

Astley C.E. Primary School Policy Document.

Starting School and Admissions Policy 2011/12

To balance the pupil numbers at Astley Primary School in the interests of good education and efficiency the *Governors* have adopted the following policy for school admissions.

Our aim is to maintain as closely as possible seven-year groups with, up to thirteen children in each group, giving a total of 91 children in the school.

To achieve this, children will be admitted at the start of the term to bring the year group total to as near thirteen as possible. When vacancies exist in the year group, it would not be regarded as reasonable to refuse a place until mid-term particularly if the child was not receiving any education in the meantime.

If at any time there are more children seeking admission than there are appropriate year group places available the following priorities will apply:

1. Relevant 'Looked After' children. 'Relevant' is all those in the care of the Local Authority or provided with accommodation by the Local Authority under terms of the Children Act 1989. 'Looked After' at the time of application for admission and who will still be 'looked after' **at the time of admission**
2. Children who reside in the Civil Parish. Please refer to the catchment area map retained in school.
3. Children who reside outside the Civil Parish but have a sibling including half sibling and legally adopted children living at the same address, currently attending Astley School
4. Children who have a significant reason (social, educational or religious) grounds. Under this category it has to be shown that only this school can meet that need. Parents / Carers are required to produce appropriate information from an independent source.
5. Pupils whose parents worship, or are active in Christian Churches within the Stourport and Kidderminster Deaneries together with a supportive letter from their local minister.
6. Children who reside outside the Civil Parish, taken in order of the distance they reside from Astley School, measured by the nearest walking (hard surface) route, as determined by the LA process which is from the front door of the child's residence to the main gate of Astley School. In the event of two or more applicants being equal distance, the places will be allocated by random lottery which will be independently supervised.
7. The active involvement of parent and / or child in the work and worship of a community of any other established religious faith. A leader or representative of the religious community should provide written confirmation. If this information is missing the criterion is not met.
8. The closing date for applications is the date set by the LA in the Information for Parents book.

A place will be given to children for whom the school is identified as most suitable to fulfill educational requirements as set out in a statutory statement of Special Educational Needs. The Local Authority operates a coordinated admission scheme for Worcestershire schools. Parents are required to complete a Worcestershire LA Common Application Form. These completed forms should be submitted by the closing date set by the authority. Admission requests after the closing date will be considered by the Governing Body according to their criteria and will be notified to parents by the LA up until the **30th September**.

For the convenience of parents and of the school, a waiting list for admissions will be maintained, but the above criteria, applicable at the date of admission will still apply. At the end of year six, the children resident in the Civil Parish will have greater priority for places at The Chantry High School Martley.

The statutory requirement regarding admissions is that children should be admitted to school at the beginning of the term following their fifth birthday. However at Astley it is possible for children to start non-statutory school at the beginning of the school year in which they are five, and the maximum number will remain at thirteen, in keeping with the rest of the school.

For admittance to the reception class children must be four years old by September 1. Children who are 5 before Christmas will usually be offered full time education. Other children will be offered flexible education until January. The criterion for admission to the reception class is the same as for the main school.

Parents wishing to send their child to the school are invited to contact the Head teacher and arrange a visit. This will give parents the opportunity to look around the school and spend some time with the children in the reception class Ash. If they then wish, their child's name may be put on the admission list and they will be contacted nearer the appropriate date.

In the event of the refusal of a place the parents can appeal to an Appeal Panel in accordance with the school Standards and Framework Act 1998. If parents wish to appeal they should write to the Chair of Governors, do Astley C.E. Primary School, within 14 days of the date of the letter advising a place is not available.

Parents will be informed by the date set by Worcestershire County Council (usually in March) if a place is available for their child.

Adopted for and on behalf of the Governing Body

Signed

Date November 2009

This policy will be reviewed June 2011