Directors delegate responsibility to the relevant LGB (Local Governing Body) for consultation in regards to Admission Policy, for application decisions and to appeal against Local Authority decisions to admit pupils.

In formulating this admissions policy, the (Local) Governors consulted with Leicester Diocesan Board of Education, other Diocesan Board of Educations, local academies, Leicestershire County Council and the required governing bodies of community and voluntary controlled schools for which the Local Authority is the admission authority. This policy is reviewed by the LGB each Spring in line with the legal timelines for admissions. The School Admissions Code (2015) and the School Admissions Appeals Code (2012) can be found below:

<https://www.gov.uk/government/publications/school-admissions-code>

<https://www.gov.uk/government/publications/school-admissions-appeals-code>

Recognising its historic foundation, the school will preserve and develop its religious character in accordance with the principles of the Church of England and in partnership with the churches at parish and diocesan level.

The school aims to serve its community by providing an education of the highest quality within the context of Christian belief and practice. It encourages an understanding of the meaning and significance of faith, and promotes Christian values through the experience it offers to all its pupils. Parents have the right to withdraw their children from the daily Christian act of worship and from Religious Education.

Kilby St Mary's C of E Primary School serves the catchment area shown in the attached Appendix.

The admissions authority will set a planned admissions number (PAN) which indicates the number of places available within the year(s) of entry. This information will explain how places will be allocated until the PAN is reached. The decision will be to refuse all applications that would lead to admission of pupils above PAN. A non-statutory admissions limit has been set for all other year groups.

Our planned admission number (PAN) for 2018/2019 is 17 pupils.

Applications for places for children living within and outside the designated catchment area are welcomed. Entitlement to a place in the school is dependent on the parents applying at the appropriate time and (for infant submissions) on compliance with infant class size regulations (1). If a child moves into the school's designated catchment area once allocation decisions have been made, they will not necessarily be offered a place in the school if the planned admission number for that year has been reached.

Applications for places for the reception class need to be registered by completing the on-line Local Authority common application form (available from [www.leics.gov.uk/admissions](http://www.leics.gov.uk/admissions)) and the school's own application form.

The Local Authority common on-line application form must be completed by mid January, 2018. The School's supplementary information form must be returned to the school office by 31<sup>st</sup> January, 2018.

The decision of the school's Admissions Committee will be notified to parents by the Local Authority.

The closing date for Local Authority applications and the notification of the decision are in accordance with the Co-ordinated Admissions Scheme (2). Late applications will not be offered a place within the school if the infant class has thirty pupils, regardless of distance to the next nearest available school. Any application received after the closing date will be treated as a mid-term application and places will be allocated according to the school's admissions criteria and planned admission number (PAN) for that year.

Parents may seek a place for their child outside their normal age group, for example, if the child is gifted and talented, has experienced problems such as ill health or if they are moving from overseas and their child has not been educated in the English school system. Parents should contact the Headteacher to discuss any such requests with all the relevant information taken into account. Parents may also wish to submit other information in support of their request; for example from professionals who have worked with their child. Each request will be looked at on an individual basis with any decisions taken according to what is considered to be in the child's best interests.

In addition, the parents of a summer born child (those born from 1<sup>st</sup> April to 31<sup>st</sup> August) may choose not to send that child to school until the September following their 5<sup>th</sup> birthday and may request that they are admitted out of their normal age group – to Reception rather than Year 1. In such cases the following process should be followed in order:

- a) Parents should make the request to Leicestershire LA by 01 December of the year before the child turns 4. This will provide time for requests to be processed, and where a request is not agreed, for the family to have adequate time to make an application before the published closing date.
- b) Parents should submit to Leicestershire LA their reasons for wishing to defer applying for a school place. This should include confirmation of agreement to the proposal from the Headteacher. On receiving the supporting evidence, and on the recommendation of the Headteacher, Leicester LA will write to the parent to agree that the application can be processed for the following year. However, the letter will highlight the potential risks / impact of this deferral which include:
  - i) Whilst the school has agreed to the deferral, there is no guarantee that the child will be allocated a place at that academy the following year;
  - ii) Should it not be possible to allocate a place at the school the following year, the local authority will make every effort to allocate a Reception place, rather than a Year 1 place. However, it may not be possible to do this. Decisions on which year group a child is admitted to are taken by a school's admission authority; this is not always the local authority and the admission authority of alternative schools may not be in agreement with deferred entry.
  - iii) Parents will also be made aware that deferring entry will have an impact on their child's score should they sit the 11+ test. This is due to the age standardisation process.

- iv) Attention will also be drawn to the fact that when the child moves to a different schools (eg primary to secondary, or due to a different school due to a house move) that the admission authority of the new school will be responsible for deciding which year group the child will be placed in. This could result in a child being required to 'skip' a year.
- c) If the request is not agreed, the parent will receive a letter detailing the reasons why.
- d) A copy of the letter sent to the parent will be sent to the Head teacher.
- e) The parent may still change their mind regarding deferred entry by a whole school year, and submit an application in the normal way. If an application is received then the parent's previous request to defer until the following year would no longer apply. This will offer the following options to the parent:
  - i) Their child starts school in the September following their 4th birthday;
  - ii) They can consider deferring the child's start date in Reception until later in the school year;
  - iii) They can discuss part-time arrangements with the allocated school, as detailed above.
- f) A parent who chooses to defer entry by a whole school year will need to apply for a school place in the admissions round for the following year in the normal way. Their application will then be considered in exactly the same way as all others submitted during that application year.

If a parent who has applied by the closing date given by the Local Authority later changes their mind and wishes to defer their child's entry to Reception, they should discuss this and other options with the Headteacher. Requests to defer will not be agreed if the only reason is that a place has not been offered at one of the preferred schools.

These applications for admission outside normal age group will be considered alongside all other applications in accordance with the Local Authority co-ordinated admissions scheme. Parents have a statutory right to appeal against the refusal of a place at the academy for which they have applied. This right does not apply if they have been offered a place at the academy but it is not in their preferred age group.

Children with an Education, Health and Care Plan (or Statement of Special Educational Need) naming the school/academy will be admitted even if this means exceeding the agreed PAN. Otherwise, when there are more applications than there are places available, the governors will admit pupils according to the following criteria which are listed in order of priority. If there are fewer applications than places, then no application is refused. If there are too many requests, priority will be given to children whose parents applied on time, in the following order

1. A child who is 'looked after (3)' or 'previously looked after.' Previously looked after children are children who were looked after, but ceased to be so because they were adopted (4) or became subject to a residence order (5) or special guardianship order (6).

2. Pupils who have a serious medical condition or exceptional social or domestic needs. (Professional documentation accompanying the application will be required). Examples of exceptional needs include:
  - A child whose parent's occupation has an enforcement role which may bring the parent into conflict with parents of children attending their local school and therefore needs to attend the alternative school.
  - A child whose parent has recently died or is suffering from a serious illness.
  - A child who has suffered severe bullying which is recognised by the present or most recent school as an ongoing problem and which is having significant effect on the child's health.
  - A child with a serious medical condition which would make the preferred school particularly suitable
  - A child who has been abused and placed on the child protection register and who needs to attend an alternative school to avoid the abuser
4. Pupils who live in the designated catchment (See appendix). The child's place of residence is taken to be the parental home.
5. Pupils who will have an older sibling attending the school at the time of admission. (Older siblings include brothers or sisters, half brothers or sisters, step brothers or sisters, adopted children, fostered children, children of partners living together or any other child who permanently resides at the parental home and for whom the parent has parental responsibility).
6. Pupils of families whose parents are regular practising members of the Church of England or another Christian denomination.
7. Pupils of families whose parents are regular practising members of another faith.
8. All other pupils

In the event of over subscription, places will be allocated within that particular criterion (as listed above) by a method of random selection (drawing lots) that will be observed by an independent witness.

In exceptional cases the school has the right to withdraw an offer of a place where a parent has not responded to an offer within 21 days, or where the place has been obtained by false information, for example an incorrect address or date of birth. Offers of places may also be withdrawn if they were based on an address and the parent's address changes before the child is admitted. For example, if a child was offered a place and the family moves out of catchment before admission takes place, the offer of the place is withdrawn. This is regardless of numbers in the school and whether or not other requests have been refused.

### **Waiting Lists**

During the normal admissions round it is always necessary to complete a Local Authority Common Application form to apply for a school place Registering interest with the school on a 'waiting list' before the admissions round guarantees neither a place nor priority within the oversubscription Criteria. Offers of places will be made by the Local Authority on the school's behalf.

If the school is oversubscribed for children due to start in 2018-2019 a waiting list will be **maintained**. The position on the list will be determined by applying the published over-subscription criteria and not by date of receipt. Each name added will require the list to be re-ranked. The existence of a waiting list does not remove the right of appeal against any refusal of a place from any unsuccessful applicant.

Names will only be removed from the list if a written request is received, or if the offer of a place that becomes available is declined. The waiting list will shut down on 31 December 2017 in accordance with statutory requirements. Looked after children and previously looked after children as defined within this policy, children who are the subject of a direction by a local authority or who are allocated to a school in accordance with a Fair Access Protocol will take precedence over any child on the waiting list.

If the Admissions Committee are unable to offer a place the parents/carers have the right to appeal. **Appeals should be sent to: Diocesan Director of Education, St. Martins House, 7 Peacock Lane, Leicester, LE1 5PZ.** The appeal must be in writing on the relevant form which can be obtained from Mrs Kerry Miller, Diocesan Board of Education, St. Martins House, 7 Peacock Lane, Leicester, LE1 5PZ. [kerry.miller@leccofe.org](mailto:kerry.miller@leccofe.org) Appeals must be made by 30<sup>th</sup> April in writing on the relevant form, and appeals will be heard during the summer term, within 40 schools days of this date. Appeals lodged after this deadline, like appeals for in-year admissions, will be heard within 30 school days of the appeal being lodged. In all cases, appellants will receive at least 10 days' written notice of the appeal hearing. They may submit additional evidence in writing by 12 noon the day before the hearing. Decision letters are sent to the school, DLAT and appellant within 5 days of the hearing.

Notes:

*(1) Education (Infant Class Sizes) (England) Regulations 1998*

*(2) The Co-ordinated Admissions Scheme is available for inspection through Allocations, Leicestershire County Council, County Hall, Glenfield, Leicestershire, LE3 8RF*

*(3) 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) at the time of making an application to a school.*

*(4) Under the terms of the Adoption and Children Act 2002. See Section 46 (adoption orders).*

*(5) Under the terms of the Children Act 1989. See Section 8 which defines a „residence order“ as an order settling the arrangements to be made as to the person with whom the child is to live.*

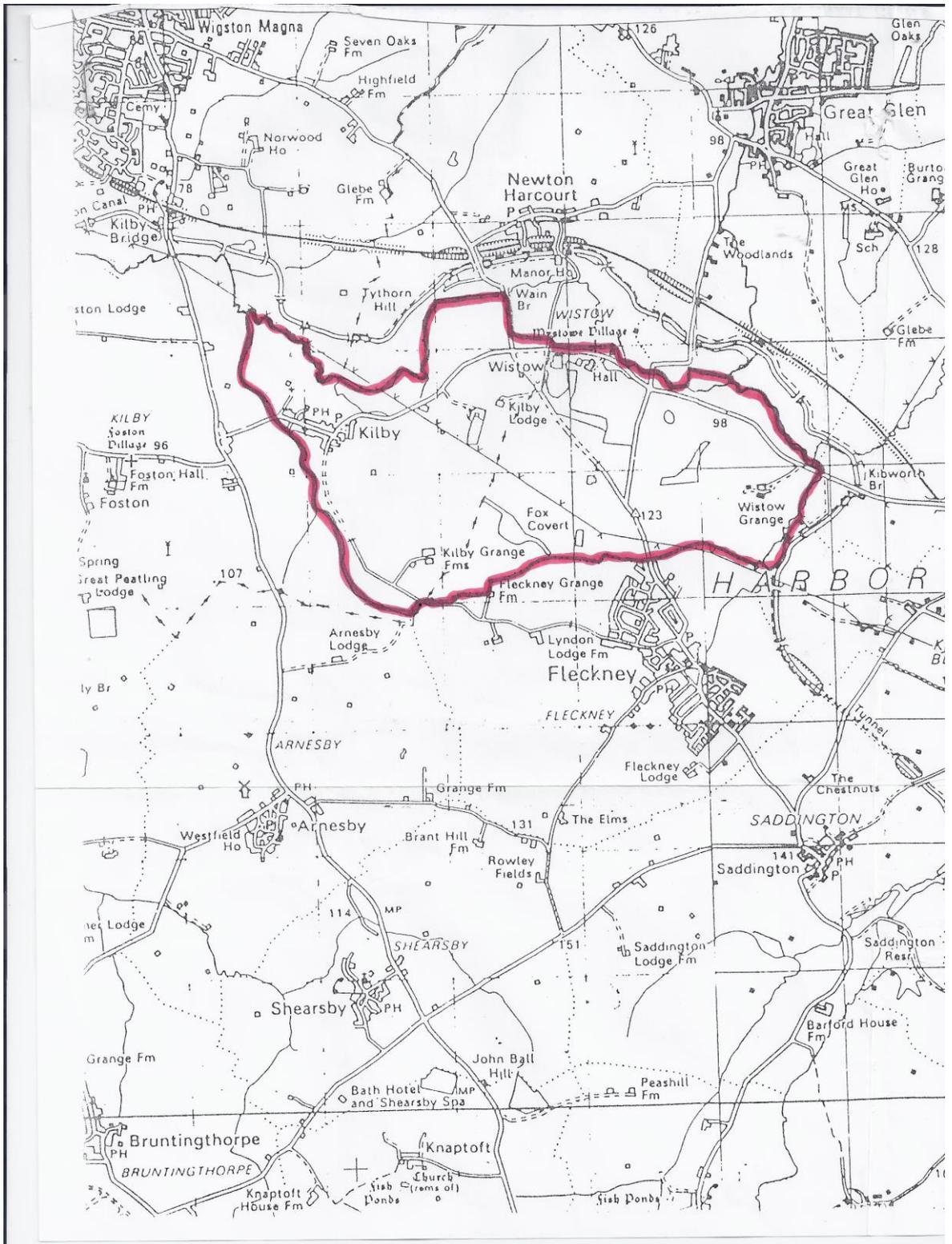
*(6) See Section 14A of the Children Act 1989 which defines a „special guardianship order“ as an order appointing one or more individuals to be a child's special guardian (or special guardians).*

*Full consultation review 2021 or earlier if changes required.*

| **Appendix 1:** map of designated catchment

**Appendix 2:** copy of school's supplementary admissions information form

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**APPLICATION TO GOVERNORS FOR ADMISSION TO  
KILBY ST MARY'S CHURCH OF ENGLAND (AIDED) PRIMARY SCHOOL**

This form needs to be completed and returned to the school office.

You will also need to complete the County Application form which can be found at:

[www.leics.gov.uk/index/education/going\\_to\\_schooladmissions\\_and\\_pupilservices/school\\_admissions](http://www.leics.gov.uk/index/education/going_to_schooladmissions_and_pupilservices/school_admissions)

Notification of admissions will be sent out in May prior to the child/children being admitted. If we find we are over-subscribed, we may need to contact you for more details.

If you have any difficulty in completing any part of the form please telephone the school and talk to the Head Teacher.

**CHILD DETAILS**

Surname \_\_\_\_\_ Christian/Forenames \_\_\_\_\_

Home Address \_\_\_\_\_

Post Code \_\_\_\_\_

Telephone Number \_\_\_\_\_ Date of Birth \_\_\_\_\_

Email address \_\_\_\_\_

Present School/Pre school \_\_\_\_\_

Siblings Names/Date of Birth \_\_\_\_\_

**PARENTS' OR GUARDIANS' DETAILS**

Title \_\_\_\_\_ Initials \_\_\_\_\_ Surname \_\_\_\_\_

Title \_\_\_\_\_ Initials \_\_\_\_\_ Surname \_\_\_\_\_

I/We wish my/our child to be admitted to Kilby St Mary's Church of England (Aided) Primary School and confirm that the information on this form is correct.

Signature(s) of parent(s)/guardian(s) \_\_\_\_\_

Date \_\_\_\_\_