

RISELEY C OF E PRIMARY SCHOOL



ADMISSIONS POLICY YEAR OF ENTRY 2022-23 RECEPTION YEAR

(The Nursery has a separate admissions policy)

**Policy Ratified: November 2020
Review: November 2021**

INTRODUCTION.

Riseley C of E Primary School is a Voluntary Aided Church of England School within the Diocese of St Albans in the county of Bedfordshire. The Governing Body of the School is the Admission Authority. The Governors will admit up to the planned admission number of 28 children to the Reception year group during each academic year. The Governing Body is required to abide by the maximum limits for infant classes (5, 6 and 7 year olds), i.e. 30 pupils per class.

All children with birthdays between 1 September 2017 and 31 August 2018 will be offered a full-time place to start in September 2022. However, if parents feel their child is not ready to start full-time school at this time, they can:

- a) defer the date their child is admitted to School until later in the academic year or until the term in which the child reaches compulsory school age, or
- b) take up the place part-time until the child reaches compulsory school age, or
- c) where a parent of a **'summer-born' child (1 April – 31 August)** wishes their child to start school in the autumn term following their fifth birthday, the Governors will consider the request. If parents do not take up the offered place before the start of the summer term of the school year of entry, then they have to re-apply for a place in Year 1. However, if parents wish such a child to be educated "out of year group" - i.e. in the Reception Year rather than Year 1 - they may request this and should discuss it with the School as soon as possible. Such applications will be considered by the Governors on a case-by-case basis. Each case will be judged on its individual merits but to admit out of year group would require exceptional and extenuating circumstances and professional evidence explaining why the child's needs cannot be met in the chronological year group. All such parents should apply for their child's normal age group at the usual time and may submit a request for admission out of the normal age group at the same time. The Governors will respond to this request prior to the offer of a place being made. If the request is agreed, the application can be withdrawn for that year before the place is offered. If the request is refused, parents may decide whether or not to accept the offer of a place for the normal age group or refuse it and make an in-year application for admission into Year 1 for the September following the child's fifth birthday. Where a parent's request has been agreed, they must make a new application as part of the main admissions round the following year. Parents do not have the right of appeal against a decision not to place the child in a year group outside their normal age group.

All Reception children can be full-time from September. Induction into Reception is an important stage for each child. Many of the children are still quite young when they join Reception, some will only just be four years old. We recognise the importance of a settled start to their early school experience and consequently a phased entry into the Reception class can be discussed with the School if this is felt more appropriate for your child.

The Local Authority (LA) operates a timetabled co-ordinated admissions procedure in line with government legislation. The LA will co-ordinate the process on behalf of the School according to the scheme published each year. The Governing Body, as the Admission Authority, will allocate the available places in line with this policy.

The closing date for admission application forms to be received is shown on the application form. Please note that the information in this policy is correct for the year shown. Policies for future years may well be different.

HOW PLACES ARE OFFERED

Children who have an Education Health Care Plan in which the School is named will be admitted to the School.

In the event of there being more applications than available places the following oversubscription criteria will be applied, in order:

Category 1 All 'Looked After' children and all previously 'Looked After' children, including those children who appear (to the admission authority of the school) to have been in state care outside of England and ceased to be in state care as a result of being adopted (see definitions);

Category 2 On 'very exceptional' medical grounds.

Category 3 Children who will have a sibling in the School at the time of entry and are living within that part of the area of the ecclesiastical parish of Riseley with Bletsoe and Stodden excluding the villages of Upper Dean, Lower Dean and Shelton.

Category 4 Other children who at the time of entry are living within that part of the area of the ecclesiastical parish of Riseley with Bletsoe and Stodden excluding the villages of Upper Dean, Lower Dean and Shelton.

Category 5 Other children who have a sibling who will be attending the School at the time of entry.

Category 6 Other children whose home address is outside the area as defined in Categories 3 and 4 above, one or more of whose parents/guardians have, at the time of application, shown commitment to the Church of England or another Christian Church by attending a service at least once a month for the year prior to an application being made *. Applicants in this category will need to ask their priest or minister to complete the relevant section of the application form, which should be signed by the priest or minister.

*** Variation due to COVID – 19** In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admissions arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.

Category 7 Any other children.

Where the application of the above criteria results in a situation where there are more children with an equal right to admission to the School than the number of available places, the tie-break will be **distance from the School**, measured using the computerised mapping system operated by the LA as described in the booklet 'Starting School'. The distance will be measured from the address point of the pupil's home to the front entrance door to the School. In the case of two children living in a block of flats, priority will be given to the lower flat number. If two children live equidistant from the School, then random allocation will be used.

The Governors co-operate fully with the fair access policies of the LA. Children identified under this protocol will be given priority over others on the waiting list and admitted even if the school is full.

Please note that attendance at the Nursery does not guarantee entry to the Main School.

Twins and Multiple Births

Every effort will be made to accommodate twins and multiple births and where the 30th child admitted to the class is either the first twin or a multiple birth the other twin or multiple birth sibling(s) will be admitted as permitted exceptions to the Infant Class Size rule.

DEFINITIONS

In respect of the following, the Governors use the same definitions as the Local Authority (LA), set out in their booklet 'Starting School'.

'Looked after' children

A 'looked after' child is a child who is (a) in the care of the local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see Section 22(1) of the Children Act 1989).

Previously 'looked after' children

A previously 'looked after' child is one who immediately after being 'looked after' became subject to an adoption, child arrangement order, or special guardianship order. An 'adoption order' is an order under section 46 of the Adoption and Children Act 2002. A 'child arrangement order' is an order settling the arrangements to be made as to the person with whom the child is to live under section 12 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

Very Exceptional 'Medical Grounds

'Very exceptional' medical grounds refers to cases where there are **exceptional** medical reasons which make it **essential** that a child should attend a particular school and where the preferred school is the **only** school locally that could meet the child's needs. A medical report from the child's doctor or consultant must be submitted with the application form, setting out valid medical reasons why it is essential for the child to be admitted to the school in question and the difficulties that would be caused if the child had to attend another school. The Governors reserve the right to seek further information in order to determine whether it is essential for a child to be admitted to the preferred school on medical grounds. Admission on medical grounds cannot be considered where the medical condition relates to that of a parent, brother or sister or other relative/child-minder.

Sibling

A sibling is defined as a brother or sister, half brother or sister, adopted brother or sister, step brother or sister or the child of the parent/carer's partner, and in every case, the child should be living at the same address. The sibling must be in the school at the time of application and be likely to remain in the school at the proposed date of admission.

Home Address

A pupil's home address will be regarded as the address of the parent / carer with parental responsibility with whom the child normally lives. This will not usually include grandparents, aunts or uncles. Where a child spends time with parents / carers at more than one address, the address used to allocate a school place will be the one at which the child spends the majority of the school week (Mondays to Fridays) including nights. If there is any query on the home address this will be checked against original official documentation e.g. council tax bill, a recent utility bill (gas, electricity or water), a rental agreement, child benefit annual statement or family tax credit information.

Christian Church

The Governors define a 'Christian 'Church to be one which is a member, or is eligible for membership, of Churches Together in England or the Evangelical Alliance.

UNSUCCESSFUL APPLICATIONS

Appeals

Parents who have not been allocated a place for their child have the right of appeal to an independent panel. If they wish to take this step, they should complete the appeal form and return it to the clerk at Borough Hall within the timescale set out.

Waiting List

In the event of more applications than available places the Governors will maintain a waiting list until 31st December 2021. These and late applications will go onto this list in a position determined by the criteria. Parents are requested to inform the Governors if they wish their child's name to remain on the waiting list after 31st December 2021.

IN YEAR ADMISSIONS

Requests for admission into other year groups should be made to the School. The form is available from the School or Local Authority and can also be downloaded from the Local Authority website.

ADMISSIONS PROCEDURE

Applications for admission in September 2021 should be made in accordance with the LA co-ordinated scheme. The timescales for the application process are set out in the 'Starting School 'booklet available from the School or the LA.

Applications for places can be made online at www.bedford.gov.uk/onlineadmissions (Bedford Borough residents only). Parents not living in Bedford Borough should contact the Local Authority in which they live for an application form.

Policy ratified by the Governing Body: