

ADMISSIONS ARRANGEMENTS NEWBURGH CE PRIMARY SCHOOL

Making an application

Applications for an admission to the school for September 2018 should be made online or on the common application form enclosed with the Local Authority's brochure and also on the Supplementary form between October 2017 and January 2018.

Parents **must** complete the Local Authority application form, stating three preferences. Parents who wish their application to this Church school to be considered against the faith criteria **should** also complete the supplementary form. If the school is oversubscribed, failure to complete the supplementary form may result in your application for a place in this school being considered against lower priority criteria as the Governing Body will have no information upon which to assess the worship attendance.

Applications may also be made online on the common application form; however the Supplementary Form must be handed in to the appropriate school or schools.

Letters informing parents of whether or not their child has been allocated a place will be sent out by the Local Authority by April 2017. Parents who apply online will be informed online. Parents of children not admitted will be informed of the reason and offered an alternative place by the Authority.

Admissions procedures

Arrangements for admission have been agreed following consultation between the governing body, the Diocesan Board of Education, Local Authorities and other admission authorities in the area.

The number of places available for admission to the Reception class in the year 2018 will be a maximum of 17.

The governing body will not place any restrictions on the admissions to the reception class unless the number of children for whom admission is sought exceeds their admission number. By law, no infant class may contain more than thirty children. The Governing Body operates a system of equal preferences under which they consider all preferences equally and the Local Authority notifies parents of the result. In the event that there are more applicants than places, after admitting all children with a statement of educational need naming the school, the governing body will allocate places using the criteria below, which are listed in order of priority.

1. Children in Public Care and previously looked after children. This includes any "looked after child" and any child who was previously looked after but immediately after being looked after became subject to an adoption, residences or special guardianship order.
2. Children with special medical or social circumstances affecting the child where these needs can only be met at this school.
3. Children who have a sibling attending the school on the date of application and on the date of admission.
4. Children whose parents live in the ecclesiastical/civil parish of Newburgh.
 - (a) Children with a parent/guardian worshipping in a church in membership of Churches Together in England*
 - (b) Other children.
5. Children whose parents live outside the ecclesiastical/civil parish of Newburgh.
 - (a) Children with a parent/guardian worshipping in a church in membership of Churches Together in England.*
 - (b) Other children.

**At least once a month for six months.*

Twins etc

Where there are twins, triplets wanting admissions and there is only a single place left within the admission number, then the governing body will exercise as much flexibility as possible with the requirements of infant class sizes. In exceptional circumstances we are now able to offer places for both twins and all triplets, even when this means breaching infant class size limits. This may also apply to siblings who are in the same year group.

Tie break

Where there are more applicants for the available places within a category, then the distance between the Ordnance Survey address points for the school and the home measured in a straight line will be used as the final determining factor, nearer addresses having priority over more distant ones. This address point is within the body of the property and usually located at its centre. Where the cutoff point is for addresses within the same building, then the single measure between address points will apply and the Local Authority's system of a random draw will determine which address(es) receive the offer(s).

Supplementary form for Newburgh CE Primary School

Name of child:

Surname	Christian names
Date of birth	Boy <input type="checkbox"/> Girl <input type="checkbox"/>

Name of parent/guardian

Address	
Post code	
Telephone	Mobile

Place of worship one of parents / guardians regularly attends:

Name of place of worship	
Address	
Name of vicar / priest / minister / faith leader / church officer	
Address	
Post code	Telephone

Worship attendance:

How frequently do you attend worship? [tick one box only]			
At least	Weekly <input type="checkbox"/>	fortnightly <input type="checkbox"/>	monthly <input type="checkbox"/>
For how long has this been your practice? [tick one box only]			
At least	3 years <input type="checkbox"/>	2 years <input type="checkbox"/>	1 year <input type="checkbox"/> 6 months <input type="checkbox"/>

Your faith leader will be contacted in order to confirm this information.