

The Ellis Church of England Primary School

ADMISSION ARRANGEMENTS

2018-2019

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.

Historically, Anglican schools were parish schools providing education for the community in accordance with the principles of the Church of England. Thus the majority of Sheffield Diocesan schools were established to provide education for the children of the parish within a Christian context. The two aims of being 'distinctively Christian' and 'serving the local community' are reflected in the school's admission criteria.

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 2018/19 is 30. Children will be admitted during the Autumn term following their 4th birthday

However, parents can request

- (a) that the date their child is admitted to school is deferred until later in the year or until the term in which the child reaches compulsory school age. (Please note that parents cannot apply for and accept a Reception place and then defer that place until the beginning of Year 1); and
- (b) parents can request that their child takes up the place part-time until the child reaches compulsory school age.

Please contact the school if you need help in completing the Common Application Form or Supplementary Information Form

B MAKING AN APPLICATION

1. Applications are made either **online via the BMBC website** or on the **Common Application Form**
2. To support your application to The Ellis CE Aided Primary School, please complete the **Supplementary Information Form**. This is not an application form for admission to school but will be used by the school when applying the admissions criteria.
3. The **Common Application Form** should be submitted by 16 January 2018 along with the **Supplementary information Form** (if applicable).

C CRITERIA FOR ADMISSION

Children who have a statement of special educational need or an Education, Health and Care Plan and the school is named as the most appropriate education setting for the child are required to be admitted.

D OVER-SUBSCRIPTION CRITERIA

Where there are more applications for admission than the published admission number, the Governing Body/Admissions Committee will apply the following criteria in strict order of priority:

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 a Looked After Child or a previously Looked After Child. (see definition 5 – Looked after Children).
- b) Children who, or whose parents/carers (see definition 1) regularly (see definition 3) attend the parish church of St Mary's, Wombwell or St George's, Jump.
- c) Whether the child has any brothers or sisters (see definition 2) in the school at the time of admission who were admitted into full time school during or before the academic year 2016/17.
- d) Whether the child is resident in the village of Hemingfield and 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.
- f) Whether the child has any brothers or sisters (see definition 2) at the time of admission who were admitted into full time school after 1st September 2017.

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

- g) Children who, or whose parents/carers reside in the parish of Wombwell and regularly attend a Christian denomination participating in 'Churches Together in England' (see definition 4).
- h) Children who, or whose parents/carers reside outside the parish of Wombwell and regularly (see definition 3) attend a Christian denomination participating in 'Churches Together in England'.

NB: Regular attendance at church must be confirmed by a letter from the parish priest / minister / leader of the place of worship. If this is not provided the application will not be considered under church attendance criteria.

- i) All 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 5 '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.

E. 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 'parent's attendance at church' it is sufficient for just one parent to attend. 'Family members' include only parents and siblings

Definition 2: Brother/Sister/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/carers's partner, and in every case, the child should be living in the same family unit at the same address.

Definition 3: Regular Church Attendance

Regular attendance by parents/carers is defined as attendance at a Church of England church or another Christian denomination participating in 'Churches Together in England' for at least once a month over the last 12 months.

Regular attendance by children is defined as attendance at a Church of England church or another Christian denomination participating in Churches Together in England' at least once a month over the past 6 months.

Parents/carers whose application is based on attendance at a church of Christian denomination should submit the Minister / Religious Leader Reference Form available with the Common Application Form.

Definition 4: Churches Together in England

Ref: www.churches-together.org.uk

Please refer to the website for an up to date list

Definition 5 – Looked after children

A looked after child is a child that is in the care of a local authority, or 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) at the time an application for admission to the school is made and who the local authority has confirmed will still be looked after at the time when he/she is admitted to the school.

A previously looked after child is a child who was adopted or became subject to a residence or special guardianship order immediately following having been looked after.

Place of residence

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

In cases where there is doubt of the home address, proof of the home address (Child Benefit letter) must be provided to the 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 normally be the property at which the child resides with the parent or person or persons with parental responsibility, for the greater part of the week.

Where the offer of the remaining place in the relevant year group could be made to the parent of eligible multiple siblings, resident at the same address, it will be for the parent to determine for which sibling the single offer of the school place will be made.

Late Applications

Late applications will be dealt with in accordance with the Local Authority scheme.

Waiting List

1. Names of children **will** automatically be placed on the waiting list for this school when the child has been refused admission.
2. A vacancy only arises when the number of offers to the school falls below the admission number.
3. The waiting list will be established on the offer day.
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, it will be placed on the list, above those with a lower priority.

False Information

1. Where the Governing Body has made an offer of a place at this school on the basis of a fraudulent or intentionally misleading application from a parent /carer 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.

F. IN-YEAR TRANSFERS

The Local Authority, BMBC, **will** co-ordinate in year transfers for our school in 2018-2019.

Applications outside the normal admissions round

Applications outside the normal admissions round **will** be considered in accordance with the Local Authority scheme.

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

1. If a place is not offered at the school parents have the right of appeal to an Independent Appeal Panel formed in accordance with the legislation. Details of the appeals procedure will be sent to parents by the local authority.
2. Parents who intend to make an appeal against the Governing Body's decision to refuse admission must submit a notice of appeal by the date set out in the decision letter. Appeals **will** be held **within** the timescales set out in the Admission Appeal Code.

Appeals should be sent to: - Mr William Ward
Council Governance, 01226 773451
Town Hall
Barnsley S70 2TA

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

H TIMETABLE

Closing date for receiving applications	16 th January 2018
Offer day	2 nd April 2018
Appeals completed	June and July 2018