



ADMISSIONS POLICY

(for pupils starting school in September 2024)



Introduction

This document sets out the Policy of Dunchurch Boughton C of E (VA) Junior School with respect to Admissions. For the purposes of this policy, the Governing Board of Dunchurch Boughton C. of E. (VA) Junior 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.

Parents should apply through their home authority. Warwickshire parents, who wish their child to be considered for a place at the school, should complete the common application form either in hard copy format or “on-line” at www.warwickshire.gov.uk/admissions.

Paper copies of the application form are available from the Admissions department at Warwickshire LA (01926 414143). The form should be completed and returned to Warwickshire LA Admissions by the national closing date. Offers of places will be made by the Local authority on the school's behalf according to the timetable issued in the respective coordinated admissions scheme. This can be found on the County Council's website at: www.warwickshire.gov.uk/schoollcriteria

The governing body of the school have a duty to set a Published Admission Number (PAN) for each year of entry. In relation to Year 3 entry in September 2024, through the coordinated admissions process, the PAN has been set at **66**.

In accordance with government legislation, the governing board consults 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 to administer a clear, fair and consistent process to determine which children will be admitted to the school, ensuring that as many children from the local area as possible are offered the opportunity to join the school. It should be simple to use and assist parents/guardians to take the best decisions on the preferred school for their children.

Starting Junior School

Children will transfer from infant to junior schools at the beginning of Year 3.

Deadline for application



Applications for Year 3 entry for the academic year starting September 2024 need to be formally registered with the Local Authority by the national closing date. The Governors of Dunchurch Boughton C. of E. (VA) Junior School will then consider each application and allocate over-subscription criteria to each. This will then provide a ranked list, which will be submitted to the local authority, who will then process the applications further as part of the coordinated admissions process. The child's home authority will issue all offers.

Warwickshire residents will receive written correspondence from the County Council's Admissions Services in April 2024, confirming which school their child has been offered. Only one school place will be offered to each child as part of the coordinated admissions process.

Dunchurch Boughton C. of E. (VA) Junior School cannot guarantee that all applicants will be offered a place at the school, but offers will be made until the PAN is reached.

Applications from families moving into the area will be considered as on time if they are accompanied by proof of the new address by the relevant date set by Warwickshire admissions. Further information about this can be found in the County Council's admission arrangements, found on the following website:

<https://www.warwickshire.gov.uk/admissions>

In line with the County Council's coordinated admissions process, late applications - i.e. those received after the national closing date for the normal admissions round - will not be considered until after the national offer day, as part of specific reallocation rounds as outlined in the County Council's admission arrangements.

Waiting Lists

Children not offered a place on national offer day will automatically be added to the waiting list for the school if it was listed as a higher preference than the school which has been allocated.

Waiting lists are compiled in priority order against the published over-subscription criteria. Offers will be made from waiting lists as vacancies arise. A child's position can move both up and down the waiting list as other students are added to the list. Late applicants are not penalised when added to waiting lists, and the amount of time a child has been on a school's waiting list is irrelevant.

At the end of the autumn term (December 2024) the waiting lists will be cleared. Where parents wish for their child to remain on the school's waiting list they must contact the Admissions Service to request this. The Admissions Service and the school will not automatically contact parents to see if they wish for their child to remain on the waiting list. If the family makes no contact with the Admissions Service then the child will be removed from the waiting list for the school and the in-year admissions process must then be followed if the family wish to apply again for a place.

The In-Year Admissions process starts from the 1st September 2024. The school coordinates with the local authority (Warwickshire Admissions Service) on all in-year admissions.

Multiple Births



It is the school's intention to admit children of multiple births, even if this means exceeding the PAN for any length of time. However, each case will be looked at individually and assessed by the governing body so as not to be prejudicial to the children who already attend – or have been offered a place – at the school.

Definition of Home Address

The 'home address' is where the child normally resides during the school week and where they sleep for at least 50% of the week.

If arrangements are such that a child resides at two addresses for equal amounts of time, then parents must decide which address to use for admissions purposes. Failure to agree on the address to use for admissions purposes by the national closing date will result in Warwickshire County Council using a random number generator to determine which application to process.

Addresses involved in child-minding arrangements, whether with professional child-minders, friends or relatives, are excluded.

Where a school place is offered based on an address that is subsequently found to be different from the address where the child ordinarily resides, that place may be withdrawn. Cases will be assessed on an individual basis, in discussion with the local authority and the governing body of the school.

There is an expectation that the child will be resident at the address used to allocate a Year 3 place at the school on a long-term basis, and at least until the start of the autumn term (September 2023).

Short-term house moves purely to secure a school place may be considered fraudulent and/or intentionally misleading and, in such circumstances, the place may be withdrawn.

Where a child's home address changes after national offer day the Local Authority (acting on behalf of the school) may request an explanation for the house move and documentary evidence that the child is resident at the new property. The Admissions Service operates a thorough and robust address checking process, which may include both announced and unannounced home visits.

Postal Address File (PAF)

The address point location coordinate of the applicant's home address as set by Ordnance Survey.

Applications made from the same multiple dwelling sharing a single Postal Address File (PAF) and;

Other applications where the distance from home to school is identical

Where required, individual priority for such applicants within a particular over-subscription category will be determined by a random number generator allocation. The draw will be carried out by two officers of the Admissions Service in the presence of a local authority solicitor. The result of the draw will be recorded and countersigned at the time by all parties involved. Applicants will be notified of the outcome in writing.



Children educated outside of their chronological year group

The school follows the process as outlined by Warwickshire County Council in relation to requests for a child to be educated outside of their chronological year group, as outlined below.

As required by the School Admissions Code, the County Council operates a process for the transfer of all children from Year 2 in an infant school to Year 3 in a junior (or primary) school in the September following their seventh (7th) birthday.

However, some parents may feel their child is not ready to start in a junior school at that point, perhaps due to a medical issue that has caused them to miss a significant amount of time in their Foundation or Key Stage 1 education, or a special educational need. Some schools may have agreed for a child to be accelerated to the year group above within their current school and the family/school may wish for this arrangement to continue as part of the child's junior school education. Other children may be educated outside of their chronological year group for alternative reasons, under which circumstances it may be appropriate for this arrangement to continue.

Parents who wish to request that their child be educated outside of their chronological year group - and who will therefore transfer to Year 3 in a junior school a year earlier or a year later than normal - should read the '**Guidance and Policy relating to the education of children outside of their chronological year group**' and complete the relevant request form, which can both be found on the County Council's website: www.warwickshire.gov.uk/admissions

Request forms will not be processed by the County Council unless the family have previously consulted with the school and approval has been given by the governing body. An agreement for a child to be educated out of year group is **not** a guarantee of a school offer.

Policy and Priority for Places

The aim of the admissions policy of Dunchurch Boughton C. of E. (VA) Junior School is to offer as many places as possible to those applicants who are seeking admission into the school, irrespective of gender, religion, ethnicity or country of origin, disability or academic ability.

However, where this school is named in a child's Education, Health and Care Plan (EHCP) the governing board recognises a duty to admit the child to the school. This is a legal requirement that falls outside of the coordinated admissions process. This may, therefore reduce the number of places available through the coordinated process for Year 3 entry.

Priority area

Dunchurch Boughton C. of E. (VA) Junior School's published priority area is the Parish of Dunchurch excluding the northern area from a line meeting the boundary of Long Lawford Parish (excluded) to include the Penthouse and to exclude the reservoir, crossing Coventry road (A4071) at the narrow railway bridge and follow a line west to exclude Brickyard Spinney and Cawston Farm, including Fox Covert and following the water course to cross Cawston Lane (including south of that point) and to exclude Cawston House running east to re-join the boundary of the Dunchurch Parish, excluding Little Scotland Farm.



Also, the Parishes of Thurlaston, Willoughby, Grandborough, Leamington Hastings, Birdingbury and Wolfhampcote.

Siblings

Sibling is defined as: a full brother or sister; a half brother or sister; an adopted brother or sister; a child living in the same address who is being Looked After by a local authority; a step-brother or sister; or the child of a parents' partner, where the child for whom the school place is being sought is living in the same family unit and at the same address as that sibling.

A sibling connection will not be accepted if the original place was obtained using fraudulent or false information.

Over - subscription Criteria

Where more applications are received than there are places available, the following oversubscription criteria will be considered in respect of each application. The oversubscription criteria will be considered in this order of priority, with '1' being the highest and places offered until the PAN is reached.

This process will already have taken into account any children who must be admitted in line with an Education, Health and Care Plan.

1. **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 also **CHILDREN WHO WERE LOOKED AFTER**, but ceased to be so because they were adopted (under the terms of the Adoption and Children's Act 2001) or because they became subject to child arrangement order or special guardianship order (under the terms of the Children Act 1989). *"A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those 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. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989)."*
2. **LIVING WITHIN THE SCHOOL'S PRIORITY AREA AS DEFINED ABOVE:**
 - a) Children from within the priority area whose parents or guardians are regular (monthly) practising Christians, for six months prior to the date of application, of whatever denomination, at a recognised church or religious group. (A recognised church is one that subscribes to the Churches Together in Britain and Northern Ireland). Confirmation of this must be gathered by the parent from the relevant priest/pastor and submitted directly to the school by the national closing date
 - b) Children from within the priority area with an older sibling attending the school at the national closing date for applying for a place, and who will continue to do



so when the younger child is admitted in September 2024, and where both children live within the priority area at the same address.

- c) Other children resident within the priority area who do not qualify under any of the other category 2 criteria.

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

- a) Children from outside the priority area whose parents or guardians are regular (monthly) practising Christians, for six months prior to the date of application, of whatever denomination, at a recognised church or religious group. (A recognised church is one that subscribes to the Churches Together in Britain and Northern Ireland). Confirmation of this must be gathered by the parent from the relevant priest/pastor and submitted directly to the school by the national closing date.
- b) Children living outside of the priority area with an older sibling attending the school at the national closing date for applying, and who will continue to do so when the younger child is admitted in September 2024, and where both children live within the priority area at the same address.
- c) Children living outside the priority area who have, or will have, a younger sibling attending Dunchurch Infant School or Leamington Hastings CofE Academy at the time of admission in September 2024.
- d) Children living outside of the priority area who are currently in Year 2 at Dunchurch Infant School or Leamington Hastings C. of E. Academy

- 4. Other children who reside **OUTSIDE THE PRIORITY AREA** who do not qualify under any of the criteria listed above.

If the school is over-subscribed 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

For applicants allocated the same criterion priority is given in order of distance between the child's home and school (shortest distance = highest priority).

Distance will be calculated by 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 pre-determined point set by Warwickshire County Council and all distances are subject to changes that may occur with updates of mapping data.

In - Year Admissions

Parents who wish to apply for a place at the school for their child in Years 4 – 6 should apply using the County Council's in-year admissions process, which is coordinated on behalf of the school.

All applications submitted in this way will be considered by the governing body and places allocated where vacancies in the relevant year group are available.



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 board will apply the admission criteria to all the applications and offer up to the admission number in criteria order.

Where a place is refused in any year group then parents have the option to lodge an appeal (see below) and the child will automatically be placed on to the waiting list for that school for the remainder of that current term.

A further application can be made through the County Council's Admissions Service if the family wish to be considered for a place at the school in subsequent academic terms.

In - Year Fair Access

The governing body recognises its duty to work with the Local Authority during the course of the academic year to provide fair access for "hard to place" children, even where the school has already reached its published admission number. Dunchurch Boughton C. of E. (VA) Junior School therefore supports the County Council's Fair Access Protocol and will liaise with the Admissions Service in relation to such applications. Further information about this protocol can be found on the following website: www.warwickshire.gov.uk/schoollcriteria

Applicants who are considered through the Fair Access Protocol will be informed of such during the in-year admissions process. They 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 admitted equally between schools in the area.

Appeals Procedure

Parents have a right of appeal to the Independent Admission Appeals Panel against the decision of the Governing Board to refuse an application for a school place. The Independent Admission Appeals Panel is arranged by Coventry Diocesan Board of Education.

Enquiries or comments regarding this policy should be addressed to:

The Chair of Governors

Dunchurch Boughton C. of E. (VA) Junior School
Dew Close
Dunchurch Rugby
CV22 6NE

Telephone: 01788 811028

Email: office@dunchurchjuniorschool.org.uk

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



Dunchurch Boughton Church of England
Voluntary Aided Junior School

Supplementary Application Form

The Governing Board is the Admission Authority for the school. Please complete this form as well as the Local Authority's Common Application Form to enable the Governors to process your application.

Child's details

Name of Child:

Date of birth:

Male/Female:

Address to include
Post Code

Full name of parent[s],
carers[s] or guardian[s].

Parent's home telephone:

Parent's mobile telephone:

Parent's email address:

Please give the names and dates of birth of any siblings who will be at the school at the time of admission:



This form should be returned at the same time as the Local Authority's Common Application Form directly to the School's Office and by the date published in the Local Authority booklet, to be considered as an "on time" application.



Name of Parish Priest
or Minister

Address

Telephone:

Email:

Parish / Church /
Benefice

Signature

Date: