Great Chesterford C. of E. Primary Academy

ADMISSIONS POLICY 2020/21

Applications will be handled in accordance with the co-ordinated admission scheme published by Essex County Council in the Primary Education in Essex booklet. The academy allows that children born on and between 1 September 2015 and 31 August 2016 would normally commence primary school in Reception in the academic year beginning in September 2020.

During the term prior to admission, parents and children who are offered a place at the school will be invited to the school to discuss admission arrangements.

The number intended to admit is 30. It is the Governing Body's policy to admit all children whose parents request a place at this school, provided that places are available within the number intended to admit. Where there are more applications than places available, decisions will be made according to the order of the criteria listed below. However, children who have a statement of educational needs **which names the school on the statement** are required to be admitted irrespective of the previous admissions criteria.

1 Looked after children, including those children that were formerly looked after: *"A 'looked after child' or a child who was previously looked after but immediately after being looked after, became subject to an adoption, residence or special guardianship order. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22(1) of the Children Act 1989)."*

2 Children who are resident in the Ecclesiastical parishes or civil parishes of Great and Little Chesterford, Littlebury, Littlebury Green, Catmere End and Strethall and are siblings (*1) of pupils already on the roll (at the time of application and admission). A map is available from the school.

3 Children who are resident in the Ecclesiastical parishes or civil parishes of Great and Little Chesterford, Littlebury, Littlebury Green, Catmere End and Strethall.

4(*1) Siblings of those already on the roll (at the time of application and decision to offer a place who are resident outside the above areas.

5(*2) Children whose parents/carers are at the heart of the church. A regular worshipper attending Sunday services at least twice a month or/and involved in weekday worship.

6(*2) Children whose parents/carers are attached to the church. A regular but not frequent worshipper who attends on a monthly basis or is involved in weekday activity that includes an element of worship.

7(*2) Children whose parents/carers are known to the church. An occasional worshipper, known through a family connection who is involved in a church organisation.

8. Those who would benefit from education at this school in exceptional medical circumstances based on evidence as defined in the County admissions arrangement.

9. Other children.

Proximity to the school on a straight line basis with those children living nearest having the highest priority. This criterion will also be used in the case of oversubscription in any of the above criteria. Distances are

calculated by the Local Authority, as defined in the Primary Education in Essex booklet, by use of a Geographical Information System which accurately measures the distance from the child's home address to the school. Where the final place for allocation has children who are tied in a straight line distance from the school the names will be drawn at random by an independent member of the governing body.

Twins, triplets etc.
For community and voluntary controlled schools in the normal admission round, if the last child to be offered a place is a twin and their sibling cannot be offered initially, the Academy will ensure both twins are offered a place. In the case of triplets or other multiple births, if the majority of children can be offered a place initially, the Academy will offer places to the remaining child(ren). For example if two triplets can be offered a place, the remaining child will also receive an offer of a place.

For mid-year applications, where a family moves into an area necessitating a change of school for their twins (or triplets etc.) and the majority can be offered a place then a place will be offered for the remaining child(ren). However, where the family does not move but wishes to transfer the children to another local school where there are insufficient places for all of them, then places would not normally be offered to all. The decision will be made by the governing body or Academy Trust.

In accordance with the coordinated admissions scheme operated by Essex County Council, the names of children refused a place will be maintained on a waiting list held by the County Council until the end of the first week of the autumn term. Thereafter the school will hold the waiting list until the end of the autumn term. The waiting list will be held in the order of the admissions criteria.

Deferred Entry
Parents can request that the date their child is admitted to school is deferred until later in the school year or until the child reaches compulsory school age in the school year. The law does not require a child to start school until the start of the term following their fifth birthday. Compulsory school age is reached at that point.

Where entry is deferred, the school will hold the place for that child and not offer it to another child. The parent would not however be able to defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the academic year for which the original application was accepted. Where parents choose to defer entry, a school may reasonably expect that the child would start at the beginning of a new school term/half term.

Where a parent of a 'summer-born' child (1 April – 31 August) wishes their child to start school in the autumn term following their fifth birthday, they will need to apply for a place at the correct time for the normal admission round for the following academic year. Supporting evidence from relevant professionals working with the child and family stating why the child must be placed outside their normal age appropriate cohort should be submitted. The academy will decide whether the application for a Reception place will be accepted or whether it will be treated as an application for a Year 1 place, the child's normal age appropriate cohort. Further details are provided in the 'Primary Education in Essex' booklet. If the application for a Reception place is not accepted this does not constitute a refusal of the place and there is no right to an independent statutory appeal.

Application for places at times other than specified for Reception entry:

- Places will be offered where numbers in the appropriate age-related class are below 30 with the same criteria applied as set out in other sections of this policy.

Parents have the right of appeal against any decision and appeal forms are available from the school. These should be returned to the Clerk to the Appeals Panel, PO Box 11, Chelmsford, CM1 1LX within 14 days of receiving the decision of the admissions panel. Appeals are heard by a panel that is independent of the school.

*1 Siblings are defined by Essex County Council and set out in the admission arrangements for community schools.
*2 It should be noted that parents who wish to apply under Points 6, 7 and 8 above will be required to fill in the school's Supplementary Information Form as well as the LA's common admission form. The Supplementary Information form must be confirmed by a signed statement from the local clergy. The school's form should be submitted to school before the end of February. Copies of these forms can be obtained through the school.

Great Chesterford C. of E. Primary Academy

Supplementary Information Form

Family Name

Name of Child

Home Address

Criteria used for admission (see admissions policy)

Supporting Statement signed by a member of the clergy

The person named above is known to the church in the following capacity: (Please select one)

- They are at the heart of the church. A regular worshipper attending Sunday services at least twice a month or/and involved in weekday worship.

- They are attached to the church. A regular but not frequent worshipper who attends on a monthly basis or is involved in weekday activity that includes an element of worship.

- They are known to the church as an occasional worshipper. They are known through a family connection who is involved in a church organisation.

Signed Designation

Contact Phone. Number

Date ____