



"Developing potential without limitations"

## Frieth C.E.C. School Admissions Policy 2015

**Date implemented :** Autumn term 2014

**Member of staff responsible:** Headteacher

**Governing body committee responsible:** Curriculum committee

**Headteacher's signature** .....

**Chair of Governor's signature** .....

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## FRIETH C. OF E. (AIDED) COMBINED SCHOOL

### ADMISSIONS ARRANGEMENTS FOR SEPTEMBER 2015 - AUGUST 2016

Frieth C.E.C. School has a distinctive Christian ethos which is at the centre of school life. We provide an inclusive, supportive and caring environment, shaped by Christian values, in which children can learn and flourish. We welcome applications from all members of the community without reference to ability or aptitude and irrespective of whether they are of the Christian faith, another faith or no faith, but we expect parents to respect the Christian ethos of our school. Our mission statement is: *We are a close Christian community, nurturing, inspiring and celebrating all individuals. Through creative learning we encourage greatness by developing potential without limitations.*

The Governing Body of the school, not Buckinghamshire Local Authority (the LA), is responsible for deciding on admissions to the school, but works closely with the LA to co-ordinate admissions to all maintained schools in Buckinghamshire. Details of the LA arrangements are in the Buckinghamshire booklet, available from the school. This also explains how parents can express a preference for a school and give reasons for that preference. Parents should apply to the local authority in which they live at the time of application (the home LA) which may not be Buckinghamshire. **The dates and process of application will be in accordance with the co-ordinated admissions scheme of the home LA. This will be published by the home LA when it has been agreed and will be common to all schools within the home LA.** Decisions on which children are to be offered a place will be made by the Admissions Committee of the school. Offers of a place will be made by the home LA on behalf of the Governing Body. Parents (see Note 2) will be given a deadline by which to accept an offer. Applications received after the deadline for receipt will only be considered **after** all those received by the deadline. This means that if no places are left after considering all the applications received by the deadline, even if you fulfil a higher criterion than that under which places have been offered to other applicants, you will be unsuccessful.

At our school, pupils are admitted to the Reception Year at the beginning of the school year (1 September – 31 August) in which they reach their fifth birthday. The school does not consider earlier entry. Parents whose children were born between 1 September 2010 and 31 August 2011 may apply for them to be admitted to the Reception Year in September 2015. Parents of children younger than five have the right to delay entry to the school until no later than the term after the child's fifth birthday (when the child reaches compulsory school age). The school will hold any deferred place for the child. This deferred place must be taken up within the same school year. In other words, parents cannot defer entry until September 2016 for a child whose fifth birthday falls between 1 April and 31 August 2011. If the child has not been admitted to the Reception Year in school year 2015/16, a separate application should be made in the summer term 2016 for a Year 1 place in September 2016. Until the child reaches compulsory school age, parents also have the right to request that s/he attends part-time. In such a case, the parents should discuss this with the head teacher when accepting the offer of a place.

In all other cases, pupils will be admitted provided there are places available in the relevant year group. The admission number for entry to the Reception Year in September 2015 is 20 and for entry to Year 3 in September 2015 is 2. Year 1 and Year 2 also have 20 places and Years 4 – 6 have 22 places.

In-year applications (see Note 6) for all year groups for the academic year 2015-2016 will be administered by the school and applications should be made direct to the school.

Requests from parents for places outside a normal age group will be considered carefully, e.g. for those who have missed education due to ill health. Each case will be considered on its own merits and circumstances. However, cases will not normally be agreed without a consensus that to do so would be in the pupil's interests. The governors will ask relevant professionals for their opinion on the case. Those refused places outside the normal age group will be informed of their statutory right to appeal.

Children with Statements of Special Educational Need naming Frieth School will always be admitted. The Governors subscribe to the Fair Access Protocol published by the Local Authority. In the event of there being more applications than places available, they will be considered in the following order of priority:

- 1) Looked After Children and children who were looked after but ceased to be so because they were adopted or became subject to a residence order or special guardianship order (see Note 1).
- 2) Children (or a parent – see Note 2) living in the catchment area who have exceptional medical or social needs that make it essential that they attend Frieth C.E.C. School rather than any other. These needs must be fully supported by written evidence from the appropriate professional person involved with the family (see Note 3).
- 3) A child with a normal home address (see Note 4) in the catchment area and with a sibling (see Note 5) already in attendance at Frieth School at the time of application and who is expected still to be in attendance at the time of entry to the school or a sibling who has already been offered a place to start in the current academic year.
- 4) A child with a normal home address (see Note 4) in the catchment area and not included in the above numbered categories.
- 5) A child with a normal home address (see Note 4) outside the catchment area and with a sibling (see Note 5) already in attendance at Frieth School at the time of application and who is expected still to be in attendance at the time of entry to the school or a sibling who has already been offered a place to start in the current academic year.
- 6) A child with a normal home address (see Note 4) outside the catchment area and not included in the above numbered categories.

The school's catchment area is shown on a map which can be obtained from the school office or can be found on the school website ([www.frieth.ik.org](http://www.frieth.ik.org)) or can be found on Bucks County Council's website at:  
[www.buckscc.gov.uk/assets/content/bcc/docs/schools/ed\\_catch\\_map\\_Frieth.pdf](http://www.buckscc.gov.uk/assets/content/bcc/docs/schools/ed_catch_map_Frieth.pdf).

**Proximity of the child's home** to the main school gate, as measured by a straight line distance, will serve to differentiate within any of the above criteria in the event of there being a greater demand for admission than there are places available, with those living nearer being accorded the higher priority. Measurement will be supplied by Bucks County Council, and will be the distance as set out by Ordnance Survey. In cases where

applicants live an equal distance from the school, for example those living in flats or apartments in the same block, the school will use random allocation to decide which child should be offered the place. The process will be conducted in the presence of a person independent of the school.

## **Multiple Births**

See Note 5.

**Note 1:** By a “looked-after child” we mean one in the care of a local authority or being provided with accommodation by a local authority in the exercise of its social services function. Adoption orders come under the terms of the Adoption and Children Act 2002, Section 46. A ‘residence order’ is one settling the arrangements to be made as to the person with whom the child is to live. A ‘special guardianship order’ is one appointing one or more individuals to be a child’s special guardian/s. Applications under this criterion must be accompanied by evidence to show that the child is looked after or was previously looked after (e.g. a copy of the adoption, residence or special guardianship order).

**Note 2:** A “parent” is defined in law as either:

- any person who has parental responsibility (defined in the Children Act 1989) for the child, or
- any person who has care of the child.

**Note 3:** When applying under criterion (2), i.e. exceptional medical or social needs, you must include supporting evidence from an independent professional person who is aware of the situation and supports your reasons for preferring Frieth C.E.C. School. This supporting evidence must clearly demonstrate why the school is the most suitable and must illustrate the difficulties that would be caused if your child had to attend another school. The person supplying the evidence should be a medical consultant, senior health visitor, senior social worker, etc., who is aware of your child’s or your own case. The school reserves the right to ask for further evidence or clarification and may seek the advice of appropriate educational professionals where necessary.

**Note 4:** By 'normal home address' we mean your child's home address. This is your child's permanent address at the time you make your application for a place. It is where you and your child live. A child's home address is considered to be where he or she spends the majority of the school week (Monday to Friday, including nights). We may ask to see official documentation, such as a child benefit book or medical card if there are reasons why a child does not live at his or her parent's address. For example, if he or she is resident with a grandparent, you need to tell us this on the application form. If you do not declare any arrangements like this or use a relative's address for your application, we may consider that you have made a false declaration and withdraw the offer of a place. Childcare arrangements are **not** sufficient reason for listing another address. The school reserves the right to check the validity of any address given. If you are not sure whether or not you live in the catchment area you can ask the school to check this for you and you will receive a written response. If you are moving into the catchment area we will ask for evidence of your move before considering any application for a place. We need to know that you will be resident in the catchment area on 1 September 2015. If you move later we will still need evidence before considering an application. Typical evidence is a letter from your solicitor confirming that you have a legally binding agreement to buy the house or a formal lease agreement.

**Note 5:** 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 that sibling. In cases where there is one place available, and the next child on the list is a twin, triplet, etc., we would admit both twins (and all the children in the case of other multiple births) even if this meant exceeding the agreed number or number of available places in a year group.

**Note 6:** by 'in-year applications' we mean applications for admission of a child/children at a time other than the first entry into school as a Rising 5 or five year old or at Junior Transfer level (Year 3).

There are established arrangements for appeals against non-admission. Details are available from the school. It should be noted that, in the event of an unsuccessful appeal against non-admission to the school, the school does not consider any further application in the same school year (1 September - 31 August) unless there is a major change in circumstances e.g. change of address. The school maintains a waiting list for those children who are not offered a place; the order of priority on the waiting list is the same as the list of criteria for over-subscription. No account is taken of length of time on a waiting list. The school periodically seeks confirmation that parents wish a child to be kept on the waiting list.

#### **Applications received 2013/14**

For entry to the Reception Year in 2013/14, the school received 35 applications. Twenty children took up places, of which six were in category 2 (in-area with siblings), four were in category 3 (in-area), two were in category 4 (out of area with siblings) and eight in category 7 (out of area).

**For further information, clarification or comments on these arrangements in the first instance please contact the Secretary at**

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