

The Ellis Church of England Primary School

ADMISSION ARRANGEMENTS

2010-2011

A INTRODUCTION

The Ellis Church of England Primary School is a Church of England Voluntary Aided Primary School in the Diocese of Sheffield. It is maintained by Barnsley Local Authority.

The school provides a distinctively Christian education for children from 3 years to 11 years of age

The Governing body of The Ellis Church of England (VA) Primary School is the admissions authority for the school. It is guided in that responsibility by the requirements of law, the school trust deed, by advice from the Sheffield Board of Education and its duty to the community.

The admission number for the school is 30.

B DATE OF ADMISSION TO THE SCHOOL

We have two admission dates:-

- i) The start of the autumn term for children whose dates of birth (and fifth birthday) fall between 1st September and 31st December in the admission year.
- ii) The start of the spring term for children whose dates of birth (and fifth birthday) fall between 1st January and 31st August in the admission year.

C DEFERRED ENTRY TO THE SCHOOL

1. Where the Authority, on behalf of the Governing Body, offers a place at a primary school, a parent who accepts that school place can defer entry to that school until the term after the child's fifth birthday.
2. The deferred place at that school will be held for that child and will not be available to be offered to another child.
3. The deferred place must be taken up during the same school year for which the offer of the place was made and accepted.
4. Entry to a school cannot be deferred to:
 - a) the next academic year; or
 - b) beyond the beginning of the term following the child's fifth birthday.

D OVER-SUBSCRIPTION CRITERIA

Children who have a statement of special educational need and the school is named as the most appropriate education setting for the child are required to be admitted.

1. Where the number of applications for the Ellis CE Primary School received during the normal admissions round exceeds the admission number of the school, then admission will be determined in accordance with the following priority of admission criteria:

- a) Where the child is in the care of the Local Authority (Looked After Child).
- b) Where there are medical and/or social reasons for the child to attend the school, where those needs cannot be met by any other school.

NOTE: The parent/carer (see Definition 1) must provide evidence to support their application as follows:

- i) medical – a letter from a specialist medical practitioner (not GP) giving medical reasons why the child must attend the school as opposed to any other school.
- ii) social – a letter from a recognised professional stating why the child must attend the school as opposed to any other school.

- c) Whether the family, including the child, attend, at least monthly, St. Mary's Church, Wombwell or St. George's Church, Jump;
- d) Whether the child has any brothers or sisters (see Definition 2) in the school at the time of admission;
- e) Whether the child is resident in the village of Hemingfield;

NOTE: the school will provide a map of the village of Hemingfield in the policy, clearly showing the boundary of the village of Hemingfield

- f) Whether the family, including the child, attend, at least monthly, another Christian Church.

N.B. Regular attendance at church should be confirmed by a letter from your parish priest or minister.

- g) Whether the parents/carers, although of differing faith background, wish their child to attend a Christian school. (The application should be supported by the leader of your place of worship.)
- h) Other applicants

In the event of over-subscription, when applicants have otherwise equal entitlement, the governors will give priority to those who live the shortest distance, as measured in a straight line, by the LA, from the applicant's home

address to the main entrance of the school. (For straight line measuring, the LA uses Arc View GIS 3.3, which uses Ordnance Survey data to ensure precision measuring.)

The criteria will be applied fairly and, if admission has to be refused, an appeal may be made.

2. The child's ordinary place of residence will be deemed to be a residential property at which the person or persons with parental responsibility for the child resides at the closing date for receiving applications for admission to school.

Where parental responsibility is held by more than one person and those persons reside in separate properties, the child's ordinary place of residence will be deemed to be that property at which the child resides for the greater part of the week including weekends.

Definition 1: Parent/Carer

A parent/carers is any person who has parental responsibility or care of the child. Where admission arrangements refer to the attendance of the 'family' at church, the 'family' includes only parents and siblings.

Definition 2: Brother/Sister/Siblings

These refer to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carers's partner and in every case, the child should be living in the same family unit at the same address.

4. Churches Together in England

Member churches:

Antioch Orthodox Church; Baptist Union of Great Britain; Cherubim and Seraphim Council of Churches; Church of England; Church of God of Prophecy; Church of Scotland (in England); Congregational Federation; Coptic Orthodox Church; Council of African and Caribbean Churches UK; Council of Oriental Orthodox Christian Churches; Icthus Christian Fellowship; Independent Methodist Church; International Ministerial Council of Great Britain; Joint Council for Anglo-Caribbean Churches; Lutheran Council of Great Britain; Methodist Church; Moravian Church; New Testament Assembly; New Testament Church of God; Oecumenical Patriarchate; Redeemed Christian Church of God, Religious Society of Friends; Roman Catholic Church; Russian Orthodox Church; Salvation Army; Seventh Day Adventist (Observer); Transatlantic Pacific Alliance of Churches; United Reform Church; Wesleyan Holiness Church; Wesleyan Reform Union Church

E EXPRESSING A PREFERENCE FOR ADMISSION TO THE RECEPTION YEAR

1. For admission to the Reception Year Group parents will be invited to express three preferences for those schools at which they wish their child to receive education, and give reasons for those preferences.
2. Preferences will be made on the common application form.
3. The common application form for admission to school during the normal admissions round will be handed in to the school ranked first on the application form.
4. The common application form must be handed in to school by the closing date of 13th November 2009.

F ADDITIONAL INFORMATION REQUIRED FROM THE APPLICANT

1. In addition to completing the common application form all parents will be required to submit an additional information form to support their application to The Ellis CE Primary School.
2. This form is included with the common application pack and should be returned with the common application form by 13th November 2009 .
3. **This additional form is not an application form for admission to the school.**
4. The supporting information provided by parents will be used by the school in applying the admissions criteria.
5. The completion and return of the additional information sheet does not guarantee a place at the school.
6. Where an additional information sheet is not submitted to the school in support of the common application form, it may affect the consideration of the preference expressed by the Governing Body of the school.

G ALLOCATION OF A PLACE AT THE SCHOOL

1. The Authority will send to the Governing Body copies of all applications for the school.
2. The Governing Body will determine for each application form received whether the child is eligible for admission to the school according to the schools admission criteria.
3. The Governing Body will return to the Authority a rank order list of all the applications showing eligibility for admission to the school.
4. In accordance with the co-ordinated scheme the Authority will make the single offer of a place at the school to those children who are eligible.

5. Where the Authority cannot make a single offer for any of the preferences expressed by a parent resident in Barnsley, a place will be
6. allocated to the child at the nearest community or voluntary controlled primary school with places available.
7. The criteria for the offer of a single place at a primary, infant or junior school is shown at Annex 1.

H LATE APPLICATIONS

1. Late applications received by the Authority up to 30th November 2009 from parents who were unable to meet the closing date will be included in the allocation of places made for the offer day.
2. All other late applications received after 30th November by the Authority will be dealt with after the offer day.

Where applications are received for admission to school following the offer day they will be dealt with as follows:

- a) single admission to Reception Year where the year group is below the admission number (or higher admission limit where one has been set).

The parent will be offered a place

- b) single admission to Reception Year where the year group is above the admission number (or higher admission limit where one has been set).

(i) where the Governing Body determines that there would not be prejudice to the provision of efficient education or the efficient use of resources by the admission the parent will be offered a place.

(ii) where the Governing Body determines that there would be prejudice to the provision of efficient education or the efficient use of resources by the admission the parent will not be offered a place.

The prejudice referred to under b (ii) may arise by reason of measures required to be taken in order to ensure compliance with the duty imposed on the Governing Body to comply with the statutory limit on infant class sizes

I WAITING LIST

1. Names of children will be automatically be placed on the waiting list for the school where they have been refused a place if is ranked above that at which a place has been offered to the parent.
2. A vacancy arises in Reception Year only when the number of offers to the school falls below the admission number.

3. The waiting list will be established on the offer day and be maintained up to 31st January in the admission year.
4. The waiting list is determined according to the Governing Body's priority of admission over-subscription criteria.
5. Following the offer day should an application be received for the school where the pupil has a higher priority, as determined by the admissions criteria for a place at the school, they will be placed on the list above those with a lower priority.

J FALSE INFORMATION

1. Where the Authority has made an offer of a place at a primary school on the basis of a fraudulent or intentionally misleading application from a parent, which has effectively denied a place to a child with a stronger claim to a place at the school, the offer of a place will be withdrawn.
2. Where a child starts attending the school on the basis of fraudulent and intentionally misleading information the place may be withdrawn depending on the length of time that the child has been at the school.
3. Where a place or an offer has been withdrawn the application will be re-considered and a right of independent appeal offered if the place is refused.

K APPLICATIONS OUTSIDE OF THE NORMAL ADMISSIONS ROUND

1 Reception Year

Where applications are received for admission to school following the offer day they will be dealt with as follows:

- a) single admission to Reception Year where the year group is below the admission number (or higher admission limit where one has been set).

The parent will be offered a place

- b) single admission to Reception Year where the year group is above the admission number (or higher admission limit where one has been set).
 - (ii) *where the Governing Body determines that there would not be prejudice to the provision of efficient education or the efficient use of resources by the admission the parent will be offered a place.*
 - (ii) *where the Governing Body determines that there would be prejudice to the provision of efficient education or the efficient use of resources by the admission the parent will not be offered a place.*

The prejudice referred to under b (ii) may arise by reason of measures required to be taken in order to ensure compliance with the duty imposed on the Governing Body to comply with the statutory limit on infant class sizes.

2 Years 1 and 2

- a) single admission to Year 1 or Year 2 where the year group is below the admission number or what was the admission number when the year group was the relevant year group (Reception), and the number on roll is below the net capacity of the school.
 - (i) *where the class into which the pupil would be admitted is below 30 the parent will be offered a place.*
 - (ii) *where the class into which the pupil would be admitted is at 30 or above the parent will not be offered a place.*
- b) single admission to Year 1 or Year 2 where the year group is below the admission number or what was the admission number when the year group was the relevant year group (Reception), and the number on roll is above the net capacity of the school.
 - (i) *where the Governing Body determines that there would not be prejudice to the provision of efficient education or the use of resources by the admission the parent will be offered a place.*
 - (ii) *where the Governing Body determines that there would be prejudice to the provision of efficient education or the efficient use of resources by the admission the parent will not be offered a place.*

The prejudice referred to under b (ii) may arise by reason of measures required to be taken in order to ensure compliance with the duty imposed on the Governing Body to comply with the statutory limit on infant class sizes.

- c) single admission to Year 1 or Year 2 where the year group is above the admission number or what was the admission number when the year group was the relevant year group (Reception).
 - (i) *where the Governing Body determines that there would not be prejudice to the provision of efficient education or the efficient use of resources by the admission the parent will be offered a place.*
 - (ii) *where the Governing Body determines that there would be prejudice to the provision of efficient education or the*

efficient use of resources the parent will not be offered a place.

The prejudice referred to under b (ii) may arise by reason of measures required to be taken in order to ensure compliance with the duty imposed on the Governing Body to comply with the statutory limit on infant class sizes.

3 Years 3 to 6

- a) for primary and junior schools a single admission to Years 3 to 6 inclusive where the year group is below the admission number or what was the admission number when the year group was the relevant year group, and the number on roll is below the net capacity of the school.

The parent will be offered a place.

- b) for primary and junior schools a single admission to Years 3 to 6 inclusive where the year group is below the admission number or what was the admission number when the year group was the relevant year group, and the number on roll is above the net capacity of the school.

(i) *where the Governing Body determines that there would not be prejudice to the provision of efficient education or the efficient use of resources by the admission the parent will be offered a place.*

(ii) *where the Governing Body determines that there would be prejudice to the provision of efficient education or the efficient use of resources by the admission the parent will not be offered a place.*

- c) for primary and junior schools a single admission to Years 3 to 6 inclusive where the year group is above the admission number or what was the admission number when the year group was the relevant year group.

(i) *where the Governing Body determines that there would not be prejudice to the provision of efficient education or the efficient use of resources by the admission the parent will be offered a place.*

(ii) *where the Governing Body determines that there would be prejudice to the provision of efficient education or the efficient use of resources the parent will not be offered a place.*

- d) sibling admissions to Years 3 to 6 inclusive.

- (i) Where the respective year groups are below the admission number or former admission number and the number on roll is below the net capacity of the school.

The parent will be offered places.

- (ii) Where the respective year groups are below the admission number or former admission number and the number on roll is above the net capacity of the school.

- (i) *where the Governing Body determines that there would not be prejudice to the provision of efficient education or the efficient use of resources by the admission the parent will be offered places.*

- (ii) *where the Governing Body determines that there would be prejudice to the provision of efficient education or the efficient use of resources by the admission the parent will not be offered places.*

- (iii) The respective year groups are above the admission number or former admission number.

Where the Governing Body determines that there would not be prejudice to the provision of efficient education or the efficient use of resources by the admissions the parent will be offered places.

Where the Governing Body determines that there would be prejudice to the provision of efficient education or the efficient use of resources by the admissions the parent will not be offered places.

- (iv) One or more of the respective year groups is above the admission number or former admission number and the remainder of the year groups are below.

Where the Governing Body determines that family circumstances outweigh the prejudice that would otherwise be caused by any or all of the admissions the parent will be offered places.

- 4 Sibling admissions to an infant class (Reception to Year 2) and a junior class (Years 3 to 6).

- (i) *for the application to the infant year group paragraphs 1 and 2 of this section will apply; and*

- (ii) *for the application to the junior year group paragraphs 3a, 3b, 3c and 3d will apply.*

- 5 For sibling admissions to infant year groups paragraphs 1 and 2 of this section will apply.

L APPEALS AGAINST THE GOVERNING BODY'S DECISION TO REFUSE ADMISSION

1. Any parent whose child is refused a school place for which they have applied by expressing a preference on the common application form has the right to an independent appeal.
2. The right of an independent appeal applied to all preferences expressed and subsequently refused by the Governing Body in accordance with the priority of admission over-subscription criteria.
3. Parents who intend to make an appeal against the Governing Body's decision to refuse admission must submit a notice of appeal to the Authority within 10 working days of receiving the refusal letter.

Appeals should be sent to: - Mr William Ward 01226 773065
Or Mr Steve Lodge 01226 773064
Education Appeals,
Town Hall,
Barnsley S70 2TA

4. Normally appeal hearings will be held within six weeks of the closing date for receiving the notice of appeal.

M TIMETABLE

Closing date for receiving applications	13 th November 2009
Offer day	5 th April 2010
Appeal completed	30 th June 2010