



COVENTRY DIOCESAN BOARD OF EDUCATION

Director of Education: April Gold

Knightlow Church of England Primary School

Admissions Policy: 2022-23

Introduction

This document sets out the Policy of Knightlow Church of England Primary School with respect to Admissions. For the purposes of this policy, the Governing Body of Knightlow Church of England Primary School is the admission authority.

Recognising its historic foundation, the school will preserve and develop its religious character in accordance with the principles of the Church of England and in partnership with the churches 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 its pupils. Parents have the right to withdraw their children from the daily Christian act of worship and from Religious Education.

The governing body reviews and publishes information concerning the school's admission policy. This confirms the maximum number of children to be admitted to the school as a whole, the Published Admissions Number (PAN), which is currently 30 for Reception and Key Stage 1, and 32 in Key Stage 2, and explains how places will be allocated.

In accordance with government legislation, the governing body will consult with the Diocesan Board of Education, the Local Authority, other local schools and relevant parents in respect of its admissions arrangements.

Aims

The overriding aim of this policy is that it should work for the benefit of all children and parents/guardians in our area. It should be simple to use and assist parents/guardians to take the best decisions on the preferred school for their children.

Starting School

A school place in the Reception class is available for children from the September following their 4th birthday. Governors have the discretion to determine whether attendance should be full-time or part-time during the term before the children attain the age of 5. They have determined that attendance shall be full time.

The Application Process

Applications for Reception Year entry for the academic year starting September 2022 need to be formally registered with the Local Authority by 14th January 2022, unless otherwise stated in the annual application pack supplied by the local authority.

Knightslow Church of England Primary School cannot guarantee places for children when there are no places available as a result of late applications for the normal year of entry or any application that relates to a different year group.

All applications by Warwickshire residents, whether for Reception or for in-year admissions, should be made online at www.warwickshire.gov.uk/admissions. The application form may be downloaded and should be returned directly to the Local Authority, accompanied by the required supplementary application form, if appropriate. The online application system, known as SAMs, is managed by the local authority which processes all admissions to schools in Warwickshire.

The Governors have set a published admission number (PAN) of 30 pupils in its Reception year. Legislation states that no infant class may exceed 30 pupils. However, in exceptional circumstances this may be waived, with the only exceptions being:

- Where the 30th and 31st places would be allocated to multiple births, ie to allow for twins and other multiple birth families to all be placed in the same school;
- Where a child is 'looked after';
- Where there is a clear plan for how the class size will be reduced, or will no longer breach the maximum infant class size, within 6 months

A decision on the admission of new entrants to reception will be made once the applications deadline has closed. The parents or guardians will receive written notification of the outcome from the Local Authority on the dates shown in the Local Authority admissions timetable.

Applications from families moving into the area will be considered as on time if they are accompanied by proof of address by the date shown in the Local Authority timetable. Late applications, i.e. those received after the deadline for the normal admissions round will not be considered until after all of those which were received on time have been processed.

Parents will be informed of the result of their application on the date also set out in the Local Authority booklet. Parents should reply to the Local Authority accepting the offer of a place by the date in the Local Authority booklet. If they do not respond by this date it will be assumed that the place offered has been declined.

Once an offer of a school place has been made, it may only be lawfully withdrawn in very limited circumstances, which include an offer of a place based upon a fraudulent or misleading application. Where an offer of place is withdrawn, the application will be considered afresh, and a right of appeal offered if an offer of place is refused.

Waiting Lists

N.B. It is necessary to complete a Local Authority Application form to apply for a school place. Registering interest with the school on a “waiting list” before the admissions round guarantees neither a place nor priority within the oversubscription criteria. Offers of places will be made by the Local Authority on the school’s behalf.

If the school is oversubscribed for children due to start in the Reception Year in 2022/23, a waiting list will be maintained for this year group only. The position on the list will be determined by applying the published over-subscription criteria and not by date of receipt. This will mean a position will change if a later application is received from someone with higher priority according to the over-subscription criteria. The existence of a waiting list does not remove the right of appeal against any refusal of a place from any unsuccessful applicant.

Names will only be removed from the list if a written request is received, or if the offer of a place that becomes available is taken up or declined. The waiting list will close at the end of the autumn term. At that time parents of pupils on existing lists must confirm in writing their wish to be placed on a newly constructed waiting (or continued interest) list. This is managed by the Admissions department.

Multiple Births

If there are insufficient places to accommodate all the children of a multiple birth (i.e. twins, triplets etc.) the infant class size limit of 30 children will be waived.

Home Address

The address for admission purposes is the place where the child is permanently resident with his or her parent or parents or legal guardian(s) on 28th February of the year of application. Where a child lives with parents with shared responsibility, the home address will be considered to be the address where the child sleeps for the majority of the week. If the child spends exactly equal amounts of time with each parent or guardian, it is the responsibility of the parents to decide which address is the home address for admission purposes. Parents should not assume that a place will automatically be allocated to their child.

Policy

The admissions policy of Knightlow Church of England Primary School is, while there are adequate places, to offer a place to all applicants irrespective of gender, religion, ethnicity or country of origin, disability or academic ability.

Where this school is named in a child’s Statement of Special Educational Needs, the governing body recognises a duty to admit the child to the school.

Where parents wish to be given preference on the grounds of their faith within their application for a place at this school they should complete the school’s supplementary application form which is available from the school office. This form must be completed and

returned with the central admissions form to the local authority by the dates shown in the local authority admissions timetable.

Priority area

Knightlow Church of England Primary School serves a priority area of the parishes of Stretton on Dunsmore, Frankton, Marton, Princethorpe and Bourton and Draycote. Applications for places for children living within these villages take priority.

Over-subscription Criteria

Where more applications have been received than places available or where to admit would conflict with the school fulfilling class size legislation, the following priorities shall apply in order:

1. CHILDREN IN CARE

Children within Local Authority care as defined in Section 22 of the Children's Act 1989 for example, children in residential homes or foster care.

LIVING WITHIN THE SCHOOL'S PRIORITY AREA AS DEFINED ABOVE:

2. SIBLINGS

A child is considered in this category if a sibling is attending the school at the deadline date, and will continue to do so when the sibling is admitted, and where the child lives within the priority area at the same address as the sibling. Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.

3. PRACTISING CHRISTIANS

Those children from within the priority area where a parent is a regular practising Christian, of whatever denomination, at a recognised church or religious group. Regular is defined as monthly attendance at Church for a period of 6 months prior to the application. (A recognised church is one that subscribes to the Churches Together in Britain and Northern Ireland). **Evidence of this must be provided on the supplementary form from the relevant priest/pastor. "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."**

4. PRACTISING MEMBERS OF OTHER FAITHS

Those children from within the priority area where a parent is a regular practising member of another major world faith: Buddhist, Hindu, Islamic, Jewish and Sikh organisations that are full members of The Inter Faith Network for the UK.

Regular is defined as monthly attendance at a place of worship for a period of 6 months prior to the application. **Evidence of this must be provided on the supplementary form from the relevant faith leader. "In the event that during the period specified for attendance at worship the place of worship 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 place of worship or alternative premises have been available for public worship."**

5. OTHER CHILDREN

Children resident within the priority area who do not qualify under one of the criteria above.

LIVING OUTSIDE THE SCHOOL'S PRIORITY AREA AS DEFINED ABOVE:

6. SIBLINGS

A child is considered in this category if a sibling is attending the school at the deadline date, **and will continue to do so when the sibling is admitted**, and where the child lives outside the priority area at the same address as the sibling.

Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.

7. PRACTISING CHRISTIANS

Those children from outside the priority area where a parent is a regular practising Christian, of whatever denomination, at a recognised church or religious group. Regular is defined as monthly attendance at Church for a period of 6 months prior to the application. (A recognised church is one that subscribes to the Churches Together in Britain and Northern Ireland). **Evidence of this must be provided on the supplementary form from the relevant priest/pastor. "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."**

8. PRACTISING MEMBERS OF OTHER FAITHS

Those children from outside the priority area where a parent is a regular practising member of a mainstream faith represented in the Inter-faith Network.

Regular is defined as monthly attendance at a place of worship for a period of 6 months prior to the application. **Evidence of this must be provided on the supplementary form from the relevant faith leader. "In the event that during the period specified for attendance at worship the place of worship 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 place of worship or alternative premises have been available for public worship.”

9. OTHER CHILDREN

Children resident outside the priority area who do not qualify under one of the criteria above. This includes children who have attended Knightlow Children’s Partnership Nursery.

NB: If the school is oversubscribed within any category above, the determining factor must be the distance from the child’s home address to the school (priority being given to the shortest measurement.) This will apply for each criterion in turn so that – if any one criterion is oversubscribed - distance alone will be the deciding factor with the applicant living closest to the school taking precedence.

DISTANCE

Distance will be automatically calculated by the local authority using the straight line measurement from the applicant’s home address location to the centre point (‘centroid’) of the preferred school. Distance to three decimal places appears on all applications processed online through the SAMs system and cannot be overridden.

If two or more children with the same priority for admission live an indistinguishable distance from the school, but cannot both be admitted, then the available places will be decided by a lottery.

In-Year Admissions

Parents should apply via Warwickshire Local Authority, which coordinates admissions through the course of the year. Application details will be forwarded to the governing body for consideration. If the number of children already admitted to the appropriate year group is lower than the published admission number, a place will be offered. If there are more applications than places available in the year group concerned, the governing body will apply the admission criteria to all the applications and offer up to the admission number in criteria order. No admission will be made to an infant class, where the regulatory class size limit of 30 children would be breached by doing so, unless the admission complies with the exceptions outlined above. In years 3, 4, 5 & 6 the class size will not exceed 32 pupils in order to maintain the quality of learning and the wellbeing of the pupils and staff of the school.

In-Year Fair Access

The governing body recognises its duty to work with the Local Authority during the course of the year to provide fair access for “hard to place” children, even where the school has already reached its published admission number – except where the infant class size limit of 30 pupils would be breached by doing so. These pupils may include children who have previously been permanently excluded from a school, children of Traveller families, refugees and asylum seekers, and children on the Child Protection register. The protocol established

by the Local Authority for this purpose is designed to ensure that such pupils are shared equally between schools in an area.

Appeals Procedure

Parents have a right of appeal to the Independent Admission Appeals Panel against the decision of the Governing Body to refuse application for a school place. The Independent Admission Appeals Panel is arranged by Coventry Diocesan Board of Education. Details of the appeals procedure are sent out with all refusal letters.

Enquiries or comments about this policy should be addressed to:

Chair of Governors
Knightlow Church of England Primary School
Hill Crescent
Stretton on Dunsmore
Rugby
Warwickshire
CV23 9NF

Telephone:02476 543751

Email: admin3590@welearn365.com

Policy agreed: 25th March 2020

Note: Subject to the above policy and the relevant appeals procedure, decisions regarding admissions will be the responsibility of the Governing Body.