

★ Reaching together



**Ivington**  
Church of England  
Primary School

**Admission Policy**

# Approval of the Governing Body

This document is a statement of the aims, principles and strategies for:

## Admission

at

Ivington C of E Primary School.

It was updated and amended in the light of new legislative requirements during the:

## Autumn Term 2009 for the year 2011/12

It has been agreed and is supported by the teaching staff and the governing body.

We aim to review this policy and amend it to embrace any further statutory changes during the:

## Autumn Term 2010

### Signatures:

Mr T Milne  
Headteacher

Mr J. Hanson  
Governing Body Chairman



Ivington Church of England Primary School is a Voluntary Aided School in the Diocese of Hereford. The provided school for a child is the one regarded by the Local Authority as serving the area in which he/she resides (often referred to as the Catchment Area). A map showing the school catchment area is available to view in the school office.

As Ivington is a Voluntary Aided School, it means that the Governing Body is the Admissions Authority and must publish a policy setting out all the arrangements for admissions. The Governing Body works with the Local Authority and the Diocese adhering to their statutory arrangements and criteria.

This policy has been made in accordance with the Sex Discrimination Act 1975, the Race Relations Act 1976 & 2000, the Human Rights Act 1998, the Disability Discrimination Act 1995 & 2005 and the Equality Act 2006. The implementation of this policy will be administered fairly and impartially. The decision to admit, or otherwise, is the sole responsibility of the Governing Body.

The following information is correct for the academic year 2009/2010 onwards, but could be altered for future years. All applications are made by parents or carers for their child/children

### **ADMISSIONS POLICY**

Every school has a set limit for admissions during the year in accordance with the Education Reform Act 1988. This is called the Planned Admission Number (PAN). The limit for Ivington Primary School is **15** places in the reception year group. In accordance with current legislation, a KS1 class will not exceed 30 at the beginning of the academic year.

The Local Authority operates a timetabled co-ordinated admissions procedure for all primary schools in line with Government legislation. The LA co-ordinates the admissions process on behalf of the school according to the scheme published in their Admissions Booklet for that year - but it is still the Governing Body for this school which will allocate the available places in line with this policy.

The parents of each child approaching school age and living in the catchment area should receive an admissions pack from the Local Authority which will contain information about the admission process and the forms that are required to be completed. The information booklet will help parents to complete the application form and will provide the dates for notification to parents of admission decisions and the closing date for accepting places or for lodging any appeals. It will also detail procedures for dealing with late applications.

Ivington C of E Primary School operates a single-intake system with all reception places offered from September. Most children attend full-time from the beginning of the academic year, however, in accordance with current legislation, parents may request that their child's entry be deferred until later in the same school year. The parent cannot defer entry beyond the beginning of the term after the child's 5<sup>th</sup> birthday, nor beyond the academic year for which the original application was accepted. Arrangements for each child are agreed with the reception teacher.

All Governing Bodies are required by section 324 of the EA 1996 to admit to the school a child with a Statement of Special Educational Needs (SEN) that names the school. This is not an oversubscription criterion. Schools **MUST** admit such children whether they have places or not.

## OVERSUBSCRIPTION CRITERIA

After automatic allocation of SEN places, if more parents have expressed a preference for the school than the published number of places for new admissions, the Governors will use the following criteria **taken in order**:

1. Looked After children (*All admission authorities must give the highest priority in their oversubscription criteria to these children as required by Part 3 of the Admission Arrangements Regulations.*)
2. Pupils whose home address is **within** the catchment area of the school as defined by the LA and who have a **sibling in school** at the time of entry.
3. Pupils whose home address is **within** the catchment area of the school as defined by the LA and who request a **Church (faith) place** supported by the appropriate Vicar / Rector / Minister. Faith in this context is defined as being an adherent to the Christian Trinity.
4. Pupils whose home address is **within** the catchment area of the school as defined by the LA and who have the '**shortest available walking route to school**'.
5. Pupils whose home address is **outside** the catchment area of the school as defined by the LA and who have a sibling at the school.
6. Pupils whose home address is **outside** the catchment area of the school as defined by the LA, but who are living within the parish boundaries of Churches within that catchment area, and whose family is actively involved in the worship, life and work of a Christian faith Church. This application must be supported by the appropriate Vicar / Rector / Minister.
7. Pupils whose home address is outside the catchment area of the school as defined by the LA and whose family is actively involved in the worship, life and work of a Christian faith Church. This application must be supported by the appropriate Vicar / Rector / Minister
8. Pupils whose home address is **outside** the catchment area of the school as defined by the LA but who live nearest by the 'shortest available walking route' as defined by the LA.

Please note that:

- '**Church**' is taken as meaning an organised body subscribing to the doctrine of the Trinity, which is either a member of the local Christian Council / Council of Churches or affiliated to 'Christians together in England'.
- '**Shortest available walking route to school**' is determined by the LA using computer assisted OS maps and post codes to ensure accurate measurement. This measurement will simply be used to differentiate between candidates who fulfil these criteria in the event of oversubscription, rather than being a requirement under the criteria itself.
- '**Parents**' include all those who have a parental responsibility for a child as set out in the Children Act 1989. Where responsibility is shared, the person receiving Child Benefit is deemed to be the parent responsible for completing application forms and whose address will be used for admission purposes.
- '**The Home Address**' will be the address used for correspondence related to where 'Child Benefit' is paid. In cases where there is doubt of the home address, or where a child lives between two homes (split families) or other relevant circumstances, proof of the home address must be provided to the school to confirm the address on the application form. Home address will be the address that complies with the above at the closing date for applications set by the Local Authority.
- '**Sibling**' is defined as:
  - A full or half brother or sister
  - A step brother or step sister
  - An adoptive brother or sister
  - Children of parents who are married or cohabiting, where the parents and children live together in the same family household.

## **CLOSING DATE FOR RECEPTION YEARGROUP APPLICATIONS**

The closing date for applications, set by the LA, is in January preceding the relevant academic year. Subsequent to this date the Governors will allocate places in accordance with the admission policy. If a place is refused, then under the 1996 Education Act, a parent has the right of appeal, for which application should be made in writing to the Diocesan Director of Education, The Diocesan Office, The Palace, Hereford HR4 9BL.

## **LATE APPLICATIONS**

These will be dealt with in line with the procedures published in the Local Authority's booklet.

## **IN YEAR APPLICATIONS**

Within the school's admission limits of 15 pupils per year group, the allocation of places which become available during the year will be made on the basis of the Oversubscription Criteria but bearing in mind that this is a mixed age class and it may be possible to be flexible if a particular year group only has very few children.

## **ADMISSION DECISION**

Reception parents will be notified of the Governors' decision on the date published in the Local Authority's Booklet.

If you are offered a place at Ivington CE Primary School, you will be given more information and your child will be invited to visit the school during the latter part of the summer term. There is a welcome and induction programme for new parents and children.

## **WAITING LIST**

Currently this school does not have a waiting list but will operate one should this become necessary. In accordance with current legislation, in the event of oversubscription, the waiting list would be maintained for at least one term in the academic year of admission. Children would be ranked in the same order as our published oversubscription criteria. Priority would NOT be given based on the date the application was received.

## **APPEALS**

Currently, and in recent years, there have been no appeals made regarding admission arrangements - but the procedure and process is outlined in the Local Authority's Booklet 'Information for Parents - Admissions and Transfer to Schools'.

## **Addendum: Church Places Criteria**

The following extract adapted from the National Society's admissions advice is an additional explanation that the DBE (Diocesan Board of Education) would like highlighted to Governors and prospective parents of how Church places are defined and determined:

National context: On 14<sup>th</sup> March 2006, the Archbishop of Canterbury asked the Church to find 'some simple objective criteria, applicable across the country, for admissions; and to avoid misunderstanding, some clear public commitment in the whole sector to guarantee places for local children and for children of other faith backgrounds'. The Hereford Diocesan Board of Education has responded by recommending the following criteria and understanding which have been adopted by this school's Governing Body.

### ***Christian commitment - 'faith priority' places***

- (i) ***Baptism*** is the basic criterion for the identification of the children of practising Christian families. ***Thanksgiving for the Gift of a Child*** could also be taken into account for those Christians who do not practise infant Baptism. However, that will not normally be enough on its own, if over-subscribed schools are going to be able to distinguish those most clearly admissible on faith grounds. There needs also to be some evidence on the basis that they are of the faith of the school
- (ii) We operate, therefore, a three-tier stratification for faith-based places:
  - *known to the church*
  - *attached to the church and*
  - *at the heart of the church*
- (iii) Applicants for a faith priority place will be asked to identify themselves as being: *known to the church; or attached to the church; or at the heart of the church*. The period in question will normally be the past two years. Applicants new to the area would need to provide evidence from a previous church or churches
- (iv) An applicant '***known to the church***' will not be a frequent but probably an occasional worshipper, someone who is perhaps known through a family connection, or one or more of whose family would be involved in some church activity, such as a uniformed or other church organisation
- (v) An applicant '***attached to the church***' will be a regular but not frequent worshipper, by which is meant (for example) one who usually attends a monthly family or church parade service or is regularly involved in a weekday church activity including an element of worship
- (vi) An applicant '***at the heart of the church***' will be a regular worshipper. This might normally mean one who worships usually twice a month. To accommodate difficult patterns of work and family relationships account will be taken of week-day worship. ***The worshipper could be the child*** for whom application is made or one or both parents

### ***Application form and church reference***

- (vii) Applicants for faith priority places will need an application form (available from the Governors) to give evidence of their Christian (or other faith) commitment
- (viii) Christian applicants should give evidence that the child for whom a place is sought has been baptised or had a service of Thanksgiving for the Gift of a Child. A copy of a certificate of Baptism or of a service of Thanksgiving should be included if possible with the application
- (ix) There needs to be confirmation through a worship community reference of applicants' claims, where they are applying on a faith priority basis. This reference will simply confirm or reject the objective facts as proposed by the family: *this family is known to the church; this family is attached to the church; this family is at the heart of the church*
- (x) Once the reference is available to the governing body of the school it becomes objective evidence for the admissions committee in forming their judgement on the application. The same will apply in the case of any subsequent appeal or adjudication.

Applications made/children admitted to the school in September 2009 showing oversubscription criteria used:

Criteria (from version of Admission Policy relevant to Sept 2009 intake):	No of places offered	No of places taken in Sept 09
1. Looked After children	0	0
2. Pupils whose home address is <i>within</i> the catchment area of the school as defined by the LA and who have a <i>sibling in school</i> at the time of entry	0	0
3. Pupils whose home address is <i>within</i> the catchment area of the school as defined by the LA and who request a <i>Church (faith) place</i> supported by the appropriate Vicar / Rector / Minister. Faith in this context is defined as being an adherent to the Christian Trinity.	0	0
4. Pupils whose home address is <i>within</i> the catchment area of the school as defined by the LA and who have the ' <i>shortest available walking route to school</i> '.	2	2
5. Pupils whose home address is <i>outside</i> the catchment area of the school as defined by the LA and who have a sibling at the school.	6	6
6. Pupils whose home address is <i>outside</i> the catchment area of the school as defined by the LA, but who are living within the parish boundaries of Churches within that catchment area, and whose family is actively involved in the worship, life and work of a Christian faith Church. This application must be supported by the appropriate Vicar / Rector / Minister.	0	0
7. Pupils whose home address is <i>outside</i> the catchment area of the school as defined by the LA but who live nearest by the 'shortest available walking route' as defined by the LA.	8	8
<b>TOTAL:</b>	<b>16*</b>	<b>16</b>
Total number of applications for Ivington C of E Primary School intake September 2009 - 37. All first preference applications were successful.		

\*Permission granted for Sept 2009 only to increase PAN to 16 as school is not full and the admission of 16 children on this occasion would not prejudice the education of any other pupils.



**IVINGTON C of E PRIMARY SCHOOL  
CHURCH PLACE INFORMATION  
FORM**



<b>Full Name of Child</b>	<b>Christian Name(s)</b>	<b>Surname</b>	<b>M/F</b>	<b>Date of Birth</b>
<b>Address</b>		<b>Telephone No</b>		<b>No of Years at this address</b>
<b>Post Code</b>				
<b>Name of Parent(s) or other legal guardians</b>				<b>Date for which application is made</b>
<b>Names of brothers or sisters attending this school</b> - at present - in the past  <b>Number of younger brothers /sisters</b>				<b>Class</b>
<b>Primary school or present secondary school attended</b>				
<b>Church attended</b>				
<b>How long has your family attended this church?</b>				
<b>Name of Priest of Minister</b>				
<b>On how many Sundays in the year are services held in the Church you attend?</b>	<input type="text"/>	<b>What is your denomination? (please tick)</b>		
<b>How many of these services does your family normally attend?</b>	<input type="text"/>	<b>Church of England</b>	<input type="checkbox"/>	
		<b>Baptist</b>	<input type="checkbox"/>	
		<b>Methodist</b>	<input type="checkbox"/>	
		<b>United Reform</b>	<input type="checkbox"/>	
		<b>Other.....</b>	<input type="checkbox"/>	
<b>Information relating to your child:</b>				
<b>Has your child been baptised or dedicated? Please give details of the year and church.</b>				
<b>Church..... Year.....</b>				

**Family Involvement with the Church**

*Identification of your involvement with the Church. Please tick one of the appropriate definitions*

**1. At the heart of the Church**

[A regular worshipper. At least twice a month (including weekdays). The worshipper could be the child for whom application is made, or one or both parents.]

**2. Attached to the Church**

[A regular but not frequent worshipper (eg once monthly at family service or Church parade) or is regularly involved in a weekday church activity including an element of worship.]

**3. Known to the Church**

[Not a frequent worshipper but attend occasionally, eg Christmas, Easter, Harvest Festival. Perhaps known to the Church through a family connection or where one or more of the family are involved in some church activity, such as uniformed or other church organisation]

*Please add any comments which you wish to be considered:*

**Signature of Parent/Guardian.....Date.....**

**Clergy Reference:**

How many years have you been responsible for the church usually attended by the applicants?

How many years have the applicants been attending church since your appointment?

Please indicate **YES** in the box which most closely describes your level of support. (And **NO** in the other two boxes):

1. This applicant is at the heart of the church and I unreservedly recommend a church place

2. I fully support this application and can vouch that this applicant is attached to the church

3. I confirm that this applicant is known to the church and I support the application

*Clergy comments:*

**Signature of Priest/Minister.....Date.....**