

# **ADMISSIONS POLICY**

The governing body of Whitfield Voluntary Aided Church of England School is the Admissions Authority for the school and they intend to admit up to 8 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 the local authority (looked after children) and those with a statement of special educational needs, where the school is named on the statement.

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**

1. Children with a brother or sister at the school at the time when they would be admitted to the school.
2. Children of parents worshipping at the Parish Churches of Holy Trinity, Whitfield and St Marks, Ninebanks.
3. Children of parents worshipping in another Christian Church who wish their child to attend this school because of its Christian foundation.
4. Children residing within the catchment area.
5. Children who live in adjoining Parishes.
6. Children who have special medical needs or other special circumstances, (supported by medical/professional opinion).
7. Other children.

## **Tie Breaker**

Where there are places available for some but not all applicants within a particular criterion, distance from home to school ‘ as the crow flies’ between the home front door and the main gate of the school, will be the deciding factor.

## **Waiting List**

The school office will maintain a waiting list of applicants. 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 Headteacher 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.
- If applicants are seeking admission under criterion of living or worshipping in the Parish as above, they will be asked to provide evidence of that worship. e.g. a letter from the incumbent.
- 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 parish boundaries can be inspected at the school office.
- 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 Education Authority and returned to the 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.

\_\_\_\_\_ Chair of Governors

\_\_\_\_\_ Date