

# **DIDSBURY CHURCH OF ENGLAND VOLUNTARY AIDED PRIMARY SCHOOL ADMISSIONS POLICY STATEMENT FOR SCHOOL and NURSERY 2014**

## **Introduction**

The school is a one-form entry, voluntary aided Church of England Primary School in the Parish of St James and Emmanuel, Didsbury.

Although high priority is given to children with Church connections, other local children are welcome and attend the school and nursery in significant numbers. However, parents/carers should note that attendance in the nursery does not automatically guarantee a place in the reception class.

The following arrangements for admissions have been agreed by the Governing Body of the School, after consultation with the Manchester Diocesan Board of Education and Manchester Local Authority, in accordance with the current Education Act.

## **1. Governors' Responsibility**

- 1.1 Admissions to the School and Nursery are the responsibility of the Governing Body, in liaison with the Local Authority.
- 1.2 The admissions policy is to be exercised by the Governors' Admissions Committee. The policy will only be brought into operation when the school is over subscribed.
- 1.3 As circumstances change, it will become necessary to review the admissions criteria. The Governing Body will review the policy statements and decisions taken under it at least once in each year, and at the time of doing so will consult with the Manchester Diocesan Board of Education and Manchester Local Authority.

## **2.1 Number of Places in the School**

In accordance with the current statutory requirements, the school's planned admission number is 30.

## **2.2. Number of Places in the Nursery**

Under this Policy the Nursery has an admissions number based on twenty-six full time equivalent places.

## **3. PROCEDURE FOR SCHOOL ADMISSION**

The School operates one point of admission with one point of entry to the Reception Class and one point of entry to the Nursery Class.

3.1 Children are normally admitted to the Reception Class in the September of the academic year in which they will reach their fifth birthday.

Parents will be offered the option of deferring their child's entry until later in the school year. The place will be held for that child, but not beyond the beginning of the term after the child's fifth birthday, nor beyond the academic year for which the admission is sought.

Attendance in the nursery does not automatically guarantee a place in the reception class.

## **3.2. Priority will be given to children with statements of special educational need naming the school.**

3.3 In the event of more applications for the school being received than there are places available the following criteria, in the order of priority shown, are used when places are allocated:

1. **\*Looked after children** and previously looked after children.
2. Children who have a brother or sister (**\*siblings**) attending the school at the time of admission.
3. Children whose parents/carers have a **\*proven commitment** to St James and Emmanuel church.
4. Children whose parents/carers have a proven commitment to Christchurch, West Didsbury with St Christopher's, Withington church.
5. Children whose parents/carers have a proven commitment to churches of Christian denominations participating in "Churches Together in England" and who are resident in the Parish.
6. Children whose parents/carers have a proven commitment to places of worship of other faiths and are resident in the Parish.
7. Any other children.

**\* Please refer to Appendix 2 for definitions of:**

- **Looked After Children**
- **Siblings**
- **Commitment to place of worship**
- **Residence in the Parish.**

***The Christian denominations participating in "Churches Together in England" are also listed in Appendix 2.***

**3.3 Within each category, priority will be given to children living nearest to the school, measured in a straight line on a map from the place of residence stated on the admissions form, to the centre of the school building.**

3.4 Vacancies, which arise during the school year, will be filled from the waiting list in accordance with the above criteria.

#### **4. Application Documents and Procedures**

Applications for Reception class must be made on the Local Authority's standard application form (SAF). In the September before a child is due to start school the LA will write to parents to inform them that the application period is open. Parents can then apply online or request an application form from the LA. Details of all applications made on a SAF will be forwarded to the school by the LA. However, as we are responsible for our own admissions, all other applications must be made direct to the school on the official School Application Form. We would strongly recommend that all Reception applications also fill in an official school form, alongside the SAF application.

Parents who wish to apply to the school under criteria 3 to 6 above, must be supported by the Religious Leader's Reference Form. Parents are responsible for enclosing the completed reference forms with the application form. Applications not accompanied by a completed Reference Form cannot be considered within these criteria. All these forms can be obtained from the School Administrator. Places for that academic year will be allocated at a meeting of the School's Admissions Committee.

Copies of the current Admissions Policy are available to parents/carers on request.

For the Reception Class intake, parents/carers will be notified whether or not their child has a place according to the Local Authority's timetable (on, or around 1st April) before the start of the school academic year in which their child is due to be admitted. A written acceptance of the place along with the child's original (not photocopy) birth certificate and

proof of residence (e.g. utilities bill or bank statement) must be delivered to the School within 14 days from the date of the offer of a place. If no response is received within this time it will be assumed that the place is no longer required. This place will be offered to another applicant.

Parents of children who have been refused admission can place their child's name on a waiting list in the priority of original selection. Once on the waiting list a child's position may move if a later applicant is within a higher category.

## **5. Other Admissions**

If places in any classes become available during the year, the School's Admissions Committee will allocate places from the waiting list held at that time, in accordance with the published admissions criteria.

## **6. Admission Appeal**

The net capacity of the school determines the planned admissions number for each class, which is 30. This limits the circumstances in which appeal committees may uphold an appeal where the child concerned has been refused a place because their admission would breach the planned admissions number.

Where it is necessary for a child to be refused admission, parents/carers will be advised of their right of appeal as stated in The Code of Practice on School Admissions Appeals (1999) and The School Admission Appeals Code (2007). An Independent Appeal Panel will be convened to hear such appeals.

## **7. PROCEDURE FOR NURSERY ADMISSION**

The Nursery has one point of admission and one point of entry in each academic year. Access to full-time education will take account of the child's developmental stage and will be determined by the judgement of the school's professionals. Our Nursery admissions oversubscription criteria are identical to our school oversubscription criteria.

**PLEASE NOTE THAT ATTENDANCE IN THE NURSERY DOES NOT AUTOMATICALLY GUARANTEE A PLACE IN THE RECEPTION CLASS.**

## **8. Application Documents and Procedures**

Applications must be made on the official Nursery Application Form and if made under criteria 3 to 6, must be supported by the Religious Leader's Reference Form. Applications not accompanied by a completed Reference Form cannot be considered within these criteria. All these forms can be obtained from the School Administrator. Completed forms must be received by the school by the end of February prior to the academic year for which admission is sought. Places for that academic year will be allocated at a meeting of the School's Admissions Committee held immediately after this deadline, at which point the current validity of the Religious Leader's Reference Form will be checked.

Copies of the current Admissions Policy are available to parents/carers on request.

Parents/carers will be notified whether or not their child has a place in the Nursery Class during the Summer term in the academic year preceding the child's year of entry. A written acceptance of the place along with the child's original (not photocopy) birth certificate and proof of residence (e.g. utilities bill or bank statement) must be delivered to the School within 14 days from the date of the offer of a place. If no response is received within this

time it will be assumed that the place is no longer required. This place will be offered to another applicant.

Notification of refused admission will be given when all 26 places have been offered and accepted. No information about individual applications will be given before letters of offer or refusal have been sent. Children who have been refused admission will be placed on a waiting list in the priority of original selection. Once on the waiting list a child's position may move if a later applicant is within a higher category.

**Attendance in the nursery does not automatically guarantee a place in the reception class. Parents/carers will be asked to acknowledge they understand this by signing this statement as it appears on the Nursery Application Form.**

## **9. Admission Appeal**

There is no appeal procedure for refused Nursery applications.

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## **APPENDIX 1**

### **Changes to the Law**

#### **Coordinated Admission Arrangements**

The 2002 Education Act introduced a statutory requirement for every Local Authority to draw up a scheme to coordinate admissions to every mainstream maintained school within their area. New Regulations and the School Admissions Code of Practice provide detail on these schemes.

The overall aim of the co-ordinated schemes is to ensure that, in the normal admissions round for admission to a school's first year of entry each parent receives (as far as is reasonably practical) a single offer of a school place.

Local Authorities are required to process the applications for all schools in their area:

- using a common application form and timetable
- inviting parents to express their preferences (a minimum of three for secondary schools)
- notifying parents of a single offer based on the highest preference which can be met on 1 March (the 'national offer day') for upper/high schools and on a date prescribed by the Local Authority for primary schools.

Under coordination, parents send in one application form to the Local Authority in which they are resident, naming all their preferred schools, and subsequently they will receive one offer of a place on a single day. Primary coordination is required from 2005 intakes. Local Authorities draw up schemes in consultation with all other local admission authorities in their area.

Voluntary aided and foundation schools, together with community and voluntary controlled schools with delegated authority for admissions, will still be able to determine and apply their own admission arrangements, including oversubscription criteria; but will give their Local Authority lists of which children they can accept in which order, so that the Local Authority can eliminate multiple offers in accordance with the current statutory requirements.

## **APPENDIX 2**

### **Definitions**

## **Looked after child**

A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order. 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)

## **Siblings**

For the purposes of this document a sibling is defined as a sister or brother (including step/half/foster) who is resident at the address, which is the same as that of the older sibling who is already in the school at the time of the younger sibling starting at the nursery or reception class.

The address should be the same as that of the brother or sister who will be a registered pupil at the school at the time when the younger sibling would be admitted to the school. Sibling priority cannot be given to cousins or to brothers or sisters (including step/half/foster) who are resident at a different address.

- Twins, triplets etc. 'Where there are children of multiple births wishing to be admitted and the sibling is the 30th child, the governors may admit over the infant class requirement if it is possible to do so'

## **Proven Commitment to a Place of Worship**

Evidence of this will include the following:

- Regular attendance at Sunday worship at St James and Emmanuel is determined by means of a card system.
- Regular attendance at a main act of worship by both, or either, parents/carers or grandparents.
- Children attending with neighbours or friends.

This evidence will be rechecked with the religious leader immediately prior to the admission deadline date.

## **Residence in the Parish** (*Please refer to map*)

The parish is the Parish of St James and Emmanuel, Didsbury.

Residence in the Parish refers to an address within the parish boundary.

Where the boundary is drawn down the centre of a road, residents living on the inner side are in the Parish; those on the outer side are not.

## **Churches Together in England (January 2008)**

1. Antiochian Orthodox Church
2. Baptist Union of Great Britain
3. Cherubim and Seraphim Council of Churches
4. Church of England
5. Church of God of Prophecy
6. Church of Scotland (in England)
7. Congregational Federation
8. Coptic Orthodox Church
9. Council of African and Caribbean Churches UK
10. Council of Oriental Orthodox Christian Churches
11. Icthus Christian Fellowship
12. Independent Methodist Church

13. International Ministerial Council of Great Britain
14. Joint Council for Anglo-Caribbean Churches
15. Lutheran Council of Great Britain
16. Mar Thoma Church
17. Methodist Church
18. Moravian Church
19. New Testament Assembly
20. New Testament Church of God
21. Oecumenical Patriarchate
22. Redeemed Christian Church of God
23. Religious Society of Friends
24. Roman Catholic Church
25. Russian Orthodox Church
26. Salvation Army
27. Seventh Day Adventist Church (Observer)
28. Transatlantic Pacific Alliance of Churches
29. United Reformed Church
30. Wesleyan Holiness Church

<i>Initiated</i>	<i>January 2004</i>	<i>Revised</i>	<i>March 2011</i>
<i>Revised</i>	<i>October 2004</i>	<i>Revised</i>	<i>March 2012</i>
<i>Revised</i>	<i>April 2005</i>	<i>Revised</i>	<i>October 2012</i>
<i>Revised</i>	<i>March 2006</i>	<i>Revised</i>	
<i>Revised</i>	<i>March 2007</i>	<i>Revised</i>	
<i>Revised</i>	<i>November 2007</i>	<i>Revised</i>	
<i>Revised</i>	<i>March 2008</i>	<i>Revised</i>	
<i>Revised</i>	<i>May 2008</i>	<i>Revised</i>	
<i>Revised</i>	<i>March 2009</i>	<i>Revised</i>	
<i>Revised</i>	<i>March 2010</i>	<i>Revised</i>	