

PEMBRIDGE CHURCH OF ENGLAND (VA) PRIMARY SCHOOL



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Admissions Policy



Reviewed: December 2009 for the year 2011/12



Signed

Mr. A. Teale
Head Teacher



Signed .

Dr. D. Griffith
Chair of Governors



**CHARTER
STANDARD
SCHOOL**



*committed to
inclusive staff
development*



**school
achievement award**
department for education and skills

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Introduction

We are a Church of England Voluntary Aided Primary School with 91 children on roll. At present our planned admission limit is 13. This means that 13 pupils can be admitted each year into the Reception class.

From September 2006 there will be one intake in the September of each year.

Over subscription Criteria

Where the number of children seeking admission is likely to exceed the planned admission limit, the priority for admission will be as follows:

1. Pupils in the 'Looked after' system, and children who are adopted, where the approved agencies, in consultation with the Governors, agree that the school is the most appropriate to meet the child's needs.
2. Children for whom Pembridge is the designated school.
3. Siblings
4. Church Places
5. Social/medical reasons

Church Places

When applying for a church place, the family will need to be reasonably regular and long standing church members, and the application will need to be supported by a letter from the local vicar/minister. Additional criteria for church places, as recommended by the Hereford Diocesan Board of Education, and taken from the National Society's admissions advice can be found in appendix (1).

Medical reasons

Parents, who wish their children to be admitted on medical grounds will be required to produce a medical certificate, or other appropriate information, preferably from an independent source. The Governors acknowledge that occasionally there may be a very compelling medical/social reason for admission, and after consultation with the appropriate authorities (doctors, social worker etc.) such a need may be given a higher priority. Your application, on either religious or medical grounds, WILL NOT be considered unless this supporting evidence is attached with your application form.

Siblings

The Governors definition of siblings is:

“brothers and sisters who are attending the school at the time of the applicants admission.”

Date of application

In line with DFEE guidelines, priority must NOT be given to parents based on the date order in which applications were received before the deadline.

Over subscription within the first criteria

(children for whom Pembridge is the designated school)

If an over subscription situation arises within this area, priority for admission will be decided using the following criteria:

- 1) Siblings
- 2) Medical/social reasons (again, accompanied by appropriate information ie. From doctors, social workers etc.)
- 3) Walking distance - pupils who live nearest to the school by the shortest available walking route.

Timetable

The Local education Authority sends out information and application forms in October for the children starting school the following September. Application forms should be returned to the LEA by the deadline indicated – usually during the second week in January. Prospectuses can be obtained from the school.

The school is notified by the LEA of applications after the deadline. If the number of applications exceeds the number of places a committee of the governing body will meet to apply the over subscription criteria.

Parents will be informed whether their child has secured a place for the following academic year initially by the LEA.

Governing Body

A sub-committee of the governing body will meet annually, after the deadline, to consider applications. If it appears to the sub-committee that the number of applications will exceed the number of places available, recommendations will be made to the full governing body and a final decision will be taken at a full governing body meeting. Parents will be informed whether their child has secured a place for the following academic year within one month of the closing date.

As a Voluntary Aided school the governors can, in very exceptional circumstances, choose to admit more than the planned admission limit, but they must be able to ensure that doing so does not adversely affect the education of the children in the school. (For example, if the number admitted one year is very low, and groups need to be balanced).

Transfer from another school

If parents wish to transfer their child to Pembridge from another school, into another year group apart from Reception, the matter will need to be discussed with the Head teacher of the pupil=s present school in the first instance. If it is then decided to make a formal request for transfer, this request should be made in writing using the standard form available from school.

Visits to School

Visits to school by prospective parents and pupils are strongly encouraged. If parents wish to look around the school, and meet with the Head teacher and staff before making a decision, appointments can be made through the school secretary.

11th December 2009.

Updated with advice from Hereford Diocese on Church admissions.

Appendix (1).

Criteria for church places, as recommended by the Hereford Diocesan Board of Education, and taken from the National Society's admissions advice.

National context: On 14 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 understandings 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 of Christian commitment and practice for those seeking admission 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 ...) 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.*