

**ELSECAR HOLY TRINITY VA PRIMARY SCHOOL**

**ADMISSION ARRANGEMENTS**

**2010-2011**

**CHURCH STREET  
ELSECAR  
BARNSELY  
S74 8HS**

**TELEPHONE 743008**

## **A INTRODUCTION**

The Governing Body of Elsecar Holy Trinity Church of England (VA) Primary School is the admissions authority for the school

The admission number for the school is 20.

## **B DATE OF ADMISSION TO THE SCHOOL**

***1 September for children with birthdays between 1 September and the last day of February,***

***and***

***1 January for children with birthdays between 1 March and 31 August.***

## **C DEFERRED ENTRY TO THE SCHOOL**

- 1 Where the Authority of 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 OVERSUBSCRIPTION CRITERIA***

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

Where the number of applications for Elsecar Holy Trinity CE School received during the normal admissions round exceeds the admission number of the school (or, an admission limit set higher than the admission number), then admission will be determined in accordance with the following priority of admission criteria:

1. Children who are in Public Care (Looked After Children).
2. Children whose parent(s)/guardian(s) regularly worship(s) at Elsecar Holy Trinity Church. (The school will ask the minister to verify this in writing).
3. Children who have a sibling attending Elsecar Holy Trinity at the time of admission.
4. Children whose parent(s)/guardian(s) regularly worship in a Christian congregation "Churches Together in England". (Please include a letter from your minister or priest to verify this.)
5. Children whose parents are seeking a Christian environment for their children's education who have been baptised into a Christian Church but who do not have the written support of their local minister. (Proof of baptism will be required.)
6. Children who live within the Ecclesiastical Parish of Elsecar (a map can be obtained from school).
7. Children who live nearest the school; the distance to be measured by a straight line between the child's ordinary place of residence and the main entrance to the school campus.

**If there are more applications in a particular category than number of places available, the remaining places will be offered to children whose permanent address is nearest to the school – the distance measured by a straight line between the child's ordinary place of residence and the main entrance to the school campus.**

## NOTES

1. **‘Regular’** worship is deemed to be an average of once a month for a period of 12 months. This level of attendance will need to be verified by the minister or priest in a letter of support as appropriate.

2. **Definition of a ‘sibling’**

- a) a brother and/or sister is to be permanently resident at the same address;
- b) a stepbrother and/or stepsister is to be permanently resident at the same address (to include half brothers/sisters).

3. **Place of residence**

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 greatest part of the week, including weekends. Documentary evidence of ownership or rental agreement maybe required together with proof of actual permanent residency at the property concerned.

Decisions regarding the admission of children to the school rest with the Governing Body

When the school is full, applications may be refused, although it should be stressed that in such cases parents do have the right to appeal via the Governing Body, then to an Independent Appeals Tribunal. If the appeal fails parents will be expected to approach another school with an admission request.

Parents from a wider community should, however, communicate their intentions to the Headteacher in order to find out if there are places available. This is a Primary School so children are normally admitted either in September or January, depending upon the date of their fifth birthday. They would then stay here until 11+ years when they would leave and go to a Secondary School.

## ***E EXPRESSING A PREFERENCE FOR ADMISSION TO THE RECEPTION YEAR***

- 1 The admission procedure for applications to this school will be dealt with in accordance with Barnsley Education Authority's co-ordinated scheme for admission to school.
- 2 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.
- 3 Preferences will be made on the common application form.
- 4 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.
- 5 The common application form must be handed in by the closing date of 14 November 2008.

## ***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 Elsecar Holy Trinity C.E. Primary School.
- 2 This additional form is not an application form for admission to the school.
- 3 Parents who intend to express a preference for the school must follow the procedure set out below:
  - a) complete the additional information form included in the admission booklet
  - b) return the additional information form with the common application form by 13 November 2009.
- 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 allocated to the child at the nearest community or voluntary controlled primary school with places available.
- 6 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 30 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 30 November by the Authority will be dealt with after the offer day.

## ***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 below the admission number (or a higher admission limit where one has been set).
- 3 The waiting list will be established on the offer day and be maintained up to 31 January in the admission year.
- 4 The waiting list is determined according to the Governing Body's priority of admission oversubscription 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).*

- (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.*

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.*

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).*
  - 2 (i) for the application to the infant year group paragraphs 1 and 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 applies to all preferences expressed and subsequently refused by the Governing Body in accordance with the priority of admission oversubscription 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.
- 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 November 2009
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Offer day	5 April 2010
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Appeal completed	30 June 2010
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## ANNEX 1

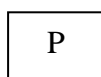
### Criteria for the offer of a single place at a primary school

- 1 A resident in Barnsley will only receive an offer of a single place at any primary school if they have completed a common application form.
- 2 Parents are to express three preferences for primary infant or junior schools they wish their child to attend and list them in rank order.
- 3 All three preferences will be treated equally by the Authority.
- 4 Where a preference meets the criteria for a school the child becomes eligible for a provisional offer.
- 5 Where there is only one provisional offer, that will be the offer of a single place at a primary school made to the parent on the offer day.
- 6 Where there are two or three provisional offers, the ranking of the expressed preferences on the common application form will be used to determine which of those provisional offers becomes the single offer of a place.

1st	School A
2nd	School B
3rd	School C

Preferred Schools in rank order		Outcomes							
		1	2	3	4	5	6	7	*8
1st	School A	P ✓			P ✓	P ✓	P ✓		
2nd	School B	P	P ✓		P			P ✓	
3rd	School C	P	P	P ✓		P			

**Key**



Places available – child eligible for admission



School oversubscribed – child not eligible for admission based on priority of admission criteria

✓ Highest ranked preference available for which the offer of a single place will be made

\* see section G5