

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 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.

Brennand's Endowed Primary School SLAIDBURN
Admissions Policy 2017/2018

Determined Primary Admission Arrangements

Admission procedures

This arrangement follows consultation between the governing body, the Diocesan Board of Education, Local Authorities and other admissions authorities in the area. The governors will not place any restrictions on admissions to the reception class unless they are advised that the number of children for whom admission is sought is likely to exceed this number. The number of places available for admission to the Reception class in the year 2017 will be 10.

Parents seeking application to the school under over subscription criteria 3 or 4 must complete and return the school's Supplementary Information Form in addition to the Local Authority Common Application Form. The Supplementary Information Form is available from the school and is attached to this policy. If a Supplementary Information Form is not received, governors will rank the application based on information received on the Common Application form only.

Children with a statement of special educational needs naming the school will be allocated a place. This is a statutory entitlement under S.324 of the Education Act 1996 and is not part of the oversubscription criteria.

The Governing Body operates a system of equal preferences under which they consider all preferences equally and the Local Authority coordinates the admission. By law, no infant class may normally contain more than thirty children. In the event that there are more applicants than places, the governing body will allocate places using the criteria below, which are listed in order of priority.

1. "Looked after children" (children in public care), adopted children who were previously looked after, those with a special guardianship or residency order.
2. Children in special circumstances where their needs can only be met at this school. Please see note 1.
3. Children who have a sibling already attending the school at the time the application is made and who will still be in school at the expected time of entry. Please see note 2.
4. Children whose parents have regular involvement in the work and worship of St. Andrew's Church Slaidburn and St. Bartholomew's Tossie. Please see note 3.

5. Children whose parents are involved in the work and worship of another church in membership of Churches Together in England. Please see note 3.
6. Distance from home to school. Please see note 4.

Tie Breaker

In the event that there are more applications than places available within any one of the above criteria distance from home front door to the school entrance door in a straight line will be used as the final determining factor as measured by the [Local Authority's electronic mapping system].

In the unlikely event that there are two or more pupils living equidistant from school, remaining places will be allocated by the drawing of lots.

Late Applications

Applications received after the deadline will be considered after all the others and placed on a waiting list in order according to the set criteria.

In a case where extenuating circumstances can be shown for late application (and it is before the governors have established their list of pupils to be admitted), then it will be considered alongside the others.

Twins/Multiple Births

Where there are twins/multiple births applying for 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. In exceptional circumstances, twins or multiple birth children may be admitted as 'excepted children' above the infant class size limit. This may also apply to siblings who are in the same year group.

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 until the end of the school year for which the application was made.

Notes:

1. Professional supporting written evidence from the appropriate professional e.g. a doctor, psychologist, social worker, is essential if admission is to be made under the criterion 'special circumstances'.
2. 'Brother or sister' includes step, half, fostered or adopted siblings living at the same address.
3. 'Parental involvement' is normally taken to mean a minimum of monthly attendance at church for over a year. Any application under this criterion must be supported by completion of the Supplementary Information Form (SIF), which is attached to this policy. It is a parental responsibility to complete the SIF, obtain the minister's reference and return it to the school by 15th January 2017.
4. Distance from home front door to the school entrance door in a straight line will be used as the final determining factor. For children living with parents with shared responsibility, the address of the parent living nearest to the school would be used.

Appeals

In the event of the governors being unable to admit any child, the parents may appeal against the decision, setting out their grounds for appeal. This must be done in writing to the Clerk to the Governors (c/o 'The School') within 20 days of notification that the application has been unsuccessful. The school will sympathetically support any appeal if numbers on roll allow it to do so.

Arrangements will be made for the parents to have the opportunity of stating their case to an Appeals Committee, constituted under the School Standards and Framework Act 1998.

Admission of children below compulsory school age

Children who are offered a place are admitted into school at the beginning of the Autumn term following their third birthday. Parents may request that their child attends part-time until the child reaches compulsory school age. Parents may request that the child's entry into the Reception year is deferred until later in the year, but not beyond the beginning of the term following the child's 5th birthday. New entrants are invited into school for induction days (including lunch) in the term prior to admission to familiarise themselves with school before the beginning of September.

Deferred admission

Parents may not defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the beginning of the summer term of the school year for which the original application was accepted.

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 or in-year admissions. Parents wishing their child to attend this school should arrange to visit the school. They will be provided with an application form once they have a definite local address with the exception of an applicant that is a member of a British Service family or a Crown Servant, where a place will be offered before a permanent address can be verified. If there is a place in the appropriate class, then the governors will arrange for the admission to take place. If there is no place, then the admissions committee will consider the application and information about how to appeal against the refusal will be provided. 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-appeal for a place at a school within the same school year unless there has been relevant, significant and material change in the family circumstances.*

Brennand's Endowed (Voluntary Aided) Primary School

Supplementary Information Form

Child's Surname.....

Forename(s)

Date of Birth Boy Girl

Name of parent(s)/guardian

Address.....

.....

.....

Post code.....

Telephone number Mobile Number.....

- Do you attend an Anglican Church or any other Christian Church? **Yes / No**

If 'yes' please name your minister and Church:

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- Do you have a child already attending the school and who will still be attending the school at the expected time of entry of the younger child?

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Name(s) and Year Group

The information provided on this form is used solely for the purpose of considering applications under the school's Admissions Policy. The information is held by the School and/or the Local Education Authority and will not be disclosed to any third party. Under the Data protection Act, some of the information provided is defined as 'sensitive personal data', which means that your explicit consent is required for the data to be processed.

Please confirm your consent by signing and dating the form below.

SignedName (printed).....Date.....