

Partney Church of England (Aided) School Admissions Policy 2018-2019

Admissions Policy agreed by the full Governing Body in November 2016.

This Admission Policy Statement defines the procedures used for the admission of pupils:

- To the Pre-Reception (From age 3)
- To the Reception Year on initial entry to primary schooling [13 places]
- To other year groups. [subject to available space, for those seeking admission after the start of statutory schooling age]

Our Ethos

We are proud to be a Church of England School. The Diocese of Lincoln Board of Education states that: *"Our Church Schools serve all children regardless of faith, academic ability, race or gender."*

Partney Church of England Aided School exists to promote the Christian values of love, care, respect and responsibility and to provide a high quality education for all children, which will develop their full potential.

Applications will be treated on merit and in a sensitive manner. The level of ability of a child or any special needs that he/she may have plays no part in the admissions policy of this school. It is our wish to allow parents the right to have a place at the school of their choice.

As our school is a Voluntary Aided School, the school determines the admission arrangements. The Governors are the "Admissions Authority" for the school.

Admission to Pre-Reception

Pupils can join our Pre-Reception in the term following their third birthday: that is September 1st, January 1st and April 1st.

Parents are able to put their names down at school expressing an interest in beginning the following term, (although this does not mean a place has been offered).

The Maximum number of Pre-reception children is 7, which will be reviewed each year.

PLEASE NOTE: Attending the Pre-reception does not give any priority within the oversubscription criteria for a place in a school. Parents must make a separate application for the transfer from Pre-reception to Primary School



Partney Church of England (Aided) School Admissions Policy 2018-2019

Reception Year

Partney Primary School provides for the admission of all children in the September following their fourth birthday.

Where we have offered a child a place at our school:

- a) that child is entitled to a full-time place in the September following their fourth birthday;
- b) the child's parents can defer the date their child is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which it was made, whichever is the sooner;
- c) where the parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

Parents interested in deferring admission or arranging part-time attendance must contact the school to discuss this.

Applications for places in September should be lodged with the Local Authority, on the appropriate form by the published date. (Please find details on the Lincolnshire Schools Admissions website on www.lincolnshire.gov.uk/schooladmissions.) If demand exceeds places available the oversubscription criteria as listed below will apply.

Mid Year Admissions

The Governors will accept admissions into other year groups subject to availability of places. If there are more applications than places then the oversubscription criteria (listed below) will be applied. If there are no places, an appeal can be lodged with the independent appeals system.

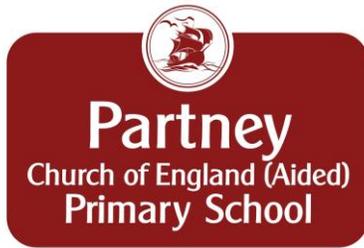
Admission of children outside their normal age group

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health.

Parents wishing to make these requests must contact their home local authority for guidance on the procedure to follow.

It is important for parents to note that they will have the opportunity and responsibility to provide whatever evidence they wish to support their request.

Partney Primary School will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned.



Partney Church of England (Aided) School Admissions Policy 2018-2019

This will include taking account of:

- the parent's views;
- any available information about the child's academic, social and emotional development;
- where relevant, their medical history and the views of a medical professional;
- whether they have previously been educated out of their normal age group;
- any evidence that the child may naturally have fallen into a lower age group if it were not for being born prematurely
- the views of the head teacher

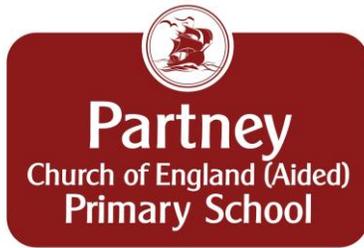
Oversubscription Criteria

In accordance with the Code of Practice for Special Educational Needs, the allocation of school places for pupils with a statement of special educational needs or an Education, Health and Care Plan will take place before the school allocates other places as part of the normal admissions policy.

If there are more children seeking admission than available places in the pre-reception group, the reception class or at any other time, the following over-subscription criteria will be used to allocate places:

1. Any child 'looked after' by a Local Authority (including children who were in public care but have ceased to be so because they have been adopted or become subject to a residence order or special guardianship order).
2. *Children living within our traditional catchment area (defined as the parishes of Ashby-by-Partney, Aswardby, Dalby with Dexthorpe, Candlesby, Gunby, Partney, Langton, Sausthorpe, Scremby-cum-Grebbby, Skendleby, Welton-le-Marsh). Please see the Parish map: Appendix 1*
If there are more children from this area than available places the following criteria will be applied in order.
 - a. Children with siblings who are on the School roll at the time of application. (See notes below).
 - b. Any other children.
3. Any other children.

If within any of the above sub categories there are more applicants who meet the criterion than places available the proximity of the child's home to the school will be used as a final tiebreaker. Proximity will be judged by driving distance as calculated by Lincolnshire County



Partney Church of England (Aided) School Admissions Policy 2018-2019

Council school admissions team from the Post Office Address Point of the home to the Post Office Address Point of the school.

If the distance criterion is not sufficient to distinguish between two or more applicants for the last remaining place then a lottery will be drawn by an independent person, not employed by the school or working in the Local Authority of Children's Service Directorate.

Reserve Lists

For admission into Reception the Governors will keep a waiting list which we call a reserve list. If you were not offered a place and you named us as a higher preference, your child is automatically put on the reserve list above the one you were offered. This list is in the order of the oversubscription criteria. Names can move down the list if someone moves into the area and is higher placed on the oversubscription criteria. The list is kept by the Schools Admission Team until the end of August. After this we keep the reserve list until the end of the academic year. We are not required to keep any lists for any other year groups. The time you have been on the list is not taken into account.

If you wish your child to join the school at other times, please contact us direct.

Visits to the School

We shall be happy to answer any enquiries about the school and the education we offer our pupils.

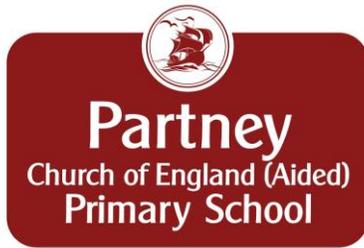
A personal tour of the school should in no way however be construed as an acceptance of your child's application for admission. Such a visit is entirely without obligation on the part of the school or yourself, but will help you make a decision about your child's education before you begin the process of application for a school place.

Starting school is a very important milestone in one's life; it should be a happy time and a natural stage in one's development. We try to ensure this by inviting children to school on several afternoons during the term before admission date.

Further Information:

Siblings are defined as:

- A full brother or sister, whether or not resident in the same household. Another child normally living for the majority of term time in the same household, where an adult in the household has parental responsibility as defined by the Children Act 1989. Or any child in the household where an adult in the household is defined as a parent for the purposes of Section 576 of the Education Act 1996.
- Another child normally resident for the majority of term time in the same household, for whom an adult in the household has parental responsibility as defined in the Children Act 1989.



Partney Church of England (Aided) School Admissions Policy 2018-2019

Twins and other siblings from a multiple birth

In these cases all the children will be considered together as one application. If one or more can be admitted within the published admission number the school will be allowed to go above its admission number as necessary to admit all the children, unless this would make the class too large. The government's school admissions code makes an exception to the infant class limit in this situation.

'Home Address' means the child's home address where they live for the majority of the school term time with a parent who has parental responsibility as defined in the Children Act 1989. Or any child in the household where an adult in the household is defined as a parent for the purposes of Section 576 of Education Act 1996. This could include a person who is not a parent but who has responsibility for her or him.

'Looked after' children, children in Public Care – this includes the local authority providing accommodation in accordance with Section 22 of the Children Act 1989.

Fair Access

The government has stated that all local authorities must have a Fair Access agreement that allows hard to place children, for example those that have been permanently excluded, to be given a place before any oversubscription criteria are applied and before anyone is considered from the reserve list. Such children are shared out to make sure no one school has to take too many of these children.

Children of UK service personnel (UK Armed Forces)

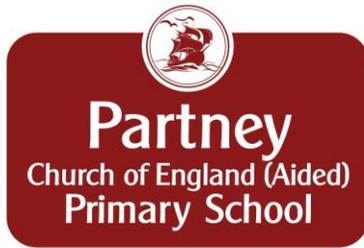
For families of service personnel with a confirmed posting to the area, or crown servants returning to live in the area from overseas, the Governors will:

- Allocate a place in advance of the family arriving in the area provided the application is accompanied by an official letter that declares a relocation date and a Unit postal address or quartering area address to use when considering the application against the school's oversubscription criteria.
- Accept a Unit postal address or quartering area address for admissions purposes for a service child.

The Governors will not refuse a service child a place because the family does not currently live in the area.

Appeals

- If parents wish to appeal against a decision to refuse entry/they can do so by applying to an appeals panel.
- Parents wishing to appeal should make a request in writing to the Clerk to the Governors at the school address.



Partney Church of England (Aided) School Admissions Policy **2018-2019**

- The letter requesting an appeal should reach the clerk within 14 days of the date of notification of the decision.

A reserve list will be kept until the end of the Autumn Term (31st December).

Fraudulent or misleading applications

As an admission authority we have the right to investigate any concerns we may have about your application and to withdraw the offer of a place if we consider there is evidence that you have made a fraudulent claim or provided misleading information, for example a false address was given which denied a place to a child with a stronger claim.

This policy will be effective from 1st September 2018.