



# **ADMISSIONS POLICY**

## **Dunnington C of E (Voluntary Aided ) Primary School**

**2022-23**

**Reviewed November 2020  
Next review November 2021**

**'Inspiring all to be the best that they can be'**

### **The Dunnington Family Vision**

At Dunnington School we strive to allow each of our children to achieve their full potential, both educational and personal, within a frame work of Christian faith, beliefs and values. We encourage our children to find creative and personal ways of expressing their prayers and their faith.

The Christian attributes of love, justice, forgiveness. and respect for others are imbued throughout our school and our curriculum which combines academic learning with fun, sensitivity and prayerfulness.

From within the Christian context of our school, we aim to instil respect for religious and moral values, so that pupils may have their own spiritual journey of faith as well as be tolerant of other races, religions and ways of life.

We work hard to make sure that these qualities are also inherent within our governing body, and both the teaching and non-teaching staff, thus providing a supportive and caring Christian environment for us all.

Our school policies reflect these Christian teachings because we want the children and parents to know us by actions not just our words.

## **Introduction**

This document sets out the Policy of Dunnington Church of England Voluntary Aided Primary School with respect to Admissions. For the purposes of this policy, as Dunnington School is a Voluntary Aided School the school governing body remains the admissions authority and all applications are judged by the governing body's admissions criteria.

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.

Warwickshire County Council is the coordinating admissions authority throughout the year. Parents who wish their children to be admitted to the school should complete the common application form naming this school as one of the preferences. Application forms are available either in hard copy format or "on line" at [www.warwickshire.gov.uk/admissions](http://www.warwickshire.gov.uk/admissions) or by calling Warwickshire County Council Admissions Dept. on 01926 414143.

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 assist parents/guardians to take the best decisions on the preferred school for their children.

Prospective parents are encouraged to make an appointment to view the school and meet the Head Teacher during our working day. The school holds an Open Day in the Autumn Term.

The governing body reviews and publishes information concerning the school's admission policy. In accordance with government legislation, the governing body consults with the Diocesan Board of Education, the Local Authority, other local schools and relevant parents in respect of its admissions arrangements.

## **Starting School**

A school place in the Reception class is available for children from the September following their 4th birthday. Parents can request that the date their child is admitted to the school is deferred until later in the school year or until the child reaches compulsory school age in that school year. They may also request that their child attends part-time until the child reaches compulsory school age.

## **Deadline for application**

Applications for Reception Year entry for the academic year starting September 2022 need to be formally registered with the Local Authority by 5pm on 17<sup>th</sup> January as stated on the Admissions forms for consideration by the admission authority.

Duunington Church of England (VA) 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.

The Governors have set a published admission number (PAN) of 15 pupils for the Reception year group. The PAN for Year One to Six is set at 15. The joint class size is therefore 30. Legislation states that no infant class may exceed 30 pupils.

Offers of places will be made by the Local Authority on the school's behalf. The Local Authority will post offers of places out to parents on 16<sup>th</sup> April 2022

Applications from families moving into the area will be considered as on time if they are accompanied by proof of address by 26<sup>th</sup> February 2022.

Late applications, i.e. those received after the first round of offers have been released on 16<sup>th</sup> April 2021 will be considered as part of specific re-allocation rounds, which will commence on 14<sup>th</sup> May 2022

### **Waiting Lists**

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 after completion of a Local Authority Common Application form.

If the school is oversubscribed for children due to start in the Reception Year in 2022-23, a waiting list will be maintained by Warwickshire County Council for this year group for the remainder of the school year.

During the course of the year, parents applying to the school may request that the names of children for whom a place is unavailable be put on the "in-year" waiting (or continued interest) list by confirming this in writing. This waiting list will operate for the remainder of the school year.

Both waiting lists will work in the same way, in that 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 on the list 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 be removed from the list if the parent's interest in remaining on the list is not refreshed on a termly basis, or if the offer of a place that becomes available is taken up or declined.

### **Multiple Births**

If there are insufficient places to accommodate all the children of a multiple birth (i.e. twins, triplets etc.) they may be admitted and remain an 'excepted pupil' until numbers fall back to the infant class size limit of 30.

### **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). 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 Dunnington 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 or Education, Health and Care Plan, the governing body recognises a duty to admit the child to the school.

## **Priority area**

Dunnington Primary School serves a priority area of the the Parish of Salford Priors north of the Banbrook including the village of Dunnington and the Parish of Weethley.

## **Deferred entry into Primary School**

Legally a child does not have to be educated until the term after their fifth birthday. Parents may feel their child is young for their age, or there may be other reasons for wanting to delay their entry to school. This is called deferred entry.

In this situation applications for a place should be made in the normal way. The authority recommends that the parent/carer contacts the Head Teacher of the preferred school to discuss the matter in more detail prior to submitting the application form. The child's parents can defer the date their child is admitted to the 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 for which it was made. Parents must inform the local authority and the school of their decision to defer entry in writing.

## **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, and children who were looked after, but ceased to be because they were adopted (under the terms of the Adoption and Children's Act 2002) or they became subject to a residence order or special guardianship order (under the terms of the Children's Act 2002)

### **2. CHILDREN WITH A STATEMENT OR EDUCATION HEALTH AND CARE PLAN**

Children with a Statement of Special Educational Needs or an Education and Health Care (EHC) Plan that names the school will be admitted first. In this event the number of places that remain for allocation will be reduced.

## **LIVING WITHIN THE SCHOOL'S PRIORITY AREA AS DEFINED ABOVE**

### **3. SIBLINGS**

A child is considered in this category if an older 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 older 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.

### **4. 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:**

### **5 SIBLINGS**

A child is considered in this category if an older 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 older 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.

### **6. OTHER CHILDREN**

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

If the school is oversubscribed within any category above, the determining factor will be the distance from the child's home address to the school (priority being given to the shorter measurement).

## **DISTANCE**

Distance will be calculated by the straight line measurement from the main gate of the home address of the applicant to the centre point ('centroid') of the preferred school. (All measurements are subject to prepositional accuracy changes)" On entering the address into the Admissions system the address is PAF (Postal Address File) matched against Address-Point® data held in the system. When an address is PAF matched the system looks up a 7 figure grid reference for that property known as an Address-Point® location coordinate (APLC) (e.g. 1234567,1234567). "An APLC is allocated to a point that falls inside the permanent building structure of an address, as shown in Ordnance Survey Land-Line data; in most cases the point will be within 0.1 metre on the ground of the Land-Line building seed." The distance from this point to the centroid (another 7 figure grid reference) is then calculated to the nearest 0.001 miles. The PAF file is updated every 3 months. PAF files are provided by the Post Office

via a third party supplier. Address-Point data is provided by Ordnance Survey and updated annually.

### **Fair tie breaker**

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 the casting of lots.

Registration at any nursery or pre-school unit will **not** be considered as a criterion for over-subscription and no priority will be given to such children.

30<sup>th</sup> April 2022 is the deadline for parents to accept the place offered. Parents will be asked to reply to the Local Authority. 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 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.

### **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 Reception class over the PAN of 15 or to an infant class, where the regulatory class size limit of 30 children would be breached by doing so. The school combines year groups and therefore has an agreed admission number of 15 in each year group.

Application forms are available either in hard copy format or “on line” at [www.warwickshire.gov.uk/admissions](http://www.warwickshire.gov.uk/admissions) or by calling Warwickshire County Council Admissions Dept. on 01926 414143.

Where governors are not able to offer places, because to do so would exceed the year group PAN of 15 or the total class size of 30, governors will notify parents by refusal letter within two school weeks of the meeting where the decision was taken (excluding weekends, bank holidays, holidays) giving reasons why such a decision was taken and will provide parents with information on the appeal process to the Coventry diocese. Please see below for more details.

### **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**

If your child has been refused a school place, you have a legal right to appeal the decision.

For VA CofE Schools, MAT CofE Academies and stand-alone CofE Academies in the Coventry Diocese, appeal hearings are administered and arranged by the Independent Appeals Panel.

If you would like to make an appeal then please email your completed appeal form to Joanne Evans by emailing [joanne.evans@covcofe.org](mailto:joanne.evans@covcofe.org). For further information please contact Joanne by email or by calling 01788 422 016.

An appeal form and the Appeals Code can be downloaded using the link

[http://www.dioceseofcoventry.org/DBE/DBE\\_Appeals](http://www.dioceseofcoventry.org/DBE/DBE_Appeals)

Details of the appeals procedure are sent out with all refusal letters.

**Late appeals** will be heard within the statutory timescales published on the school website.

### **Main Round Appeals –**

**Primary** (National Offer Day – 16th April 2022)

**Deadline for appeals to be submitted – 14<sup>th</sup> May 2022**