

Wark C of E Primary School



Policy Documentation

Admissions Policy – Updated February 2021

Wark C of E Primary School has set a vision of ‘Growing Well’ in order that all its children and adults are able to flourish. Our distinctive Christian vision, established and promoted by leadership at all levels, is rooted in Jesus’s parable of the mustard seed in Matthew 13.31-32.

Our vision says who we are as a school, describes why we are here and then directs how we live as community.

From our vision we draw four values; sowing the seed well, cultivating the ground, tending the growth and welcoming all.

These values are used to ensure that all policies, curriculum and extracurricular opportunities meet the academic and spiritual needs of all learners based on the teaching of Jesus found in the bible.

This policy is based on our value of Welcoming all and seeks to provide all with dignity and respect.

We do this by providing an inviting, inclusive school environment where all members of the school community, of all faiths or none, are valued, respected and care for one another.

This policy also looks to develop self-esteem, self-discipline, enquiring minds, independence and high personal aspirations which will enable children to succeed now and in the future.

Staff Consultation	Mike Boucetla - Headteacher
Governor Consultation	Kelly - Ritchie
Arrangements for monitoring	Yearly review to be updated on school website (Feb)
Review date	February 2022
Signature of nominated Governor.	
Other relevant policies	
Points to consider at next review.	

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Introduction

The governing body of Wark Voluntary Aided Church of England School is the Admissions Authority for the school and they intend to admit up to 15 pupils to the reception year group each year. This arrangement follows consultation between the governing body, the LA, all other schools in the area and all other Admission Authorities in the area.

The school is open to receive applications for admissions from the parents of all children.

Children with a Statement of Special Educational Need or with an Education, Health and Care (EHC) plan naming Wark C of E Primary School will always be offered places. If there is then greater demand for admission than there are places available, the following criteria will be applied in the order set out below:

Over-subscription Criteria

Where the number of applications exceeds the places available in a year group, priority will be given to the following categories of pupils: (in the order of priority as follows):

1. Looked-after children and children who were previously looked after, but ceased to be so because, immediately after being looked after, they became subject to an adoption, child arrangements or special guardianship order
2. Children who have special medical/social, circumstances (supported by medical/professional opinion).
3. Children residing in the parishes of Wark, Simonburn, Birtley and Chollerton and those on whose behalf firm evidence is presented that they will be resident by the appropriate admission date.
4. Children who have a sibling attending the school where that sibling is expected to be on roll at the time of admission.
5. Children whose parents worship regularly and frequently at St Michael's Church, Wark, St Mungo's Church, Simonburn or St Giles' Church, Birtley.
6. Children whose parents have indicated a preference for a Church of England School
7. Other children.

Tie Breaker

Where there are places available for some but not all applicants within a particular criterion, distance from home to school will be the deciding factor, with preference given to those whose home address is nearest to the school, when measured in a straight line (i.e. as the crow flies) from the front door of the child's home address (including flats) to the main entrance of the school (using the Local Authority's computerised measuring system).

Waiting List

The school office will maintain a waiting list of applicants until 31 December each year. In the event of a place becoming available in the appropriate class during the year and there being more applicants on the waiting list than places available, the selection criteria and tie breaker indicated above will apply.

Notes

- Parents are asked to let the Headteacher know at the time of application whether their child has a disability. Parents should be assured that the nature of the disability is not grounds for refusing the application. The school will make every reasonable adjustment to ensure that disabled children are not put at a substantial disadvantage in accessing a full curriculum and that they will not be treated less favourably, without reasonable justification, than their able-bodied peers.
- By a "Looked-After child" we mean one in the care of a local authority or being provided with accommodation by a local authority in the exercise of its social services function. An adoption order is one made under the Adoption Act 1976 (Section 12) or the Adoption and Children Act 2002 (Section 46). A 'child arrangements order is one settling the arrangements to be made as to the person with whom the child is to live (Children Act 1989, Section 8, as amended by the Children and Families Act 2014, Section 14). A 'special guardianship order' is one appointing one or more individuals to be a child's special guardian/s (Children Act 1989, Section 14A). Applications under this criterion must be accompanied by evidence to show that the child is looked after or was previously looked after (e.g. a copy of the adoption, child arrangements or special guardianship order)."
- Sibling means a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of a parent's/carer's partner- in every case the child should be living in the same family unit at the same address.
- If applicants are seeking admission under criterion of worshipping regularly and frequently at a Parish Church as above, they will be asked to provide evidence that they worship regularly and frequently, e.g. a letter from the parish vicar or equivalent. Regularly and frequently is defined as attendance at

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least once per month over the last twelve months. It is sufficient for just one parent/carer to attend.

In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admissions arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.

- If applicants are seeking admission under criterion of special medical needs or other special circumstances, they will be asked to provide appropriate evidence, e.g. a letter from a doctor or specialist. The governors must be satisfied that there is a specified reason which makes attendance at this school essential.
- A map showing the parish boundaries can be inspected at the school office.
- Parents who are refused a place have a statutory right of appeal. Further details of the appeals process are available by writing to the Chair of Governors at the school address.
- If a place is offered on the basis of false information (e.g. address or Church attendance) or if parents do not respond within the stated timescale to the offer of a place the governing body reserves the right to withdraw their offer.

The school finds it very helpful to have an early indication of the number of children to be admitted to the reception class the following September. However, it must be stressed that formal written applications for admission must be made on the form provided by the Local Education Authority and returned to the school by the stated date. Places will then be allocated by strict application of the above criteria, with no reference to the date of application. Parents will be notified as to whether or not their child has been allocated a place by the end of March.

Admission outside of normal age range

The School Admissions Code 2014 requires school admission authorities to provide for the admission of all children in the September following their fourth birthday. However, a child is not required to start school until they have reached compulsory school age following their fifth birthday. For summer born children (those born after 1 April) this can sometimes be almost a full school year after the point at which they could first be admitted.

Some parents may feel that their child is not ready to start school in the September following their fourth birthday. Parents are entitled to request in writing that:

- their child attends part-time until they reach compulsory school age, or
- that the date their child is admitted to school is deferred until later in the same academic year or until the term in which the child reaches compulsory school

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age. The school will hold any deferred place for the child, although, in the majority of cases, we find that children benefit from starting at the beginning of the school year, rather than part way through it.

- that the date their child is admitted to school is deferred until the term after the child reaches compulsory school age.

The child must, however, start school full-time in the term after their fifth birthday.

If parents of summer born children wish to defer entry as outlined above and wish them to be admitted to the Reception Year in the term following their fifth birthday, rather than Year 1, then parents should apply at the usual time for a place in September of the current academic year together with a written request that the child is admitted outside of his or her normal age group to the Reception Year in the September the following year providing supporting reasons for seeking a place outside of the normal age group. This should be discussed with the Head Teacher as soon as possible. If their request is agreed, and this should be clear before the national offer day, their application for the normal age group may be withdrawn before any place is offered and they should reapply in the normal way for a Reception place in the following year. If their request is refused, the parents must decide whether to wait for any offer of a place in the current academic year (NB it will still be subject to the over-subscription criteria in this policy) or to withdraw their application and apply for a Year 1 place in the following year. Parents should be aware that the Year 1 group may have no vacancies as it could be full with children transferring from the previous Reception Year group.

Further information and advice on the admission of summer born children is available from

<http://northumberlandeducation.co.uk/wp-content/uploads/2017/11/Northumberland-Early-Years-Guidance-on-Deferring-a-Child%E2%80%99s-Entry-to-Reception.pdf>