



Believe to Achieve

WHITLEY MEMORIAL CE AIDED FIRST SCHOOL Admissions Policy 2019

The Governing body is the Admissions Authority of the school. It is their intention to admit up to 54 children into Reception in September 2019. This arrangement follows consultation with the LA, all other schools in the area and all other Admission Authorities in the area.

The school is open to receive applications for admissions from parents of all children. Priority must be to children with a Statement of Special Educational Needs which names the school. In the event of over subscription the selection criteria outlined below will be applied in order of priority.

1 'Looked after children' or children who were previously looked after, but immediately after being looked after became subject to an adoption, residence or special guardianship order.

2 Children with a sibling at the school at the time of admission. (Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as the sibling.)

3 Children who live in the school's catchment area as defined by the LA.

4 Children of parents worshipping regularly and frequently at the parish church of St Cuthbert, Bedlington.

5 Children of parents worshipping regularly and frequently at another Christian church who wish their child to attend this school because of its Christian foundation.

6 Children with exceptional medical or social needs.

Please note that parents will need to supply supporting information from a professional third party as well as detailing reasons for their choice of school.

7 Other children

Tie Breaker

If there are more than the permissible number of children within a particular criterion, priority will be given to children living nearest to the school; distance measured in a straight line 'as the crow flies', between the home front door and the main gate of the school, by using the Local Authority's computerised measuring system. In the event of children living equidistant from the school, lots will be drawn.

Waiting List

In cases when an application for a place in school has to be refused the child's name will be placed on the waiting list. If a place subsequently becomes available, the school's waiting list will be examined and priority given to applicants in keeping with the criteria shown above.

Procedure

- Parents wishing to register their child for admission to Reception should complete a School Preference Form and return it to school by the indicated date. Places will then be allocated according to the above criteria with no reference to the date of application. Parents will be notified as to whether or not their child has a place on the 'national offer day' of 16th April which was introduced for primary places in 2014, mirroring the existing requirement for secondary places.
- Parents of a child with a disability should inform the Headteacher of the nature of the disability if and when a place is offered. The school makes every effort to ensure that disabled children are not put at any substantial disadvantage in accessing the curriculum and are not treated less favourably, without justification, than their non-disabled peers.
- If an application is turned down an explanation will be provided based on the selection criteria. Parents who are refused a place have a statutory right of appeal. Further details of the independent appeals process are available by writing to the Chair of Governors of the school.
- 'Looked after child' is a child who is in the care of the local authority in accordance with Section 22 of the Children Act 1989 at the time the application for admission to school is made and whom the local authority has confirmed will still be 'looked after' at the date of admission. An 'adoption order' is an order made under section 46 of the Adoption and Children Act 2002. A 'residence order' is an order outlining the arrangements as to the person with whom the child will live under section 8 of the Children Act 1989. A 'special guardianship order' is an order appointing one or more individuals to be a child's special guardian or guardians.
- Applicants seeking admission under criteria 4 and 5 will be asked to provide evidence that they worship regularly and frequently, e.g. a letter from the incumbent. Regularly and frequently is defined as attendance at least once per month over the last twelve months. It is sufficient for just one parent/carer to attend.
- Applicants seeking admission under criterion 6 will be asked to provide appropriate evidence e.g. a report from a doctor or specialist. The governors must be satisfied that there is a specified medical reason which makes attendance at this school essential.
- The Governing Body reserves the right to withdraw the offer of a place if:
 - a) false information (i.e. address or declaration of faith) has been given to secure a place
 - b) parents do not respond to the offer of a place in the time scale indicated.
- Parents moving into the area who wish to register their child for a place in school should complete a School Preference Form and a place will be allocated if available. If a place is not available parents may place their child's name on the waiting list. In the event of a place becoming available and there is more than one applicant on the waiting list the selection criteria will be applied.

Nursery Admissions

Nursery admissions are entirely separate and attendance at the school's Nursery does not automatically guarantee a place in Reception.

Changed by	Revision Date		
Leadership & Management Committee	5/12/17	2.0	Draft adapted version for consultation with staff and trade unions
School	5/12/17	3.0	Final version for publication
	5/12/17		Approved by governing body
Review Date			
Person Responsible for Implementation and Monitoring	Headteacher		
Other relevant policies			