



Brereton C of E (A) Primary School

Admissions Policy 2018-2019

Philosophy of the School

Brereton is a Church of England Aided Primary School situated in the Diocese of Chester and is maintained by Cheshire East Education Authority. As a Church Aided School, RE, collective worship and the whole ethos of the school are based on the teachings of the Church of England. The Governors publish a prospectus to help parents decide on their choice of schools and to give other important information about our school. Please look at this carefully before applying for admission.

Admissions Procedure

The Governing Body is the Admissions Authority and responsible for taking decisions on applications for admissions. Places will be given under an equal preference system which is coordinated by the Local Authority. For the school year commencing September 2018, the Governing Body will admit up to 30 children into the Reception Class.

If there are more than 30 applications, places will be allocated according to the following criteria: -

1. Priority will be given to 'Cared for Children' and Children who were 'Previously Cared for'. A 'cared for child' is a child who is in the care of a local authority or provided with accommodation by that local authority (as defined in section 22 of the Children Act 1989). Children previously 'cared for' are children who were 'cared for' as defined above, but immediately after being 'cared for' became subject to an adoption, child arrangements order (formerly residence order), or special guardianship order. A child arrangements order is as an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989 amended by Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).
2. Children who have special social or medical needs (supporting letters from Social Worker, Medical Specialist are required and should be included, in a sealed envelope, with the application form).
3. Children resident in the parish. (a map is available from school)
4. Children who have a sibling in school who will still be attending in the year of admission. This includes half brother or sister, adopted brother or sister, step brother or sister, or the child of parent/carer's partner, and in every case the child should be living in the same family unit at the same address.
5. Children whose parents are faithful and regular worshippers in a Christian church, which is a member of Churches Together in Britain and Ireland (we may ask for evidence such as the supplementary form completed by your vicar).
6. Pupils living nearest to the school measured using an Ordnance Survey address-point system which measures straight line distances in miles from the address point of the school to the address point of the place of residence

If there are not enough places to admit all applicants meeting any one criterion, the Governors will apply the above criteria, in order of priority, to all these applicants.

Notes

- (a) All applicants will be considered at the same time and after the closing date for admissions
- (b) A parent is any person who has parental responsibility or care of the child. Where admission arrangements refer to 'parent's attendance at church' it is sufficient for just one parent to attend.
- (c) "Resident" refers to the child's permanent home at the proposed date of admission as set out in the notes below.
- (d) By "faithful and regular" we mean attendance at a minimum of two main Sunday services per month.
- (e) It is the duty of governors to comply with class size limits at Key Stage One.
- (f) Where the above criteria are not adequate to distinguish between requests for admission which cannot all be accepted without exceeding the admission limit, priority will be decided on the basis of the distance from the school measured by using the Local Authority's computerised system using an Ordnance Survey address point system which measures straight line distances in miles from the address point of the school to the address point of the place of residence, where those living closer to the school receive higher priority. In the event of a tie-break a paper draw will be undertaken by an independent body.

Education Health Care Plans

All children whose Education, Health and Care plan (EHCP) names the school will be admitted. An Education, Health and Care plan is a plan made by the local authority under Section 37 of the Children and Families Act 2014 specifying the special education provision required for that child.

Parents with Shared Responsibility for a Child

Where parents have shared responsibility for a child the place of residency will be determined as the address where the child lives for the majority of the week (e.g. where the child wakes up between Monday to Friday). Full details must be submitted in writing to enable the Local Authority to determine which address will be used for the purpose of admission. A panel of officers will consider the information provided. Where care is shared jointly and it is not possible to determine which parent is the principle carer and no Child Benefit is claimed, the LA will consider the primary residence as the address where the child is registered for GP purposes.

Moving House

Parents must inform the Local Authority immediately of a change of address, even if details of a future change of residency were included on the application form. The Local Authority will require supporting evidence to show that the place of residency has changed as follows:

- A letter from the solicitor confirming the completion date;
- A signed rental agreement showing the start of the tenancy (in accordance with the arrangements set out in the Local Authority's Coordination Scheme)

In addition the Local Authority may request further information including copies of utility bills. Other information may be required, such as evidence of disposal of previous property. In all cases, information will be verified by officers using Council Tax records. In respect of applications made as part of the normal admission round, information and supporting evidence must be received by the dates stated in part two of these arrangements. Satisfactory confirmation of residency at the property (as aforementioned) will result in the application being processed on the basis of the new address. Proof of residency received after the published dates will not be used to process the application, but will be used to send the decision letter/e-mail on the published offer date.

Right of Appeal

Parents who are not offered a place for their child have the right of appeal to an Independent Appeals Panel. Parents wishing to appeal should write to the Clerk of Governors at the school within 20 school days of the date of notification of the decision. Should an appeal be unsuccessful, the Governing Body will not consider further applications from the parents within the same academic year unless there have been significant and material changes to the circumstances.

Admissions Guidelines:

- Parents can now apply for a place in a Cheshire East school online at www.cheshireeast.gov.uk/admissions or by completing the paper form available from the Local Authority, or by telephone application - Telephone: 0300 123 5012



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- Further details about applications are available from the Local Authority
- For children who will be five between 1st September 2018 - 31st August 2019
- Section 324 of the Education Act 1996 requires the Governing Bodies of all maintained schools to admit a child with a Statement of Special Educational Needs that names their school.
- 15th January is the final date for admission applications.
- Letters to parents with the offer of a place will be sent out from the Local Authority on 16 April 2018
- The Governing Body of Brereton C of E (A) Primary School will allocate places in accordance with the LA equal preference model for the allocation of places.
- The common application form will allow parents and carers *resident* in the area of the authority to express up to three school preferences (for schools in any authority) ranked in priority order. Therefore any parent applying for a place in a school maintained by another authority must also include this school as a preference on the **home authority's** application form. As with applications for admission in September into the normal year of entry, local authorities will then coordinate all applications (preferences) through liaison with schools that are their own admission authority e.g aided and foundation schools, and with other local authorities where applicable, before notifying parents of the single offer of a school place in accordance with the authority's determined scheme.
- Parents applying for places at this school, whether 'in year', or for the normal year of entry, must also complete as part of their application the governing body's **supplementary information form**, which is available on request from the school. Copies can also be obtained on the authority's website.

*The normal year of entry for admission in September is year 7 as a secondary transfer, reception entry to a primary or infant school, and transfer into a year 3 class in a junior school.

Address of pupil

The address used on the school's admission form must be current at the time of application. If the address changes subsequently, the parent should notify the school. Where the parents live at different addresses, the current at the time of application, normal address of the child will be the one used. This will normally be the one where the child wakes up for the majority of Monday to Friday mornings. Parents may be asked to show evidence of the claim that is being made for the address. Eg utility bills of various sorts showing the child's address as the one claimed. Where there is a dispute about the correct address to use, the governors reserve the right to make enquiries of any relevant third parties eg the child's GP. For children of UK Service Personnel and other Crown Servants returning to the area proof of the posting is all that is required.

Fraudulent applications

Where the governing body discovers that a child has been awarded a place as the result of an intentionally misleading application from a parent (for example a false claim to residence in the catchment area or of involvement in a place of worship) which effectively denies a place to a child with a stronger claim, then the governing body is required to withdraw the offer of the place. The application will be considered afresh and a right of appeal offered if a place is refused.

Deferred admission

Children are eligible for a reception place from the beginning of the school year in which they become 5 years old. However, they do not become of compulsory school age until the start of the term after their fifth birthday. After a place has been allocated and accepted parents can request that the school place be deferred until later in the school year and if they do this the place will be held for the child. They cannot however defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the school year for which the original application was accepted. Parents can also request that their child attend on a part time basis until the child reaches compulsory school age.

Summer Born Children

Parents of summer born children (those born between 1st April and 31st August) who wish to delay entry until the following year must speak to the school and Local Authority as soon as possible as this would involve either an in-year application for year 1 or a new application for reception in the following year. An application form should be filled in for the current admission process at the same time as any request to defer entry or 'back class' to reception in the following year. The decision will be made taking into account information from the parents and headteacher and should be in the best interests of the child.

Parents will be informed of the outcome before primary national offer day.

If the request is agreed, the application for the normal age group may be withdrawn before a place is offered. If the request is refused, the parent must decide whether to accept the offer of a place for the normal age group, or to refuse it and make an in year application for admission to year one for the September following the child's fifth birthday.

Parents should be aware that agreement by the school to allow a child to enter reception the following year does not guarantee a place in the class. Parents must apply to the school again the following year and the application will be considered in the normal manner following the oversubscription criteria.

Multiple births

Where there are children of multiple births wanting admission and there is only a single place left within the admission number, then the governing body will admit the sibling/s if it is possible to do so within the class.

This policy was written and agreed by staff and ratified by Governors July 2018

This policy will be reviewed in July 2019