

Tanworth-in-Arden Church of England  
Primary School and Nursery



*In God's family, learning, loving,  
growing to be our very best.*

**POLICY: Admissions 2024-25**

Signed S.Joseph

Chair of Governing Body

## **Arrangements for Admission to Tanworth Church of England Primary School and Nursery 2024/2025.**

**This policy has been considered and adopted by Arden Forest C of E Multi Academy Trust Board. The Local Governing Board of Tanworth-in-Arden C of E Primary School and Nursery is delegated to act in respect of admissions on behalf of the Arden Forest C of E Multi Academy Trust**

Children are normally admitted to the school in the September of the school year in which they are 5 years old (See Note A). We welcome visits from prospective parents. Please telephone or write to make an appointment. Our admissions process for September admissions is part of the Local Authority co-ordinated scheme. Applicants must apply to their home Local Authority by the closing date.

The school published admission number for 2024 is 30. Where the number of applications is lower than the school admission number all applicants will be admitted.

### **Oversubscription Criteria**

If the number of applications exceeds the number of places available each application will be given a priority and places will be allocated in the following order.

#### **Priority 1:**

Children looked after by a Local Authority (in accordance with section 22 of the Children Act 1989) at the time of making an application to the school and children who were previously looked after but ceased to be so because they were adopted or became subject to a Child Arrangements Order or Special Guardianship Order immediately following having been looked after. This includes those children who appear to the admission authority to have been in state care outside of England and ceased to be in state care as a result of being adopted. (see note B)

#### **Priority 2:**

Children who live within the Tanworth and Earlswood wards of the Stratford District Council (see note C and Appendix 1).

#### **Priority 3:**

Children who are not in category 1 or 2 but have a sibling at Tanworth School at the time of entry to the school's reception class (see Note D).

#### **Priority 4:**

Children who are not in category 1 – 3 whose parents or legal guardians are applying on faith grounds will be considered on the following basis of priority:

- i. Children who have been baptised or dedicated (Non-Conformist), and whose parents or legal guardian attend regularly the church of St Mary Magdalene at Tanworth (see Note E).
- ii. Children whose parents or legal guardian regularly attend another Christian church. (See Note E and F).

PLEASE NOTE: an application was made to the Department for Education for a Variation to add the following and this was approved on 30/10/20: “ In the event that during the period specified for attendance at worship the church or, in relation to those of other faiths, relevant 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 church or in relation to those of other faiths, relevant place of worship or alternative premises have been available for public worship”.

**Priority 5:**

Children who are not included in categories 1-4.

Note A A child is entitled to a full-time place at school in the September following their fourth birthday. 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 application was made. Where parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age. Compulsory school age is the prescribed day on or following the child’s fifth birthday. The prescribed days are 31 December, 31 March and 31 August: i.e.: A child born between 01 September and 31 December must be in compulsory education by the 31 December. A child born between 01 January and 31 March must be in compulsory education by 31 March. A child born between 01 April and 31 August must be in compulsory education by the beginning of the final term of the school year (unless the provisions relating to summer born children are applied)

Note B Children who were “looked after” by a local authority but ceased to be so because the child was adopted under section 46 of the Adoption and Children Act 2002, or became

the subject of a residence order in Section 8 of the Children's Act 1989, or became the subject of a special guardianship order, defined by Section 14A of the Children's Act 1989.

**Note C** The home is where the child normally sleeps when s/he attends school (including the address at which a 'looked after' child in the care of a local authority normally sleeps). Addresses involved in child minding arrangements (professional or with relatives) are excluded. If the child's parents do not live together, and the child lives for equal amounts of time with each parent, the Warwickshire County Council will ask the parents to nominate the address to be used for the purpose of the school admission application. The Governing Body reserves the right to ask for evidence of the address of a pupil or prospective pupil.

**Moving House?** If you are moving to a house in the local government wards of Tanworth or Earlswood, please contact Warwickshire County Council to determine the date by which you should apply. You will need to provide evidence of your completed purchase or signed tenancy agreement to Warwickshire County Council.

**Note D** Under priority 3, a brother or sister 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 parent; a stepbrother or stepsister, where two children are related by a parent's marriage or civil partnership (a formal arrangement that gives same-sex couples the same legal status as married couples);
- The separate children of a couple who live together; or
- An adopted or fostered brother or sister.

**Note E** 'Regular attendance' at a church must be attendance by the child, parent or guardian **for public worship** at least twice a month for the year before the application is made.

Parents should complete the Supplementary Information Form if applying under criterion 4 (see Appendix 2).

For the purposes of these admission arrangements 'another Christian church' means a church which is Designated under the Ecumenical Relations Measure 2018, nationally by the Archbishops of Canterbury and York, or locally by the diocesan bishop, or which is a member of Churches Together in England, or affiliated to the Evangelical Alliance or a Partner Church of Affinity. The list of nationally Designated churches can be found at [https://www.churchofengland.org/sites/default/files/2019-04/list\\_of\\_designated\\_churches\\_3\\_oct\\_18.pdf](https://www.churchofengland.org/sites/default/files/2019-04/list_of_designated_churches_3_oct_18.pdf)

**Note F** For the purposes of education law, the Department for Education considers a 'parent' to include:

- all biological parents, whether they are married or not;

- any person who, although not a biological parent, has parental responsibility for a child or young person - this could be an adoptive parent, a step-parent, guardian or other relative;
- any person who, although not a biological parent and not having parental responsibility, has care of a child or young person. A person typically has care of a child or young person if they are the person with whom the child lives, either full or part time and who looks after the child, irrespective of what their biological or legal relationship is with the child.

#### Further Explanatory Notes:

1 If offering places within anyone of the criteria would cause the school's admission number to be exceeded, then children living nearest will be offered first. The distance will be calculated by the Local Authority using a straight-line measurement from the address point location coordinate of the applicant's home address (as set by Ordnance Survey) to the centre point ('centroid') of the school in question. (The centroid is a predetermined point set by Warwickshire County Council and all distances are subject to changes which may occur with updates of mapping data). If two or more applicants shared the same distance to a school and only one place is available, the applicant to whom the place will be offered will be determined by the Local Authority by independently managed random selection (unless this involves multiple births, in which case, all the siblings will be admitted).

2 If the school can accommodate only one child of a multiple birth (e.g. twins) under this admissions policy then the Governing Body will consider whether in these exceptional circumstances it can admit the other child(ren).

3 Although our building is on different levels, we can make special arrangements for pupils with mobility difficulties. The School Governing Body supports the In Year Fair Access Protocol, by which the Council ensures that every child has a school place, and also supports the Council's duty to provide education for looked after children in public care.

4 Fair Access Protocol: We confirm that the Governing Body 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.

5 Pupils at Tanworth Nursery seeking admission to Tanworth School will be considered in accordance with the above criteria. Attendance at Tanworth Nursery does not automatically mean that the child will be admitted to Tanworth School.

6 The closing date for applications for admission to Reception is set by Warwickshire County Council. Applications received after the Local Authority's designated closing date for receipt of applications will be deemed to have been made late and will be considered after those received on time.

## **7 The Warwickshire County Council Waiting list for Reception Class**

If Warwickshire County Council, acting on behalf of the Governing Body, is unable to offer your child a place in Reception Class at the start of the September term because the school is oversubscribed, you can ask the Council to put your child's name on the Council's waiting list for a place at the school. The waiting list will operate until the end of December of that year. If places become available because offers have not been accepted, they will be offered to those on the waiting list using the same priority order as above. The amount of time a child's name has been on the waiting list is not relevant. Parents should be aware that the priority order of children on the list can alter, for example as children with higher priorities are added.

## **8 Deferred entry to school**

A child is entitled to a full-time place in the September following their fourth birthday. 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. Where parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age. Compulsory school age is on prescribed day on or following the child's fifth birthday. The prescribed days are 31 December, 31 March and 31 August

## **9 Admission of children outside their normal age group**

Parents may seek a place for their child outside of their normal age group in special circumstances, for instance if the child is gifted and talented or has experienced problems such as ill health. In addition, parents of a summer born child may prefer not to send that child to school until the September following their fifth birthday, and may request that they are admitted to Reception Class instead of Year 1. The application should be made in writing to the Chair of the Governing Body setting out the reasons for the request. The Governing Body will make its decision on the basis of the individual circumstances of each case and in the best interests of the child concerned and will set out clearly the reasons for their decision. If the Governing Body agrees to the parent's request, the application will be considered in accordance with the criteria 1-7 above. If it is not possible to offer the child a place because the school is oversubscribed, the parents have a statutory right to appeal. This right of appeal does not apply if the child is offered a place at the school but it is not in the age group preferred by the parents.

## **10 Right of appeal**

If the school is unable to offer your child a place and you are unhappy about the decision, you can make an appeal by writing to the Chair of the School Governing Body at the school. The appeal will be heard by an independent Panel.

## **11 In-Year applications**

Applications made outside the normal admissions round should be made directly to the local authority at Warwickshire <https://www.warwickshire.gov.uk/moving-schools-within-school-year>

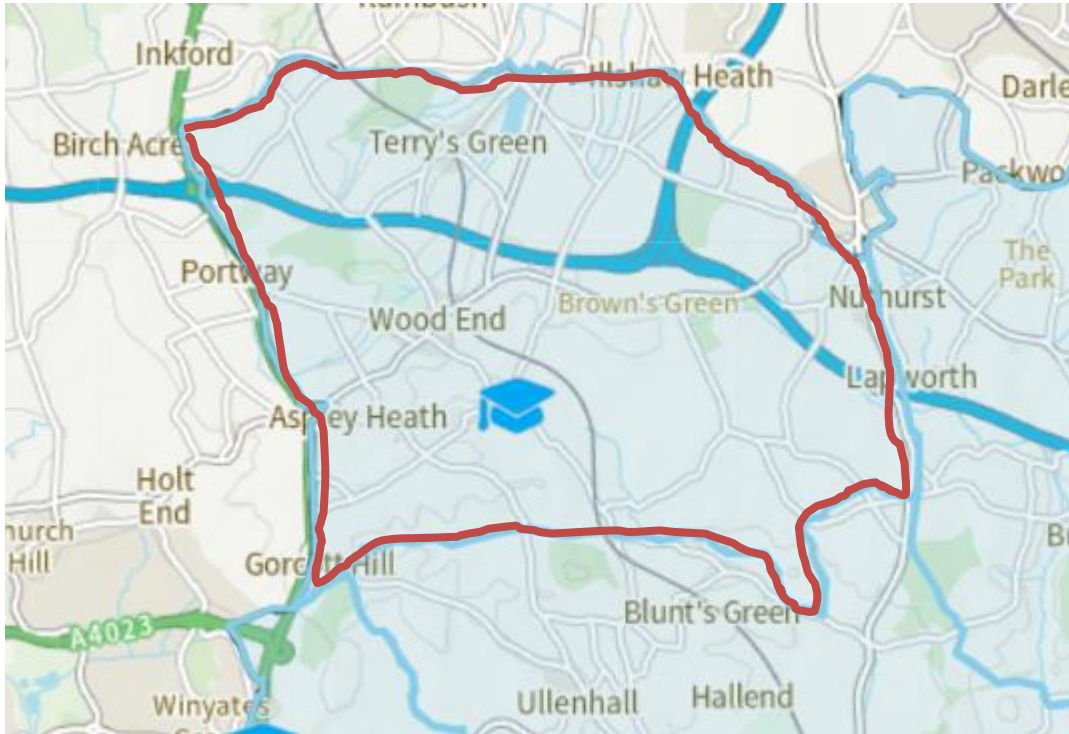
12 The school cannot offer a place to a child in the Infant Classes (Reception, Year 1 and Year 2) over the legal limit of 30 pupils except in the circumstances described in the Government's School Admissions Code.

13 This policy is reviewed every Autumn for admissions in two years' time to consider whether the oversubscription criteria, including any faith criteria, are still appropriate to our school community.

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Appendix 1

SCHOOL PRIORITY CATCHMENT AREA



<https://www.warwickshire.gov.uk/school-admissions-appeals/priority-area-map-infant-primary-schools/2>



Appendix 2



CONFIDENTIAL

Supplementary Information Form for admission on the grounds of Christian or other faith

Parents/guardians should **ONLY** complete sections 1 and 4.

Clergy/religious leaders are asked to complete sections 2 and 3.

Thank you.

*These are the requirements, **all** of which **must** be met **and** verified by clergy or religious leaders, in order for a child to be considered for admission under criterion 5 of the 2021 admissions policy.*

- 'Regular attendance' at a church or Faith Centre must be attendance by the child, parent or guardian at least twice a month for the year before the application is made.

Applicants will be expected to provide a signed confirmation from a member of the church clergy or the religious leader of the faith centre to confirm this.

- For criteria 4(i) and 4(ii), that the child has been baptised or dedicated (non-conformist) and a certificate of such is provided with the application.

1. *[to be completed by parent/guardian]*

Name of Child:

.....  
.....

Child's Date of birth:

.....  
.....

Home Address:

.....

.....

.....Postcode:

.....

**2. About the Child/Parents/Guardians of the child named**

*[to be completed by clergy/religious leader]*

To the best of your knowledge, has the above child and/or his or her parent or guardian attended worship at your church/faith centre at least twice per month over the past year?

**Yes / No**

**NOTE:** " In the event that during the period specified for attendance at worship the church or, in relation to those of other faiths, relevant 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 church or in relation to those of other faiths, relevant place of worship or alternative premises have been available for public worship".

**3. About the child *[to be completed by clergy/religious leader]***

Has the child been baptised/ dedicated or other as appropriate to the denomination/faith?

Yes\*

No\*

**(Certificate must be provided with application)**

**Signature of Parish Priest/Minister/Religious Leader:**

.....  
.....

**Name (please print):**

.....

**Church:** ..... **Date:**

.....

**Contact Telephone Number** .....

**Contact email address** .....

The Signatory above is asked to return this form to the applicant, who should submit it to the school with the baptism/dedication certificate.

*The Governors are grateful for your help in ensuring that the admissions process is honest and fair. This form may not be accepted after the application closing date.*

**4. For the applicant (parent/guardian)**

The information on this form confirms that I / we have met **all** of the above requirements **and** these have been verified by the clergy / religious leader.

Yes

No

**Parental Signature:** .....

**Name (please print):** .....

**Date:**.....

**OFFICE USE ONLY**

Date Application Received	
Received By	