

**Carlton and Faceby
Admissions Policy 2016-2017**

The Admissions Policy for Carlton & Faceby Church of England (VA) Primary School, as agreed by the Governing Body is as follows:-

Subject to a vacancy, and meeting the criteria for admission, children will be offered a place at Carlton & Faceby Primary School from the beginning of the academic year (1st Sept – 31st Aug) in which they reach their fourth birthday.

Admission of children below compulsory school age and deferred entry to school

- Admission authorities **must** provide for the admission of all children in the September following their fourth birthday. The authority **must** make it clear in their arrangements that:

- a) parents can request that the date their child is admitted to school is deferred until later in the academic year or until the term in which the child reaches compulsory school age, and
- b) parents can request that their child takes up the place part-time until the child reaches compulsory school age.

Published Admission Number PAN

The LA in consultation with the Governing Body sets a Published Admission Number PAN on the number of children in each year group in the school. For 2016/17 this is 8. 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 this number.

Infant class size – Infant classes (those where the majority of children will reach the age of 5, 6 or 7 during the school year) **must not** contain more than 30 pupils with a single school teacher. Additional children may be admitted under limited exceptional circumstances. These children will remain an 'excepted pupil' for the time they are in an infant class or until the class numbers fall back to the current infant class size limit. The excepted children are:

- a) children admitted outside the normal admissions round with statements of special educational needs specifying a school;
- b) looked after children and previously looked after children admitted outside the normal admissions round;
- c) children admitted, after initial allocation of places, because of a procedural error made by the admission authority or local authority in the original application process;
- d) children admitted after an independent appeals panel upholds an appeal;
- e) children who move into the area outside the normal admissions round for whom there is no other available school within reasonable distance;
- f) children of UK service personnel admitted outside the normal admissions round;
- g) children whose twin or sibling from a multiple birth is admitted otherwise than as an excepted pupil;
- h) children with special educational needs who are normally taught in a special educational needs unit attached to the school, or registered at a special school, who attend some infant classes within the mainstream school.

Oversubscription criteria

All governing bodies are required by section 324 of the Education Act 1996 to admit to the school a child with a statement of special needs that names the school. This is not an oversubscription criterion. This relates only to children who have undergone statutory assessment and for whom a final statement of special educational needs (SEN) has been issued.

Preference will be given in accordance with the oversubscription criteria set out below in order of priority up to the Published Admission Number PAN:-

- Looked after children including previously looked after children (the latter category are children who were adopted or became subject to a residence order or special guardianship order) .
- Children whose parents/carers are regular worshippers at either St Botolph's

Church, Carlton-in Cleveland or St Mary Magdalene Church, Faceby.
(supplementary form to be completed by parent/guardian).

o Regular worshipers means worshipping at least once a month for a period of at least one year verified in writing by the minister concerned.

- Children residing within the Ecclesiastical parishes of Carlton-in-Cleveland and Faceby at the date of application.
- Siblings (a brother, sister, step-brother, step-sister, half-brother or half-sister, foster brother or sister and adopted brother or sister who is permanently resident at the same address) of children attending the school at the proposed date of admission.
- Other children.

Note – Where there are more applicants than available places, we will give priority to those children living nearest the school. *Distance measurements are based on the nearest walked route from a child's home address to school. We measure from a fixed point within the dwelling, as identified by Ordnance Survey, to the nearest school entrance using an electronic mapping system.*

Admissions Information

Last year the school was able to admit all pupils whose parents applied.

Applying for a Place

Applications for admission to the school MUST be made on the LA common application form, this is available online or in hard copy and also on the school's own form which is returned to school.

Letters informing parents of whether or not their child has been allocated a place will be sent out by the Local Authority on 18 April 2016. The first day of that week is deemed the "offer day". Parents of children not admitted will be informed of the reason and offered an alternative place by the Authority.

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 if a place cannot be allocated the child's name will be placed on the waiting list in order according to the criteria.

Waiting List

Where we have more applications than places, the oversubscription criteria will be used. Children who are not admitted will have their name placed on a waiting list. The names on the waiting list will be in order resulting from the application of the oversubscription criteria. Since the date of application cannot be a criterion for the order of the names on the waiting list, late applicants 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. The waiting list will operate for the academic year.

Appeals

Where the governors are unable to offer a place because the school is oversubscribed, 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 within 14 days of receiving the letter refusing a place. Parents will have the opportunity to submit their case to the panel in writing and also to attend in order to

present their case. The deadline for lodging appeals is at least 20 school days from the date of notification that an application was unsuccessful. You will normally receive 14 days notice of the place and time of the hearing.

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.

Fraudulent Applications

A school **must not** withdraw a place once a child has started at the school, except where that place was fraudulently obtained. In deciding whether to withdraw the place, the length of time that the child has been at the school **must** be taken into account. For example, it might be considered appropriate to withdraw the place if the child has been at the school for less than one term.

Approved for consultation by the Governing body October 2014