

Hugh Joicey C of E Aided First School Admissions Policy

The governing body of Hugh Joicey Voluntary Aided Church of England School is the Admissions Authority for the school and they intend to admit up to 15 pupils to the reception year group in September 2012/13. This arrangement follows consultation between the governing body, the LA, all other schools in the area and all other Admission Authorities in the area.

The school is open to receive applications for admissions from the parents of all children. We must give priority to children in the care of a local authority (looked after children) and those with a statement of special educational needs, which names the school.

In the event of the number of applications exceeding the number of places available priority will be given to applications in the order of priority indicated below.

Over-subscription Criteria

- Children with a brother or sister at the school at the time when they would be admitted to the school.
- Children who live in the parish of Ford and Etal and the former parish of Duddo.
- Children of parents worshipping regularly and frequently at churches within the parish of Ford and Etal
- Children who attend Ford Pre-school at the time of application.
- Children of parents worshipping regularly and frequently in another Christian Church who wish their child to attend this school because of its Christian foundation.
- Children who have special medical needs or other special circumstances, (supported by medical/professional opinion)
- Other children.

Tie Breaker

Where there are places available for some but not all applicants within a particular criterion, distance from home to school will be the deciding factor, with preference given to those whose home address is nearest to the school, when measured in a straight line between the home front door and the main gate of the school (i.e. 'as the crow flies').

Waiting List

The school office will maintain a waiting list of applicants. This list will be kept until 31st December. In the event of a place becoming available in the appropriate class during the year and there being more applicants on the waiting list than places available, the selection criteria and tie breaker indicated above will apply.

Notes

- Parents are asked to let the head teacher know at the time of application whether their child has a disability. Parents should be assured that the nature of the disability is not grounds for refusing the application. The school will make every reasonable adjustment to ensure that disabled children are not put at a substantial disadvantage in accessing a full curriculum and that they will not be treated less favourably, without reasonable justification, than their able-bodied peers.

- Brother and Sister means blood brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of a parent's/carer's partner – in every case the child should be living in the same family unit at the same address.
- If applicants are seeking admission under criterion of living in the Parish or worshipping regularly and frequently at a Parish Church as above, they will be asked to provide evidence that they worship regularly and frequently, e.g. a letter from the incumbent. Regularly and frequently is defined as attendance at least once per month over the last twelve months. It is sufficient for just one parent/carer to attend
- If applicants are seeking admission under criterion of special medical needs or other special circumstances, they will be asked to provide appropriate evidence, e.g. a letter from a doctor or specialist. The governors must be satisfied that there is a specified medical reason which makes attendance at this school essential.
- A map showing the area covered by the parish of Ford and Etal and the former parish of Duddo can be inspected at the school office.
- Nursery admissions are entirely separate and parents are asked to note that attendance at the pre-school does not guarantee a place in the reception class.
- Parents who are refused a place have a statutory right of appeal. Further details of the appeals process are available by writing to the Chair of Governors at the school address.
- If a place is offered on the basis of false information (e.g. address or Church attendance) or if parents do not respond within the stated timescale to the offer of a place the governing body reserves the right to withdraw their offer.

The school finds it very helpful to have an early indication of the number of children to be admitted to the reception class the following September. However, it must be stressed that formal written applications for admission must be made on the form provided by the Local Authority and returned to the Local Authority by the stated date. Places will then be allocated by strict application of the above criteria, with no reference to the date of application. Parents will be notified as to whether or not their child has been allocated a place by the Local Authority on 1st March 2012.

_____ Chair of Governors

_____ Date.

Newcastle Diocesan Education Board

Supplementary Admissions Application Form for Voluntary Aided Church of England
Schools

Hugh Joicey Church of England Aided First School

The school is open to receive applications from the parents of **all** children. However, in the event of the number of applications exceeding the number of places available, places will be given in order of priority indicated in our admissions policy.

The Governing Body of a Voluntary Aided School is the admissions authority and if the school is over subscribed the following information may be used when applying our admissions policy.

Applicant's name:.....

Do you go to church? Yes/No

If yes, what is the name and address of the church which you attend?

Please provide the name and address of the minister of the above church.