

BUTTERWICK PINCHBECK'S ENDOWED CHURCH OF ENGLAND PRIMARY SCHOOL



ADMISSIONS POLICY 2016 – 2017

Date Agreed: March 2015

Date to be Reviewed: March 2016

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Any parent can request that their child's date of admission is deferred or request a part-time place. Please contact the Headteacher if you want more details.

Children are admitted to this school in the September following their fourth birthday. The planned admission number (PAN) is 45. Parents have a right to express a preference for the school they wish their child to attend and to state reasons. The Governors operate in accordance with the agreed co-ordinated scheme which is available from the Local Authority. Guidance on dates and timelines is provided to parents in "Going to School in Lincolnshire" and the relevant Guide for Parents and Carers. The school will first meet its statutory duty to admit children with a Statement of Special Educational Needs (Appendix Para 10). In the event of the number of children wishing to come to the school exceeding the number of places the following oversubscription criteria will apply in the following stated order:-

- i. Children in Public Care (Appendix Para 8).
- ii. Children who have a sibling (Appendix Para 9) attending school.
- iii. Children from Butterwick, Freiston, Benington and parts of Fishtoft, namely Hillydyke, Long Hedges, Willoughby Hills and Wythes Lane.
- iv. Children from Leverton.
- v. Children with at least one parent who is a confirmed member of the Church of England. (Appendix Para 11).
- vi. Distance (Appendix Para 5) from the child's home address (Appendix Para 6). Those living nearest being the highest priority.

In the event of oversubscription within any of the above criteria distance criterion (point vi) above will be applied. If any one of the oversubscription criteria is oversubscribed there will be a Tie Break (Appendix Para 7).

The school keeps a Reserve List (Appendix Para 2) for entry into Reception and accepts Mid Year admissions (Appendix Para 3). There is an Appeals Procedure (Appendix Para 1). Information about the Fair Access Protocol is appended (Para 4).

1. Appeals

The procedures for appeals relating to admissions will be in accordance with all relevant legislation. They are independent and organised by the County Council Legal Services Section and entirely separate from the admission system. The decision of the appeal panel is binding on all parties.

2. Reserve list

For admission into Reception the Governors will keep a waiting list which we call a reserve list. If you were not offered a place and you named us as a higher preference, your child is automatically put on the reserve list above the one you were offered. This list is in the order of the oversubscription criteria. Names can move down the list if someone moves into the area and is higher placed on the oversubscription criteria. The list is kept by the Schools Admissions Team until the end of August. After this we keep the reserve list until the 31 December. We are not required to keep any lists for any other year groups. If you wish your child to join the school at other times please contact us direct. The time you have been on the list is not taken into account. If a family move into the area they may be placed higher on the reserve list because we take account of where you are in relation to the oversubscription criteria and not the length of time you have been on the list.

3. Mid-year admissions

The Governors will accept admissions into other year groups if there are places. If there are more applications than places then the oversubscription criteria will be used to decide who should be offered the place. If there are no places then you will be told of the independent appeal system.

4. Fair Access

The government has stated that all local authorities must have a Fair Access agreement that allows hard to place children, for example those that have been permanently excluded, to be given a place before any oversubscription criteria are applied and before anyone is considered from the reserve list. Such children are shared out to make sure no one school has to take too many of these children.

5. Distance

The nearest address to the school is found by measuring the distance from your address to the school by driving distance along public highways. We measure electronically along public highways using the post office address point of the home to the post office address point of the school.

6. Home address

The child's home address is the address where they live for the majority of the school term time with a parent who has parental responsibility as defined in the Children Act 1989. Or any child in the household where an adult in the household is defined as a parent for the purposes of Section 576 of the Education Act 1996. This could include a person who is not a parent but who has responsibility for her or him. It could include a child's guardians but will not usually include other relatives such as grandparents, aunts, uncles etc unless they have all the rights, duties, powers and responsibilities and authority, which by law a parent of a child has in relation to the child and their property. Where your child lives normally during the school week with more than one parent at different addresses, the home address for the purposes of school admissions will be that of the parent who lives closest, as measured by driving distance. If you have more than one home, we will take

as the home address the address where you and your child normally live for the majority of the school term time.

7. Tie-break

If any of the oversubscription criteria have too many applicants then the tie-break will be distance as described above. The child living closer to the school will be offered the place.

8. Children in public care

The Government's School Admission code states that the highest priority must be given to Looked After Children and previously Looked After Children. (Previously Looked After Children are children who were looked after, but ceased to be so because they were adopted or became subject to a residence order or special guardianship order).

9. Sibling

Each of two or more children having one or both parents in common.

10. Statement of Special Educational Needs

As determined by the Local Authority.

11. Confirmed member of the Church of England

Documentary evidence in the form of a Confirmation Certificate or a copy of church records.