



Leintwardine Endowed Primary School

Admissions Policy

This document is a statement of the policy of Leintwardine Endowed Church of England Primary School with respect to Admissions. It has been updated and amended in the light of new legislative requirements during 2007 and was approved by the Governing Body on 21st May 2009 for the year 2011/12

This policy will be amended to embrace any further statutory changes and will be the subject of review as part of the school cycle of policy review as identified in the School Improvement Plan.

Leintwardine Endowed Church of England Primary School (LECOFeps) is a Voluntary Aided school provided for the children in the Parish of Wigmore Abbey in the Diocese of Hereford, serving Leintwardine, Brampton Bryan, Buckton, Downton, Newton and Walford. The provided school for a child is the one regarded by the Local Authority as serving the area in which he or she resides (often referred to as the Catchment Area.). The school catchment area is shown clearly on the coloured map accompanying this document.

As LECOFEPS 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, the Race Relations Act, the Human Rights Act 1995 and 2006, 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 information following 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 or children.

ADMISSIONS POLICY

Every school has a limit set for admissions during the year in accordance with the Education Reform Act 1988. This is called the planned admissions number

(PAN). For Leintwardine Endowed C of E Primary School a limit of 15 places has been set for the Reception group and the school must admit all eligible pupils until that particular year group has reached its PAN. Our recent practice over the last three years has been to offer Reception children whose birthdays fall between 1st September and 31st August admission in September of that year on either a full time or a mornings-only basis depending on their birth date. This has proved highly effective since all children therefore receive three terms of education during their Reception year.

Autumn Term – your child will start full time school in September if their birthday is between 1st September and 31st December inclusive.

Autumn term – your child may start full time school in September if their birthday is between 1st January and 31st August if this is your wish and you feel that your child is ‘ready’.

Autumn term – your child may start part-time school (mornings only) in September if their birthday is between 1st January and 31st August if this is your wish and you feel that your child is not quite ‘ready’ for full time admission.

Although age-groups of pupils other than for Reception do not have published admission limits, the intake figure is considered by the Local Authority (LA) to be the appropriate limit for each of the age groups. Thus, LECofEPS would be ‘full’ when the seven year groups each have 15 pupils i.e. $7 \times 15 = 105$ pupils.

The LA and the Governors are required to admit eligible pupils a place on demand up to at least the published admission limit. The duty to comply with any preference expressed by a parent DOES NOT apply in a situation where the PAN has been reached for a particular age group.

The Local Authority operates a timetabled co-ordinated admissions procedure for all primary schools in line with Government legislation. The LA manages 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 will 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 you 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.

OVERSUBSCRIPTION CRITERIA

If there are too many applications for places, the Governors will decide which children would be offered places at Leintwardine Endowed Church of England Primary School according to the following admissions criteria, taken in order. The figures in brackets after each category show the number of Reception children admitted recently to help you judge how likely your child is to gain a place.

1. Looked after children (0 in 2005; 0 in 2006)
2. Children with a serious medical, physical or psychological condition which makes it essential that they attend LECofEPS rather than any other school, with medical or psychological evidence in support (0 in 2005; 0 in 2006)
3. Pupils with a Statement of Special Educational Need which names LECofEPS and those pupils in receipt of banded funding where the LA believes, in consultation with the Governors, that a particular school should be named (0 in 2005; 0 in 2006)
4. Pupils whose principal 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. (5 in 2005; 3 in 2006)
5. Pupils whose principal 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. (0 in 2005; 0 in 2006)
6. Pupils whose principal address is *within* the catchment area of the school as defined by the LA and who have the '*shortest available walking route to school*'. (8 in 2005; 4 in 2006)
7. Pupils whose principal address is *outside* the catchment area of the school as defined by the LA and who have a sibling at the school *both* at the time of application for a place *and* when the younger child is due to commence school. (0 in 2005; 0 in 2006)

8. Pupils whose principal address is *outside* the catchment area of the school as defined by the LA, but who may be 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 in 2005; 0 in 2006)
9. Pupils whose principal 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 (3 in 2005; 0 in 2006)

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 n England'.
- 'shortest available walking route to school' is determined by the LA using computer assisted OS maps and post codes to ensure accurate measurement.

DEFINITIONS

1. PARENTS

'Parents' include all those who have a parental responsibility for a child as set out in the Xgildren 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.

2. 'RESIDING IN' and 'HOME ADDRESS'

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,

3. MEDICAL, PHYSICAL OR PSYCHOLOGICAL

Where a placement is requested for either 'serious social, medical, physical or psychological' reasons – you must provide supporting evidence which sets out clearly the particular reasons why this school is deemed to be the most suitable school. Supporting evidence must be verified by a suitable qualified health care professional or social worker. The Governing Body will consider this evidence carefully and will reach a fair and equitable decision. The Governing Body cannot consider your application if supporting evidence is not provided by the closing date for return of the Local Authority's admission form.

4. SIBLINGS

The term 'sibling' is defined as:

- A full or half brother or sister
- A step brother or step sister
- An adoptive brother or sister
- Children or parents who are married or cohabiting, where the parents and children live together in the same family household.

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 a 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 Leintwardine Endowed Church of England 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 regular, annual meeting set up for parents to meet Reception staff and the Head Teacher in July.

WAITING LIST

Currently this school does not have a waiting list.

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 Admission Booklet ‘Information for Parents – Admissions and Transfer to Schools’.