

Whitley Chapel CE First School

Admissions Policy 2012-13

The governing body of Whitley Chapel Voluntary Aided Church of England School is the Admissions Authority for the school and they intend to admit up to 10 pupils to the reception year group in **September 2012/13**. This arrangement follows consultation between the governing body, Local Authority, 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 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

1. Children who are in Local Authority Care, giving priority to children of Christian families
2. Other children in Local Authority Care
3. Children who have special medical needs or other special circumstances, (supported by medical/professional opinion) **See note 2**
4. Children residing in the catchment area of the school and those on whose behalf firm evidence is presented that they will be resident in the catchment area by the appropriate admission date
5. Children with a brother or sister at the school at the time when they would be admitted to the school. **See note 3**
6. 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 as the crow flies from the front door of the child's home address to the main gate of the school using the Local Authority's computerised measuring system.

Waiting List

The school office will maintain a waiting list of applicants until 31 December each year. 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.

Admissions for 2012/13

Notes

1. 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.
2. 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.
3. 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.
4. A map showing the parish boundaries can be inspected at the school office.

Important

- Nursery admissions are entirely separate and parents are asked to note that attendance at the school's nursery 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.

_____ Chair of Governors

_____ Date.