

The Ellis Church of England Primary School

ADMISSION ARRANGEMENTS

2011-2012

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 for 2011-2012 is 30. Children will be admitted during the Autumn Term following their fourth birthday.

B DEFERRED ENTRY TO THE SCHOOL

1. Where the Local 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.

C 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 centre point of 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. (See page 6 'Appeals against the Governing Body's Decision to Refuse Admission').

Tie Break

In the event of two or more children living equidistant from the school, the place will be decided by drawing lots. The first name drawn will be offered the place.

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.

3. Definitions

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. In Year Transfers

The Local Authority, (BMBC), will co-ordinate in-year transfers for our school in 2011-2012.

5.. Churches Together in England

Website: www.churches-together.org.uk

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; Ichthus 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

D 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 15 January 2011.

E SUPPLEMENTARY INFORMATION REQUIRED FROM THE APPLICANT

1. In addition to completing the common application form all parents will be required to submit a supplementary 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 15 January 2011 .
3. **This supplementary 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 supplementary information sheet does not guarantee a place at the school.
6. Where a supplementary 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.

F ALLOCATION OF A PLACE AT THE SCHOOL

1. The Local 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 Local 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 Local Authority will make the single offer of a place at the school to those children who are eligible.
5. Where the Local 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.

G LATE APPLICATIONS

1. Applications received by the Authority up to 15 January 2011 will be included in the allocation of places made for the offer day.
2. All other applications received after 15 January 2011 by the Local 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

H 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.
6. Children who are the subject of a direction of the Local Authority to admit or who are allocated to the school in accordance with Fair Access Protocols will take precedence over those on the waiting list.

I 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.

J APPLICATIONS OUTSIDE OF THE NORMAL ADMISSIONS ROUND

Applications outside of the normal admissions round will be carried out According to the Local Authority Scheme. A copy is available from school.

K 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 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 Local Authority within 10 working days of receiving the refusal letter.

Appeals should be sent to: - Mr William Ward 01226 773451

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.

L TIMETABLE

Closing date for receiving applications	15 January 2011
Offer day	11th April 2011
Appeals completed	30 th June 2011