

IMPORTANT NOTICE TO ALL PARENTS

Primary School Admission Arrangements 2018/19

The Governing Body for this School will retain the same admission policy for 2018/19 as was determined for 2013/14, 2014/15, 2015/16, 2016/17 & 2017/18.

As a result, the admissions policy remains unchanged.

Please note that the closing date for 2018/19 applications is 15 January 2018.

Offer notices will be issued on 16 April 2018.

Please contact the school direct if you have any questions regarding admission.

Tarleton Holy Trinity Church of England Primary School ADMISSIONS POLICY AND ARRANGEMENTS 2013 - 2014

Making an application

Applications for admission to the school for September 2013 should be made on the common application form enclosed with the Local Authority's brochure and also on the Diocesan Supplementary form between September 2012 and 15th January 2013. It is not normally possible to change the order of your preferences for schools after the closing date.

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, a 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 on-line on the common application form; however, the Diocesan 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 16th April 2013. Parents of children not admitted will be informed of the reason and offered an alternative place by the Authority.

Admission procedures

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

The number of places available for admission to the Reception class in the year 2013 will be a maximum of 30.

The governing body will not place any restrictions on 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. (a) Children in Public Care and adopted children who were previously looked after.

(b) Children with special medical or social circumstances affecting the child where these needs can only be met at this school.

Supporting evidence from a professional, e.g. a doctor, psychologist, social worker, is essential if admission is to be made under the criterion for special medical or social circumstances, and such evidence must set out the particular reasons why the school is question is the most suitable school and the difficulties which would be caused if the child had to attend another school.

2. Children whose parents live within the ecclesiastical parish of Tarleton Holy Trinity Church.

A map showing the boundaries is available in the school brochure

a) Children who have a sibling attending the school on the date of application and on the date of admission.

Siblings include step, half, foster, adopted brothers and sisters living at the same address.

b) Children with a parent/guardian worships at Tarleton Holy Trinity Church or who worships in a church in membership of Churches Together in the United Kingdom.

"Parental worshipping" is normally taken to mean a minimum of monthly parental attendance at church at public worship for over at least six months. The date on which this is judged is the 1st September in the year of application for admission to the school.

The governors will request confirmation of this from the relevant member of the clergy or church officer.

The list of Churches can be found on the *Churches Together in England* website at cte.org.uk, and is taken as that on 1st September in the year of application for admission to the school. Churches in membership of the equivalent bodies in Northern Ireland, Scotland and Wales are accepted.

3. Children whose parents live outside the ecclesiastical parish of Tarleton Holy Trinity.

a) Children who have a sibling attending the school on the date of application and on the date of admission.

Siblings include step, half, foster, adopted brothers and sisters living at the same address.

b) Children with a parent/guardian worships at Tarleton Holy Trinity Church or who worships in a church in membership of Churches Together in the United Kingdom.

"Parental worshipping" is normally taken to mean a minimum of monthly parental attendance at church at public worship for over at least six months. The date on which this is judged is the 1st September in the year of application for admission to the school.

The governors will request confirmation of this from the relevant member of the clergy or church officer.

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4. Children of staff who have been employed in the school for the whole academic year 2011-2012.

This applies to all staff, fulltime and part time, who are employed by the governing body.

5. Other children.

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 cut off 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).

Admissions information:

In 2011, there were 30 applications for 30 places

Late applications for admission

Where there are extenuating circumstances for an application being received after the last date for applications, and it is before the governors have established their list of pupils to be admitted, then it will be considered alongside all the others.

Otherwise, applications which are received after the last date will be considered after all the others, and placed on the waiting list in order according to the criteria.

Waiting list

Where we have more applications than places, the admissions criteria will be used. Children who are not admitted will have their name placed on a waiting list. The names on this waiting list will be in the order resulting from the application of the admissions criteria. Since the date of application cannot be a criterion for the order of names on the waiting list, late applicants for the school will be slotted into the order according to the extent to which they meet the criteria. Thus it is possible that a child who moves into the area later to have a higher priority than one who has been on the waiting list for some time. If a place becomes available within the admission number, the child whose name is at the top of the list will be offered a place. This is not dependent on whether an appeal has been submitted.

This waiting list will operate for the full autumn term.

Address of pupil

The address used on the school's admission form must be the current one at the time of application, i.e. the family's main residence. If the address changes subsequently, the parents should notify the school. Where the parents live at different addresses, and there is shared parenting, the address used will normally be the one where the child wakes up for the majority of Monday to Friday mornings. If there is any doubt about this, then the address of the Child Benefit recipient will be used. Parents may be asked to show evidence of the claim that is being made for the address, e.g. identity cards of various sorts showing the child's address as the one claimed. Where there is dispute about the correct address to use, the governors reserve the right to make enquiries of any relevant third parties, e.g. the child's GP, Council Tax Office, Electoral Registration Officer, utilities provider. For children of UK Service personnel and other Crown Servants returning to the area proof of the posting is all that is required.

Non-routine admissions

It sometimes happens that a child needs to change school other than at the "normal" time; such admissions are known as non-routine admissions. In order to obtain a school place in mid year, it is necessary to fill in the Local Authority's Common Application Form, stating three preferences. The form must be returned to the Area Pupil Access Team. If you wish to apply to this school on the grounds of your faith commitment then it may be helpful to your application to complete the Diocesan Supplementary Form and return it to the school. The Local Authority will consider your three preferences equally, in liaison with other admissions authorities. **The offer of a place can only be made by the Local Authority.**

If you wish to visit the school before stating your preferences, please contact us.

Appeals for children moving into the area will not be considered until there is evidence of a permanent address, e.g. exchange of contracts or tenancy agreement with rent book. Please note that you cannot re-apply for a place at a school within the same school year unless there has been relevant, significant and material change in the family circumstances.

Appeals

Where the governors are unable to offer a place because the school is over subscribed, parents have the right to appeal to an independent admission appeal panel, set up under the School Standards and Framework Act, 1998, as amended by the Education Act, 2002. **Parents should notify the clerk to the governors at the school by 24th May 2013.** Parents will have the opportunity to submit their case to the panel in writing and also to attend in order to present their case. You will normally receive 14 days' notice of the place and time of the hearing.

Appeals which are received after the deadline will be slotted into the schedule where this is possible. There is no guarantee that this will happen and late appeals may be heard after the stipulated date at a second round of hearings. The schedule is subject to change depending upon the availability of appeal panel members, clerks, venues and the number of appeals for each school (which will vary year on year).

If your child was refused a place in Reception or Key Stage 1 because of Government limits on Infant class sizes, the grounds on which your appeal could be successful are limited. You would have to show that the decision was one which in the circumstances no reasonable governing body would have made, or that your child would have been offered a place if the governors' admissions arrangements had been properly implemented.

Please note that this right of appeal against the governors' decision does not prevent you from making an appeal in respect of any other school.

Fraudulent applications

Where the governing body discovers that a child has been awarded a place as the result of an intentionally misleading application from a parent (for example a false claim to residence in the catchment area or of involvement in a place of worship) which effectively denies a place to a child with a stronger claim, then the governing body is required to withdraw the offer of the place. The application will be considered afresh and a right of appeal offered if a place is refused.

Deferred admission

If your child is due to start school during the next academic year, it is important that you apply for a place for September. If your child's fifth birthday is between the months of September and December, then, if you wish it, admission may be deferred until January; if it is between January and April, then admission may be deferred until the start of the summer term though it is likely to be in your child's interest to start no later than January. You may also request that your child attend school part time until he/she reaches his/her fifth birthday.

Twins, etc

Where there are twins, etc wanting admission and there is only a single place left within the admission number, then the governing body will exercise as much flexibility as possible within the requirements of infant class sizes. If places for both twins or all triplets, etc cannot be offered, the family will be advised accordingly. This may also apply to siblings who are in the same year group. If only a single place can be offered for twins, then the Local Authority's system for a random draw will decide which pupil receives an offer.

**Diocesan Supplementary Information Form
Admission to primary school, 2013**

.....Church of England Primary School

Name of child:

Surname **Christian names**

Date of birth Boy Girl

Name of parent/guardian

Address

.....

.....

Post code

Contact telephone number

If you are applying to this school on faith grounds, please complete the following sections:

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

Your faith leader will be contacted in order to provide the information.

Return this form to the school before 15th January 2013.

This form is for use of the School; it will be sent to the appropriate faith leader, to be returned direct to the school.

**Clergy Reference Form
Admission to primary school, 2013**

.....Church of England Primary School

Name of child:

Surname **Christian names**

Date of birth Boy Girl

Name of parent/guardian

Address

.....

.....

Post code

Contact Telephone

This parent has given your name as a reference for his/her commitment to the church/place of worship.

Our criteria require the parent to have attended their place of worship times a month for months prior to 1st September 2012.

Has this been the pattern for this parent? YES / NO

signed

Name Date:

Position

Church

Please return this form to

by