

MALVERN PARISH CE PRIMARY SCHOOL

ADMISSIONS POLICY 2011-12

The School's Admission Number for the school year beginning in September 2011 is 30. If the number of applications exceeds the admission number, the governors will give priority to applications in accordance with the criteria listed.

FOUNDATION PLACES

a) The Governors have designated a total of 16 places each year as Foundation Places. These are to be offered to pupils whose parents are regular worshippers, and having been so for a minimum of at least monthly attendance for one year, in an Anglican or other Christian Church (as defined by the Council of Churches for Great Britain and Ireland) and reside within a three mile radius of the school. A letter from a church minister will be required.

or

b) The active involvement of parent and/or child in the work and worship of a community of any other established faith, and reside within a three mile radius of the school. A leader or representative of the religious community should provide written confirmation. If this information is missing the criterion is not met.

In the event of over subscription applicants will be admitted to the school according to the following criteria which are set out in order of priority.

- i) * Relevant 'Looked After' children
- ii) The presence of a sibling in the school at the time of admission with priority given to nearness of home to school by the shortest available walking route. The measurement will be taken from the front entrance of the pupil's home to the nearest school entrance, which is the access point to the school site, along a road or made up footpath. The Local Authority use a software package called Arcview GIS to determine distance. Ordnance Survey supply the co-ordinates that are used to plot an address within this system. **(In the event of equi-distance applicants, any place will be allocated by random selection (lottery). Someone totally independent of Children's Services will supervise this process).**
- iii) Pupils who live **nearest** to the school by the shortest available walking route. The measurement will be taken from the front entrance of the pupil's home to the nearest school entrance, which is the access point to the school site, along a road or made up footpath. The Local Authority use a software package called Arcview GIS to determine distance. Ordnance Survey supply the co-ordinates that are used to plot an address within this system. **(In the event of equi-distance applicants, any place will be allocated by random selection (lottery). Someone totally independent of Children's Services will supervise this process).**

In the event of under subscription or there being fewer qualified applicants for Foundation Places any unfilled places will become additional Open Places. Unsuccessful applicants for

the Foundation Places will automatically be considered for Open Places.

OPEN PLACES

The Governors have designated a minimum of 14 places as Open Places, to be offered to pupils who do not qualify for a Foundation Place, but whose parents have chosen this church school for the type of education that it provides. In the event of over subscription applicants will be admitted to the school according to the following criteria which are set out in order of priority.

- i) *Relevant 'Looked After' children
- ii) The presence of a sibling in the school at the time of admission with priority given to nearness of home to school by the shortest available walking route. The measurement will be taken from the front entrance of the pupil's home to the nearest school entrance, which is the access point to the school site, along a road or made up footpath. The Local Authority use a software package called Arcview GIS to determine distance. Ordnance Survey supply the co-ordinates that are used to plot an address within this system. ***(In the event of equi-distance applicants, any place will be allocated by random selection (lottery). Someone totally independent of Children's Services will supervise this process).***
- iii) Pupils living in the catchment area of the school. Copies of the catchment area map can be obtained from the local authority or viewed at the school.
- iv) Pupils who live **nearest** to the school by the shortest available walking route. The measurement will be taken from the front entrance of the pupil's home to the nearest school entrance, which is the access point to the school site, along a road or made up footpath. The Local Authority use a software package called Arcview GIS to determine distance. Ordnance Survey supply the co-ordinates that are used to plot an address within this system. ***(In the event of equi-distance applicants, any place will be allocated by random selection (lottery). Someone totally independent of Children's Services will supervise this process).***

*Relevant is all those in the care of the Local Authority or provided with accommodation by the Local Authority under the terms of the Children Act 1989, 'looked after' at the time of the application for admission and who will still be 'looked after' at the time of admission.

Note 1 Children with a Statement of Special Educational Needs that names the school must be admitted. This will reduce the number of places available to other applicants.

Note 2 A sibling, as well as brother or sister, also includes half-siblings, ie. children who share one birth parent and legally adopted children. They must also be living at the same home address.

Note 3 The home address of a pupil is considered to be the permanent residence of a child. The address must be the child's only or main residence for the majority of the

school week. Documentary evidence may be required. Where care is split equally between mother and father, parents must provide supporting documentary evidence to prove that care is equally split.

THE NOTES BELOW APPLY TO BOTH FOUNDATION AND OPEN PLACES

OVER-SUBSCRIPTION

In a very small number of cases it may not be able to decide between the applicants of those pupils who are qualifiers for a place, when applying the published admission criteria. For example, this may occur when children in the same year group live at the same address, or where there are twins, or if the distance between the home and school is exactly the same, for example, blocks of flats. If there is no other way of separating the application according to the admissions criteria and to admit both or all of the children would cause the legal limit to be exceeded, then any available place will be allocated by random selection. For example - in the event of equi-distance applicants, lots will be drawn for any available place. This lottery will be supervised by a person independent of the governing body.

SCHOOL ENTRY

Children must, by law, start school by the beginning of the term after their fifth birthday. A parent may defer a child's entry to the school, but not beyond the academic year for which the application is accepted. Parents may discuss this with the headteacher.

The closing date for applications is 15th January 2011. The notification date of offer of places will be 25th April 2011.

WAITING LISTS

(Subject to changes in Regulations) Waiting lists for admission will remain open until the end of the Autumn Term in which the child starts school and will then be discarded. Parents may apply for their child's name to be reinstated. The waiting list will be kept in admission criteria order.

LATE APPLICATIONS

Late applications for Reception Class received up to and including 11th March 2011 may be treated as being on-time, only in the following circumstances:

1. Where a family have moved address after the closing date for on-time applications.
2. Where it is agreed by the governors that individual circumstances apply and the delay was reasonable, given the circumstances of the case.

REPEAT APPLICATIONS

Unless there are significant and material changes in the circumstances of a parent's application for their child or the school, the governors will not consider a repeat application in the same academic year.

APPLICATIONS OTHER THAN THE NORMAL INTAKE TO RECEPTION CLASS (In-year admissions)

From September 2010 all applications for existing year groups must be co-ordinated by the Local Authority. Parents should apply directly to the Local Authority who will consult with any preferred schools to determine whether a place can be offered. Any offer or refusal of a place, although determined by the Governors, will be made by the Local Authority on the Governors behalf.

APPEALS

Parents who wish to appeal against the decision of the Governors to refuse their child a place in the school may apply in writing to Chair of Governors. Appeals will be heard by an independent panel.

Malvern Parish CE Primary School has adopted the Worcestershire Fair Access Protocol. As part of this Key Stage 2 classes can be required to exceed the published admission number by up to 2 places in each year to admit pupils recognised by the Local Authority as being 'hard to place' within the 'Fair Access Protocol.'