



CLIFTON ALL SAINTS ACADEMY

ADMISSIONS POLICY FOR 2016

The Governors of this Church of England Academy will admit up to the admission number (30) of children each academic year. Children will be admitted in the September following their fourth birthday.

When there are more applications than places available, the Governors will allocate the places in accordance with the following priority order categories:

1. All “looked after” children or children who were previously ‘looked after’ but immediately after being ‘looked after’ became subject to an adoption, residence or special guardianship offer (see definitions)
2. Pupils living in the Clifton catchment area with siblings at the school (see definitions of home address and siblings)
3. Other pupils living in the catchment area;
4. “Very exceptional” medical grounds (see definition);
5. Other siblings of pupils of All Saints (see definition)
6. Children of parents who have attended All Saints Church, Clifton once per month for a period of six months prior to application. Parents need the signature of the Rector on the application form.
7. Any other children

Notes

1. If applying these criteria results in there being more children with an equal right to admission to the school than the number of available places, the tie break will be the distance the pupil lives from the school, measured in a straight line, using the Local Authority’s computerised mapping system, with those living closer to the school receiving the higher priority. The distance will be measured from the address point of the pupil’s home to the main entrance of the school. The governors will not give priority within each criterion to children who meet other criteria.
2. Pupils who have a Statement of Special Educational Needs (Education, Health and Care Plan after April 2018) are required to be admitted to the school which is named on the statement even if the school is full. Pupils identified for admission through the Fair Access Protocol will also be admitted even if the school is full.
3. The local authority will normally offer a place at the school if parents apply for a place during the normal admissions round. However, a place at the catchment area school cannot be guaranteed. If a pupil moves into the village outside the normal admissions round (or after the allocation process has begun) it may be more difficult to offer a place at the school if this would mean exceeding the admission number. In this case, the local authority will offer a place at the next nearest local authority maintained school which caters for pupils of the same age, and has places available.

Definitions

'Looked after' children

A 'looked after' child is a child who is in the care of the local authority, or being provided with accommodation by the local authority in the exercise of their social services functions (see section 22 (1) of the Children Act 1989)

Previously 'looked after children

A previously 'looked after' child is one who immediately after being 'looked after' became subject to an adoption, residence or special guardianship order. An 'adoption order' is an order under section 46 of the Adoption and Children Act 2002. A 'residence order' is an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989. Section 14A of the Children Act 1989 defines 'special guardianship order' as an order appointing one or more individuals to be a child's special guardianship (or special guardians)

Sibling

A sibling refers to a brother or sister, half brother or sister, adopted brother or sister, step brother or sister or the child of the parent / carer's partner, and in every case, the child should be living at the same address. The sibling must be in the school at the time of the application and be likely to remain in the school at the proposed date of admission.

'Very Exceptional' Medical Grounds

'Very exceptional' medical grounds refers to cases where there are **exceptional** medical reasons which make it **essential** that a child should attend a particular school and where the preferred school is the **only** school locally that could meet the child's needs. A medical report from the child's doctor or consultant must be submitted with the application form, setting out valid medical reasons why it is essential for the child to be admitted to the school in question and the difficulties that would be caused if the child had to attend another school. The Governors reserve the right to seek further information in order to determine whether it is essential for a child to be admitted to the preferred school on medical grounds. Admission on medical grounds cannot be considered where the medical condition relates to that of a parent, brother or sister or other relative/childminder.

Home Address

A pupil's home address will be regarded as the address of the parents or guardians with parental responsibility with whom the child normally lives. This will not usually include grandparents, aunts or uncles. Where a child spends time with parents at more than one address, the address used to allocate a school place will be the one at which the pupil is ordinarily resident and where the child spends the majority of the school week (Mondays to Fridays) including nights. If there is any query on the home address this will be checked against original official documentation e.g. council tax bill, a recent utility bill (gas, electricity or water), a rental agreement, child benefit annual statement or family tax credit information.

Admission Arrangements

Applications for admission in September 2016 should be made in accordance with the Local Authority's co-ordinated scheme. The timescales for the application process are set out in the Starting School Booklet, available with application form on the Local Authority website, from the school or from the Local authority.

- Children start their reception year in the September of the year in which they become five (i.e. born between 1st September 2011-31st August 2012)
- The children will have a full time place from the start of the September term.

- Parents can request that the date their child is admitted to the school is deferred until later in the academic year or until the term in which the child reaches compulsory school age.
- Parents can request that their child takes up the place part-time until the child reaches compulsory school age.
- Parents have the right to request their summer born child's admission to Reception Year is in the September following their fifth birthday however parents/carers do not have the right to insist that their child is admitted to a particular age group, a decision will be made by the academy trust in consultation with the Principal. Parents/carers need to make their request in writing, separately from the CAF, directly to the Academy Trust via the Principal. The request should include the parents'/carer's reasons for the request, information regarding the child's academic, social and emotional development including any supporting evidence the parent deems relevant; where relevant, their medical history and the views of a medical professional and if applicable, details if the child was born prematurely including whether they would have been in a lower age group had they been born on their due date. The academy trust, along with the Principal, will then consider the request, making their decision on the basis of the circumstances of each case and in the best interests of the child in accordance with the School Admissions Code. Once determined, the decision will be communicated by the academy to the parent(s)/carer(s) in writing and will include the reasons for the decision. If a request is granted, the parent will need to make an application as part of next year's normal admission round and this will be processed within the normal allocation process. A place is never guaranteed at the academy and in the case of oversubscription, places are offered in accordance with the academy's oversubscription criteria. In short it would be delaying the application rather than an offer of a place.

*A summer born child is one born between 1 April and 31 August.

- Before a child starts school, if the family have not attended the school before or there is a specific need, a member of the Foundation Stage or the Head Teacher will make a home visit in order to reassure the child and family and enable the staff to get to know the child in their own familiar surroundings. This visit also enables the parents to tell the school about their child's needs and ask any questions they may have.
- Pre-school and local nurseries visit as a group before the children start. There is also an afternoon in the term before the child starts when parents/carers and children look around the school and spend time in the reception class. If parents/carers are not associated with local providers they are welcome to arrange their own visit by phoning the school office. (01462 628444)

Appeals / Waiting lists

Parents of pupils not offered a place at the school will have the right of appeal to an independent Admissions Appeal Panel. Any child refused a place at the school will be placed on a waiting list which will be maintained until the end of the Autumn term.

In-Year Admissions

Requests for admission into other year groups should be made directly to the school. The form is available from the Local Authority and can also be downloaded from the Local Authority website.

This policy will be reviewed in the Autumn term 2015