



Clophill St Mary's C of E Lower School
Admissions Policy – Age Range 4 – 9 years 2020-2021

St Mary's Lower School serves the Parish of Clophill. Residence in the parish can be checked using the website www.achurchnearyou.com.

The school will admit children up to the admission number of 30 in each year group.

Pupils who have an Education, Health and Care Plan are required to be admitted to the school which is named on the Education, Health and Care Plan, 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.

In the event of there being more applicants than there are places available, the governors will apply the following criteria in the priority order of categories as listed.

- Category 1** All 'looked after' children or children who were previously 'looked after' but immediately after being 'looked after' became subject to an adoption, child arrangement or special guardianship order (see definitions)
- Category 2** Any child eligible for 'pupil premium', or 'service premium' funding
- Category 3** Pupils living in the catchment (for information on the catchment area please see attached map) area with siblings at the school (see definition of sibling)
- Category 4** Other children living in the Parish of Clophill
- Category 5** On very exceptional medical grounds
- Category 6** Other siblings (see definition)
- Category 7** Children living outside the Parish of Clophill, one or more of whose parents/guardians have, at the time of application, and for a period of six months previously, attended public worship at a Church of England Church at least once in each calendar month.
- Category 8** Regular worshippers in Churches of other denominations. "Regular worshippers" are defined as being in regular attendance on at least one Sunday per month during the six months immediately prior to the submission of the application. 'Other denominations' means churches which are members of 'Churches Together in England' or the 'Evangelical Alliance'.

Written certification will be required from the relevant member of the clergy team of the Parish or the minister of your church. There is a relevant section on the Central Bedfordshire application form for this purpose. Parents not living in the Local Authority area should contact the School Admissions Service

for a separate religious declaration. In the event of a family moving into the area and seeking qualification under this category, confirmation will be sought by the Headteacher from the incumbent of the family's previous parish.

Category 9 Any other children

In the event of there being an oversubscription in any one of the above categories, the determining factor will be the geographical proximity to the school as defined below, with the exception in note 3 below.

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 measuring 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 pedestrian gate of the school. Priority will not be given within each criterion to children who meet other criteria. In the event of (a) two or more children living at the same address point (e.g. children resident in a block of flats) or (b) two addresses measuring the same distance from the school, the ultimate tie-breaker will be random selection, using the School Admissions Team database to allocate the place.
2. In the case of twins and multiple births where the first twin or a multiple birth sibling is offered the last available place the governors will offer a place to the other twin or multiple birth sibling(s) as exceptions to the infant class size rule.
3. In any situation where the application of the above criteria results in a situation where there are more children with an equal right to admission to the school than the number of available places, note 1 will be used as a "tie-breaker" to resolve the matter.
4. In the case of older children who apply to join the school, admission will be on the basis of places being available in the relevant classroom. If there are more applicants for places than available, then the above admissions policy will apply. All 'in year' applications will be managed by the School Admissions Team.

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, child arrangement order or special guardianship order. An 'adoption order' is an order under section 46 of the Adoption and Children Act 2002. A 'child arrangement order' is an order settling the arrangements to be made as to the person with

whom the child is to live under section 14 of the Children and Families Act 2014 which replaces residence order in 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)

'Pupil Premium' children

The pupil premium is additional funding for publicly funded schools in England to raise the attainment of disadvantaged pupils and close the gap between them and their peers.

Pupil premium funding is available to:

- local authority maintained schools, including special schools and pupil referral units (PRUs)
- voluntary-sector alternative provision (AP), with local authority agreement
- special schools not maintained by the local authority (NMSS)
- academies and free schools, including special and AP academies

The **pupil premium** is additional funding given to state funded schools in England to raise the attainment of disadvantaged pupils and close the gap between them and their peers.

- Pupil premium funding is available to both mainstream and non-mainstream schools, such as special schools and pupil referral units. It is paid to schools according to the number of pupils who have been:
 - registered for free school meals (FSM) at any point in the last 6 years
 - looked after by the local authority (in care) for one day or more
 - those who have left local authority care through adoption, or via a Special Guardianship, Residence or Child Arrangements Order

'Service Premium' children

State Schools, Academies and Free Schools in England, which have children of service personnel in Reception to Year 11, can receive service premium funding, which is designed to assist the school to provide mainly non-educational support (known as pastoral care) to these children.

The **Service Premium** is for children whose parents are serving in the Armed Forces. Service children as a group do not underachieve but the Premium is provided to meet their specific pastoral needs. It is paid to schools for those children who:

- have parent(s) who are currently serving in the UK regular armed forces;
- have parent(s) who served in the UK regular armed forces at any time in the last three years;
- have parent(s) who died serving in the UK regular armed forces and are in receipt of a pension under the Armed Forces Compensation Scheme or War Pension Scheme

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 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 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 Procedure.

The Local Authority has a co-ordinated admissions procedure, which applies to all schools. Parents are required to apply to the Local Authority in which they live and return their application form to that authority by the date indicated on the application form. Parents can also apply online using the online application system for the Local Authority in which they live. For parents living in Central Bedfordshire, the timetable for the application process is published in the Local Authority's information booklet.

The school year runs from September 1st to August 31st. All children will be offered places to start in the September of the school year during which they are 5. As some parents may not wish their child to start full time education initially, an opportunity will be given for all parents to discuss the admissions provision for their child before starting school. All children will normally be expected to attend full time from January, but parents do not have to take up a full time place for their child until the child has reached statutory school age.

Normally all children are offered a full-time place in September but parents can request the following:

- (i) That the date their child is admitted to school is deferred until later in the academic year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which it was made e.g. Summer born children are only able to defer entry until the start of the summer term
- (ii) That their child takes up a place part-time until later in the school year but not beyond the point at which they reach compulsory school age
- (iii) Where a parent of a summer born child (1st April – 31st August) wishes their child to start school in the term following their fifth birthday, they will normally need to make an in-year application for a Y1 place. Parents should discuss this with the school as soon as possible. If parents wish such child to be educated "out-of year group" i.e. in the Reception Year rather than Y1 they should discuss this with the school. Such applications will be considered on a case by case basis. Even if the school agrees to a child being admitted into, for example, Year R rather than Year 1, a new application will need to be made in the normal admissions round for that year. School agreement does not

guarantee a place as it will be dependent on applications for that year and where a particular child would be ranked. Parents do not have the right of appeal against a decision not to accept this request

Before a child starts school a member of staff from the Foundation stage or the Headteacher will make a home visit so that we can get to know the child in familiar surroundings. This also gives you an opportunity to tell us about your child and ask any questions you may have.

There is also an afternoon in the term before the child starts when parents and children look around the school and spend time in the Foundation class. If you are not associated with local providers you are welcome to arrange your own visit by phoning the school office (01525 860206).

Unsuccessful Applications

Appeals

Parents who have not been allocated a place for their child have the right of appeal to an independent panel. The LA will explain the procedure to you if this situation arises.

Waiting List

In the event of more applications than available places the School Admissions Team will maintain a waiting list. These and late applications will go onto this list in a position determined by the criteria. If a place becomes available in the school it will be offered to the child at the top of the waiting list.

The School Admissions Team will maintain the waiting list for a whole academic year. Parents are requested to inform the Schools Admissions Team if they wish their child's name to remain on the waiting list beyond that time.

In year Admissions

Requests for admissions into other year groups or in year should be made directly to the School Admissions Team. The application form is available from the school or Local Authority and can also be downloaded from the Local Authority website (Central Bedfordshire residents only). Parents not living in Central Bedfordshire should contact Central Bedfordshire Local Authority or the school for an application form.