

# Llangrove CE Academy



## Policy ~ Admissions 2016-17

incorporating:

- Appendix 1: Church Place Information Form

### March 2015

Date Approved by Governors: \_\_\_\_\_

Next Review Due: March 2016

#### ***Our Mission:***

In recognition of its historic foundation, Llangrove C of E Academy will preserve and develop its Christian character in accordance with the principles of the Church of England and in partnership with the Church at parish and diocesan level.

The school aims to serve its community by providing an education of the highest quality within the context of Christian belief and practice. It encourages an understanding of the meaning and significance of faith, and promotes Christian values through the experience it offers to all of the community.

As the foundation of our practice, our Christian Ethos is embedded within this policy.



# Llangrove CE Academy

## Admissions Policy 2016-17

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### 1.0 Introduction

- 1.1 This Policy is statutory for foundation and voluntary aided schools such as Llangrove CE Academy. In foundation and voluntary aided schools the governing body is responsible for the admission of all pupils.
- 1.2 In exercising this responsibility, the governing body has a duty to implement decisions of the Local Authority concerning individual applications and to act in accordance with the LA's admission guidelines and arrangements.
- 1.3 Subject to the provisions of this policy, Llangrove CE Academy provides equal opportunities to all children, including those with Special Educational Needs, disabilities, from ethnic minorities, and those living in another LA area.

### 2.0 Aims & Objectives

- 2.1 The aim of the Admissions Policy at Llangrove CE Academy is to be clear, objective and fair and to comply with the requirements and recommendations of the School Admissions Code published by the DCSF in February 2009. It should be easily understood and robust enough to ensure that every child has an equal opportunity to achieve their full potential.
- 2.2 Subject to the over-subscription criteria below, for every child who has applied for a place at the school, we offer such place without conditions or the use of any further criteria.

### 3.0 Pupil Admission

- 3.1 The school admission limit is **12** per year group, with the requirement for Foundation Stage and Key Stage 1 classes to have no more than 30 pupils.
- 3.2 Children are admitted in the Autumn Term of the school year in which they will become five years old. Parents/carers are requested to register their children in advance. Registration does not automatically mean that a place is secured for the child, but it is a useful means of estimating the number of likely admissions each year. The school secretary keeps the register in her office.
- 3.3 Following guidance as outlined under section 324 of the Education Act 1996 we admit to the school children with a statement of special educational needs that has named our school; this is not an oversubscription criterion.



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#### 4.0 Over Subscription Criteria

4.1 Parental preferences will be agreed provided that a place is available in our school. In the event of over-subscription, however, the Governors will determine which children are offered places at the school according to the following admissions criteria, taken in order:

1. Looked After Children and Children who were looked after, but ceased to be because they were adopted or became subject to a residence order or special guardianship order.
2. Pupils whose principal 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 principal 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 adherent to the Christian Trinity.
4. Pupils whose principal 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 principal home address is outside the catchment area of the school as defined by the LA and who have a sibling in school at the time of entry.
6. Pupils with special medical or social needs. Production of a medical certificate or other appropriate information from a doctor or professional involved in and supporting the case, is required.
7. Pupils whose principal home 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 Vicar / Rector / Minister. Faith in this context is defined as being adherent to the Christian Trinity.
8. 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 to school as defined by the LA.

4.2 Please note the following definitions in relation to the above criteria:

- '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 fulfill 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.
- 'Principal 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. The principal 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



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- 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.

#### 5.0 Admission Appeals

5.1 In the event of over subscription parents of children not allocated a place at our school have the right of appeal to the Local Authority.

#### 6.0 Admissions during the Academic Year

6.1 The school complies with parental preference unless one of the statutory reasons for refusing admission applies.

#### 7.0 Pre-School Visits

7.1 The school aims to provide both formal and informal opportunities for new admission children and their parents to become familiar with the life and work of the school, the buildings and the staff who work there, so that admission and integration in the Autumn Term is a natural and exciting step forward. Children will be welcomed into the school as visitors prior to official entry, should parents wish, under the following arrangements.

7.2 An open morning is held in the Autumn term preceding the September the child starts school. This gives parents the opportunity to see the school and to meet the Head Teachers before deciding which school they wish to register their child at. The school prospectus and various other information will be given to parents.

7.3 Those children entering school in September (whose fifth birthday falls between 1<sup>st</sup> August and 31<sup>st</sup> July inclusive of that forthcoming academic year) will be able to attend school after the Summer half-term to acclimatise themselves.

7.4 Parents are not obliged to take up places for their children any earlier than the law requires (i.e. currently from the term following their 5<sup>th</sup> birthday). Any parent wishing to take this option is strongly advised to discuss the matter first with the Head Teachers or the Pupil Admission Office.

7.5 Deferred or part-time attendance of children under five can take place by agreement between the parent and the school where the child's particular needs make this appropriate.

#### 8.0 Monitoring

8.1 The number of pupils on roll and the number and reason for any unsuccessful appeals will be reported to the governing body each term with advice on any implications.

8.2 The school annually analyses information on its intakes, to find out whether it attracts a wide range of families or whether it is unable to attract all sections of the local community.

8.3 If it is perceived that the school's admission policy or practices appear to unfairly disadvantage one group compared to another, appropriate action will be taken in line with the DCSF School Admissions Code.

#### 9.0 Roles & Responsibilities

9.1 The *Head Teachers* will ensure that:

- Pupils are admitted only in accordance with this policy;
- The school is represented on the LA admissions forum;



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- Where places are available, pupils are admitted in accordance with the agreed priorities.
- 9.2 All *staff* are expected to follow this policy when advising prospective parents and admitting pupils.
- 9.3 The *governing body* will ensure that:
- The admission arrangements are reviewed annually, and consultation takes place on changes with all other admission authorities;
  - The admissions arrangements are published in the prospectus and made available to parents and potential parents;
  - An admissions register is kept up to date;
  - An appeal panel is in place to hear parents appeals against non-admission;
  - The net capacity formula is reviewed annually and proposed variations communicated to the LA's Admissions Forum.



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**APPENDIX 1**

<b>THE CHURCH OF ENGLAND</b>					<b>CHURCH PLACE INFORMATION FORM</b>					<b>THE CHURCH OF ENGLAND</b>				
<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>			<b>- at present:</b>									<b>Class</b>		
			<b>- in the past:</b>											
<b>Number of younger brothers / sisters:</b>			<input style="width: 50px; height: 20px;" type="text"/>											
<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 style="width: 50px; height: 30px;" type="text"/>						<b>What is your denomination? (please tick)</b>								
<b>How many of these services does your family normally attend</b> <input style="width: 50px; height: 30px;" type="text"/>						<b>Church of England</b> <input style="width: 30px; height: 15px;" type="checkbox"/>								
						<b>Baptist</b> <input style="width: 30px; height: 15px;" type="checkbox"/>								
						<b>Methodist</b> <input style="width: 30px; height: 15px;" type="checkbox"/>								
						<b>United Reform</b> <input style="width: 30px; height: 15px;" type="checkbox"/>								
						<b>Other.....</b> <input style="width: 30px; height: 15px;" type="checkbox"/>								
<b>Information relating to your child:</b>														
<b>Has your child been baptized or dedicated? Please give details of the year and church.</b>														
<b>Church.....</b>														
<b>Year.....</b>														



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### 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 (e.g. 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, e.g. 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 organization]

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.....

This form should be completed and sent to Llangrove CE Academy