



COLESHILL *C of E*
PRIMARY SCHOOL
AND **NURSERY**

ADMISSIONS POLICY

School Academic Year:	2022/23
Policy Developed By:	Matthew Edwards
Approved By:	Full Governing Board
Date of Approval:	22 September 2020
Chair of Governors Signature:	Carl Hindle
Frequency of Reviews:	Annual
Next Review:	Summer Term 2021

The School Vision:

Our school's purpose is built upon the fundamental principle that **every child matters to God** and has the right to be treated with dignity, learn about their innate worth and understand their unique value and place in God's world. We provide positive opportunities for all children to experience a community living out Christian values and making choices which lead to **hope, aspiration and fulfilment**.

We believe our school should be **a place where we all want to be**; a place where children feel safe and secure, where God's love is reflected in our care for every individual. We nurture our community, ensuring **children flourish** physically, mentally, emotionally and spiritually thereby achieving their potential. As a church school we find inspiration in the life and teachings of Jesus Christ, celebrating the diversity around and amongst us and applying our understanding of tolerance and respect.

Our curriculum is about **bringing engagement, fun and enthusiasm to learning**. We aspire to provide outstanding educational experiences which will inspire children to develop into lifelong independent learners. **Our high expectations develop character** and pride in our identity as Coleshill Church of England Primary School preparing every child for their future.

The School Vision seen through this policy:

At Coleshill Church of England Primary School, we want to outline a clear and fair process for applying to our school, to allow as many children as possible who want to come to our school to be able to do so.

Admissions Procedures:

This policy is based on the advice given by the Department for Education (DfE) through the School Admissions Code and the School Admission Appeals Code. As an academy, the school is required by its funding agreement to comply with these codes and with the law relating to admissions as set out in the School Standards and Framework Act 1998.

All applications are administered through the Warwickshire Local Authority Schools Admissions Service (the Admissions Service).

Statutory school age is the term following the child's fifth birthday. Children may start school at the beginning of the school year in which they are 5. Parents can defer entry to a date within the academic year but no later than the child's statutory school age. They should apply in the normal way at the normal time and discuss the issues with the Headteacher.

Parents may put their children's names down on the waiting list after their second birthday but must apply formally on the common application form in the school year prior to their child's admission.

Late applications can be made for the year of entry but will be considered only after those who applied on time. Where no places are available, the applicant will be entered on the waiting list held by the County until the start of the autumn term.

Timetable for applications:

The school will follow the timetable of the Warwickshire County Council Primary Coordinated Admissions Scheme, for children due to start school in Reception. All applications should be made on the common application form by the Admissions Service closing dates. Alternatively, parents can apply online at www.warwickshire.gov.uk/admissions.

Published Admission Number (PAN):

The Admission Authority is the school Board of Governors, as delegated by the Board of Directors of Birmingham Diocesan Multi-Academy Trust (BDMAT). Contact can be made by writing to the Chair of Governors.

Every year the school governing board will review and publish information concerning the school's admission policy. This will confirm the maximum number of children to be admitted to the school for the year of intake.

The school's published admissions number (PAN) is 60 pupils to be admitted into Reception.

If the number of applications is lower than the school's published admissions number, all applicants will be admitted. If there are more applications than places available, then all applications will be given a priority from the oversubscription criteria and places will be offered in priority order.

Priority area:

- The parish of Coleshill.
- In addition, the parishes of Little and Great Packington.

Oversubscription Criteria:

Should numbers exceed the above, the following criteria will be applied:

1. Children looked after by a local authority (in accordance with section 22 of the Children Act 1989) and children who were previously looked after but ceased to be so because they were adopted or became subject to a residence order or special guardianship order.
2. Children living in the priority area who have a sibling at the school at the time of admission.
3. Other children living in the priority area.
4. Children living outside the priority area who have a sibling at the school at the time of admission.
5. Children living outside the priority area who have attended the school nursery for a minimum of one year at ten hours per week immediately prior to beginning school.
6. Children living outside the priority area whose parents/carers are involved in regular worship at Coleshill Parish Church or in the work of the church. This would mean parents/carers who attend church at least once a month for a twelve-month period. A supporting letter from the vicar should be attached to the application form.
7. Children living outside the priority area whose parents/carers are involved in regular worship or in the work of churches of other Christian denominations. A supporting letter from the minister should be attached to the application form.

8. All other children.

Notes:

a) Children with a statement of special educational needs, or an individual Education, Health and Care Plan (EHCP) that specifically names Coleshill Church of England Primary School will be offered a place first. This may reduce the number of places available to other applicants.

b) If there is over subscription the governors will then give priority in each category to children living nearest to the school. Distance will be calculated by the straight-line measurement from the address point location co-ordinate of the applicant's home address (as set by Ordnance Survey) to the centre point ('centroid') of the school, as determined by the Admissions Service. If two or more applicants share the same distance to the school and only one place is available, the applicant to whom the place will be offered shall be determined by the Admissions Service through independently verified random selection (unless there are multiple births – in this case, it is general practice for all the siblings to be admitted).

c) Definition of home address: where the child normally resides/sleeps when s/he attends school. Addresses involved in child minding arrangements, whether with professional child-minders, friends or relatives, are excluded.

Where a school place is allocated based on an address which is subsequently found to be different from the child's home address, that place can be withdrawn. This includes situations where the address used to allocate a place changes prior to the place being taken up. There is also an expectation that the child and applicant will be resident at the address used to allocate a place from the start of term. Short-term house moves purely to secure a school place may be considered fraudulent or intentionally misleading and in such circumstances the place may be withdrawn.

If a place in the school is offered based on an address that is subsequently found to be different from a child's normal and permanent home address, then that place is liable to be withdrawn.

Where a child lives with two parents in separate addresses the qualifying address will be that where the child spends (i.e. sleeps) most of the school week (Monday to Friday). If the child spends exactly equal amounts of time in the two addresses the parents themselves will need to nominate which address, they wish to be the child's main address for school admission purposes.

d) The term parent means all-natural parents, any person who is not a parent but has parental responsibility for a child and any person who has care of a child.

e) Definition of sibling attending the school at the time of admission: under the oversubscription criteria priority 2 and 4, a sibling must live at the same address and could be:

- A brother or sister sharing the same parents;
- A half-brother or sister, where two children share one common parent;
- A stepbrother or stepsister, where two children are related by a parent's marriage or civil partnership;
- An adopted or fostered brother or sister; or
- The child of the parents' partner where the child for whom the school place is sought is living in the same family unit and at the same address as that sibling.

The children must be living permanently in the same household. A sibling connection will not be accepted if the original school place was obtained by using fraudulent or false information.

f) Twins, Triplets etc.: where the final place in a year group is offered to one of twins (or triplets etc.) it is normally the school's policy to admit the other twin (triplet etc.) even if that means going above the admission number. Twins and children from multiple births will be treated as "excepted children" under the terms of the infant class size regulations, when one of the siblings is the 30th child admitted.

g) Appeals: Parents who wish to appeal against a decision to refuse their child a place in the school may apply in writing to the Chair of Governors and details are available from the school office. Appeals will be organised by the Church of England Birmingham and will be heard by an independent Panel.

h) The school governing board will not consider a repeat application in the same academic year unless there has been a significant change in circumstances relevant to the application.

i) In-year applications: Applications made outside the normal admissions round (in-year admissions) should be made directly to the school. Parents/carers can apply for a place for their child at any time and to any school. On receipt of an in-year application, the school will notify the local authority of both the application and its outcome to allow the Local Authority to keep up to date with figures on the availability of school places in their area.

j) For late applications for other year groups, if the year group is over-subscribed the school will run a waiting list and will continue it up to the start of the autumn term. Places will be allocated according to the order set out in the criteria for admissions. Parents should be aware that their child's position on the list can alter depending on other applications with higher priority being made.

k) Fair Access Protocol: The school governing board recognises its duty to comply with the Local Authority Fair Access Protocol to provide fair access to school for pupils who need a school place because they have missed, or are at risk of missing, education.

l) Pupils already attending the school nursery will not transfer automatically into the main school and shall be considered in accordance with the above criteria. Attendance at the school nursery does not automatically mean that the child will be admitted to Coleshill Church of England Primary School and a separate application must be made for a place in reception.

m) Admission of children below compulsory school age and deferred entry: By law, parents must ensure that their children are receiving suitable full-time education at the beginning of the term after their 5th birthday, the time when the child reaches compulsory school age. However, the Admissions Service offers places for children to be admitted into Reception in the September at the start of the academic year in which they reach five years of age.

Parents may defer their child's admission to school until later in the school year, but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year of which the offer of a place was made.

A parent has the right for their child to be admitted on a part-time basis during the Reception year but not beyond the point that they reach compulsory school age.

In both cases above, a full-time school place is held for the child until they take it up.

n) Admission of children outside their normal age group: For some children in particular circumstances, for example summer born children (those born between 01 April – 31 August) or those with exceptional circumstances (e.g. medical conditions which have delayed development), the School Admissions Code paragraph 2.17 states that parents may seek, but cannot insist on, a place for their child outside of their normal age group and can request that their child is admitted to Reception a year later – therefore starting school in the September following their fifth birthday.

Where a parent wishes to request admission out of the normal age group for their child, they should still make an application for their child's normal age group at the usual time to the Admissions Service. At the same time, the parent should submit the request to the Admission Authority in writing to the School's Chair of Governors for their child to be admitted out of their normal age group, together with supporting evidence.

In accordance with the School Admissions Code 2014, the school governing board will consider and make decisions based on the circumstances of each case and in the best interests of the child concerned. This will include taking into account the parent's views; information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. The school governors will also consider the views of the head teacher. When informing a parent of their decision on the year group the child should be admitted to, the school governing board will set out clearly the reasons for their decision. The school governing board will ensure that the parent receives the response to their request before primary national offer day.

If the request is agreed, the application for the normal age group may be withdrawn and the parent must make a new application for a place in Reception Class as part of the main admissions round the following year. 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 1 for the September following the child's fifth birthday. Parents should note that as the overwhelming majority of children start school at the start of the academic year in which they reach the age of five, it is likely that some or all of the parents' preferred schools will have no vacancies in their child's year group if they apply for a place in Year 1 (these places having been allocated to children who started school the previous year).

Requests for education out of normal year group for other years, (e.g. for gifted and talented children or children affected by ill-health) should be made to the Admission Authority in writing to the School's Chair of Governors. As outlined above, a decision will be made by the school governing board based on the circumstances of each case and in the best interests of the child concerned.

There is no right of appeal if a child is offered a school place, but it is not in the age group preferred by the parents.

A decision made by one admission authority in respect of admission of a child out of their normal age group is not binding on any other admission authority. Please note, therefore, that a child

educated out of normal age group in primary school may not be accepted out of normal age group when moving to secondary school.

If parents are considering applying for their child to be admitted into a class outside of their normal age group, it is strongly recommended that they read the DFE guidance be found at:

<https://www.gov.uk/government/publications/summer-born-children-school-admission>