



Admissions Policy

2017-2018

School Aim Statement:	<p>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 church at parish and diocesan level.</p> <p>The Christian Faith, and its practical expression, form a major part of the whole school ethos. The school aims to give children both knowledge and understanding of the Christian Faith while respecting and understanding other religions and cultures.</p> <p>The school aims to: -</p> <ul style="list-style-type: none">• ensure that all children receive their entitlement to a broad, balanced National Curriculum, encouraging them to have high expectations in all areas of the curriculum and to reach their full potential.• provide a secure and relaxed environment in which the children are encouraged to have a healthy lifestyle, to be tolerant and to grow in confidence and self-esteem.• ensure that pupils develop an open and enquiring mind and are encouraged to be creative, imaginative and inventive.• work in partnership with parents and the wider community.
Review History:	Reviewed by Governors: Dec 2013, Dec 2014, Oct 2015
Next Review Date:	Dec 2016



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 Body 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 children to be admitted to the school, should complete the common application form either in hard copy format or "on-line" at www.warwickshire.gov.uk/admissions. This is available from infant schools or from Admissions department at Warwickshire LA (01926 410410). The form should be completed and returned to Warwickshire LA Admissions according to the timetable published in the Eastern area booklet. Offers of places will be made by the Local authority on the schools behalf according to the timetable issued in the respective coordinated admissions scheme.

Every year the governing body 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 as a whole, the Published Admissions Number (PAN) which is currently 66 and explain how places will be allocated.

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.

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 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 three.

Deadline for application

Applications for Year three entry for the academic year starting September 2017 need to be formally registered with the Local Authority by the date stated on the Admissions forms, for consideration by the Governors of Dunchurch Boughton C of E (VA) Junior School.

Dunchurch Boughton C of E (VA) Junior 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.

A decision on the admission of new entrants will be made during the spring term before the child's admission. The parents or guardians will receive written notification of the outcome from the Local Authority.

Applications from families moving into the area will be considered as on time if they are accompanied by proof of address by the relevant date set by Warwickshire admissions.



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.

Waiting Lists

Children not offered a place will automatically be added to the waiting list if the school was listed as a higher preference than the one at which a place is allocated.

Waiting lists are compiled in strict priority order against the published oversubscription 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 waiting lists will be cleared. Where parents wish for their child to remain on a school's waiting list a fresh application will need to be made. The onus is on parents to contact the Admissions Service

The In-Year Admissions process starts from the 1st September.

Multiple Births

It is normal practice to accommodate children of multiple births.

Definition of Home Address

Where the child normally resides / sleeps when they attend school. Addresses involved in child-minding arrangements, whether with professional child-minders, friends or relatives, are excluded. 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.

Where a school place is allocated on the basis of 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 a child will be resident at the address used to allocate a place from the start of term and will continue to reside at that address for a reasonable period of time. All circumstances surrounding the application will be taken into account in deciding whether or not this requirement has been met.

Short-term house moves which occur only to secure a school place and which are considered fraudulent or intentionally misleading may therefore result in the place being withdrawn.

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) / Other applications where the distance from home to school is identical



Where required, individual priority for such applicants within a particular criterion will be set by random allocation (lottery). The draw will be carried out independently of the school.

Under Age and Over Age applications (amended 19 August 2015)

The vast majority of children are educated in the year group determined by their date of birth. Paragraph 2.17 of the School Admissions Code does, however, allow parents to request that their child is educated outside of their normal age group; for example, if their child is gifted or talented or has experienced problems such as ill health. If a parent / carer wishes to request that their child is taught out of year group they should submit their request to Dunchurch Boughton CofE (VA) Junior School along with their reasons. Parents are encouraged to do this ahead of the relevant closing date for applications. Parents should also include confirmation of agreement to the proposal from the Headteacher of their preferred school. Parents may also wish to submit other information in support of their request; for example from professionals who have worked with their child. Each request for a child to be taught out of year group will be looked at on an individual basis with all available information considered. Any decision taken will be on the basis of what is in the child's best interests. Decisions as to whether or not a child is educated out of year group will be taken by Dunchurch Boughton CofE (VA) Junior School. Parents will be notified once a decision is reached along with the reasons for the decision. Parents will also be notified of the potential risks of a child being taught out of year group. Attention will also be drawn to the fact that when the child moves school that the admission authority of the new school will be responsible for deciding which year group the child will be placed in. This could result in a child being required to skip or repeat a year.

Policy

The admissions policy of Dunchurch Boughton C of E (VA) Junior 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 Educational Health Care Plan (EHC Plan) 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 and from the Local Authority admissions website. This form must be completed and returned to the School together with all documentary evidence by the date stated on the common application form if it is to be considered during the admissions process.

Priority area

Dunchurch Boughton C of E 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 rejoin the boundary of the Dunchurch Parish, excluding Little Scotland Farm. The Parishes of Thurlaston, Willoughby, Grandborough, Leamington Hastings, Birdingbury and Wolfhampcote.



Siblings

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.

Over-subscription Criteria

Where more applications have been received than places are available the following priorities shall apply in order:

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).

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

2. 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 will be requested from the relevant priest/pastor.
3. Children with an older sibling attending the school at the deadline date, and who 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.
4. Other 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. Children with an older sibling attending the school at the deadline date, and who 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.
6. 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 will be requested from the relevant priest/pastor.
7. Children living outside the published priority area with siblings on roll at Dunchurch Infant school or Leamington Hastings CofE Academy at the time of admission.
8. Other children attending Dunchurch Infant School and Leamington Hastings Cof E Academy.
9. 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

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 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 and all distances are subject to changes which may occur with updates of mapping data).

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. The draw will be carried out by two officers of the Admissions Service, in the presence of a Local Authority solicitor. The order of draw will be recorded and countersigned at the time. As an exception, the governing body will give careful consideration to offering places above the Admission Number to applications from children whose twin or sibling from a multiple birth is admitted even when there are no other vacant places.

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.

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. 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.

A waiting list is kept in respect of In-Year admissions to the school. If there is no place available in the Year group required, parents have a right of appeal against the Governors' decision not to offer a place.

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:

The Chair of Governors

Dunchurch Boughton C of E (VA) Junior School

Dew Close



Dunchurch

Rugby

CV22 6NE

Telephone 01788 811028

Email admin3391@welearn365.com

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

Amendments September 2015

Waiting List

Definition of home address

Postal Address File (PAF)

Under Age and Over Age applications (amended 19 August 2015)



Dunchurch Boughton Church of England Voluntary Aided Junior School

Supplementary Application Form

The Governing Body 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
with Post Code

Full name of parent[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 Schools Office and by the date published in the Local Authority booklet, to be considered as an "on time" application.

Admission on Religious Faith grounds

The admissions policy for the school states that pupils will be considered for admission to the school if they are practising Christians. Please complete this or the following section if you are seeking admission under this ground.

Practising Christians

I attendChurch regularly, at least monthly

My child attendsChurch regularly, at least monthly

See criteria 2 and 6 of the admissions policy.

In this case "Church" refers to a Church of England Church or to another Church which is a member of Churches Together in Britain and Ireland

Signed:

In order to confirm church attendance, please ask your parish priest or minister to complete and sign the following section.

I am able to confirm that:
the parent named above attends church regularly, at least

the child named above attends church regularly, at least

Name of Parish Priest
or Minister

Address

Telephone:

Email:

Parish / Church /
Benefice

Signature

Date: