

Admission Arrangements

Soon after a child's third birthday parents are invited to make applications by form PA1 which they should receive from the LA for places at primary schools, including Pencombe CE. In the accompanying handbook dates will be set by the LA as to deadlines for applications and the time framework for notification of places allocated. Following LA allocation of places the governing body of this school will send out appropriate forms to the successful applicants at the end of the Spring Term.

Local Education Authority Regulations:

'.....the Council's standard admissions policy entitles parents to places for their children in one of the council maintained schools at the commencement of the term in which the child celebrates their 5th birthday'.

Certificate of Eligibility, Admissions and Pencombe School

The Education Authority states:

'The Council does not permit schools to admit children into LEA schools before the school year in which they become five years of age'.

This means that children whose fifth birthday occurs between 1st September and 31st December could therefore NOT start school until the Autumn term of the school year in which they will become five.

The Governing Bodies of Voluntary Aided Schools are able to decide their own admissions policy, however the Diocese Board of Education issued the following statement:

'Aided schools have the legal power to disregard County advice and policies for early admissions. For the sake of the four year olds, however, we beg that no church school should seek to evade County's quality check on its' nursery proposals. Besides this, in the interests of justice and neighbourly relations, every church school should think carefully before using its' privilege to steal a march on its neighbours.'

In Pencombe School, which is a Voluntary Aided school, the staff and governors have agreed a policy for twice yearly admissions.

This decision has been made with regard for:

- the developmental needs of the four year olds;
- the needs of other pupils in the class and school;
- the future viability of the Pre-School group and the children within it.

It was not an easy decision and we realize that some schools will be admitting those children with birthdays in the latter part of the school year earlier than us. However, I hope that everyone can appreciate the reasons for our decision and will consider

Pencombe School, as they always have done, as an excellent place for their children to learn and develop, even if they have to wait at playgroup or nursery for a few weeks longer. The children will however, have the opportunity to enjoy, and benefit from, our carefully structured induction programme of part-time attendance.

*The Headteacher reserves the right to make changes to school procedures in exceptional circumstances.

Pencombe CE Voluntary Aided Primary School Admission Programme:

Child's 5th birthday falls 1st September - 29th February
.....Fulltime admission September

Child's 5th birthday falls 1st March - 31st August
.....Part-time attendance September.....Fulltime attendance...January.

* Part-time attendance is three mornings each week from September, increasing to three mornings and two afternoons each week from after the October half term break.

Admission Arrangements for Pupils Over 5 Years of Age

Parents wishing to transfer their children to this school from another setting outside of the admission age of 5 years may apply directly to the Governing Body through the Headteacher.

Admission Support

Our school book for new pupils, an illustrated book entitled Pencombe School is available for sharing prior to entry to the school.

Information Evening for Parents

Parents of pupils offered places at the school will be invited to an information evening at the school. The evening will be held in the second half of the summer term and will

be used for sharing information, discussing concerns and familiarization with school routines, procedures and staff!

Induction Visits

Pupils accepted for admission will be offered two induction visits. These will be placed in the latter part of the summer term prior to full or part time admission.

Home- School Packs

Home-school packs containing a variety of books and activities are available to loan and exchange during visits and part-time attendance.

Pencombe CE Primary School Admission Criteria

The governors of Pencombe School have agreed to support and comply with the co-ordinated admission arrangements as defined by Herefordshire School Admission Forum, including the Oversubscription Policy criteria in the event of the school, class or year group having more applications than places.

Criteria in rank order:

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. Pupils whose principal address is within the catchment area of the school as defined by the LA and who have a sibling in the school at the time of entry.
3. 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 Minister. Faith in this context is defined as being an adherent to the Christian Trinity.
4. Pupils whose principal address is within the catchment area as defined by the LA and who have the 'shortest available walking route to school'.

5. 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.
6. 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 the 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 Minister.
7. 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 route' as defined by the LA.

NB: 'shortest walking route' as defined by the LA:

This is a distance calculated by a computer using map references and postcodes, not necessarily following given roads in the locality.

RESOLUTION

If there are too many places for each category, places will be awarded to the children who reside nearest the school.

All 'catchment', 'sibling' and 'church' places should be applied for by letter in the first instance stating reasons for choice.

Applications for 'church' places should be endorsed, or referenced by, the Parish Priest or other Minister.

A form is available from the school.

NB. The deadline for application is set annually by the LEA and families should refer to Herefordshire Council Information for Parents Booklet (Admission and Transfer to Schools) for the year in question.

To avoid confusion and disappointment Parents should ensure that they meet the criteria for admission.

Any parent wishing to view the school or discuss admission with the Headteacher should write or telephone for an appointment. School Prospectus are available from the school secretary.

OVERSUBSCRIPTION POLICY

The Governors of Pencombe School have agreed to support and comply with the co-ordinated admission arrangements as defined by Herefordshire School Admission Forum, including Oversubscription Policy criteria in the event of the school, a class or a year group having more applications than places.

Criteria in rank order

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. 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.
3. 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.
4. 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.'
5. 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.
6. 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.

7. 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.

ADMISSION ARRANGEMENTS

Soon after a child's third birthday parents are invited to make applications by PA1 which they should receive from the LEA for places at Pencombe C.E. primary School. In the accompanying Handbook dates will be set by the LEA as to the deadlines for applications and the time framework for notification of places allocated. The Governing Body will however, meet to allocate places at the end of the Spring Term of the academic year prior to entry.

Families successful in their application will then be sent the relevant forms.

ADMISSION ARRANGEMENTS FOR PUPILS OVER 5 YEARS OF AGE

Parents wishing to transfer their children to this school from another setting may apply to the Governing Body through the Headteacher.

ADMISSION SUPPORT

Our School Book. An illustrated book entitled Pencombe School is available for showing prior to entry as is an information video.

VISITS

Pupils accepted for admission will be offered 2 induction visits, these will be placed in the latter half of the summer term prior to full-time admission.

PRE-SCHOOL PACKS

Pre school packs for home use containing a variety of books and activities are available to loan and exchange during visits.