

**GUIDANCE TO AIDED SCHOOLS AND ACADEMIES
ON THE APPLICATION OF THE SCHOOL
ADMISSIONS CODE OF 2021**

Introduction

The admission arrangements and processes for admissions are governed by the Schools Admission Code 2021.

The code states that the Admission Arrangements

“must ensure that the practices and the criteria used to decide the allocation of school places are fair, clear and objective. Parents should be able to look at a set of arrangements and understand easily how places for that school will be allocated”

Recent adjudications by the Office of the Schools Adjudicator indicate that great weight is placed by the Adjudicator on the guidance that church schools receive from their Board of Education. Governing boards – acting in their capacity as the admissions authority - must have "compelling reasons" for not following it. The Diocesan Board of Education (DBE) reserves its right to refer schools which do not follow this guidance to the Adjudicator.

Chester DBE's vision reflects that of the Church of England's vision for education of being 'deeply Christian serving the common' good with its expectation that its schools will be Loving in Relationships, Ambitious in Aspirations and Bold in Action. We hope that schools will consider this alongside their own vision in making decisions about admissions.

Key points

- The Governing Board is the admissions authority for a Voluntary Aided (VA) school. The Trust Board is the admissions authority for academies although the process may be delegated to local governing bodies in Multi-Academy Trusts.
- Governing/Trust boards of Church of England schools/academies must consult the Diocesan Board of Education (DBE) about their admissions arrangements before consulting with other admission authorities.
- The LA co-ordinates the normal admissions round and may co-ordinate in-year admissions. Where it is offered own admission authorities must inform the local authority by 1 August each year whether they intend to be part of the local authority's in-year co-ordination scheme for the following year.
- Consultation must be for a minimum of **6 weeks** and must take place between **1 October** and **31 January** of the school year before those arrangements are to apply.
- Admission arrangements must be **determined** (published) by **28th February** and sent to local authorities and the DBE before **15th March**. This is annual and must take place whether there has been a consultation or not. Relevant authorities (listed in the consultation section) must also be notified of its publication.
- There are national closing and offer dates: 31st October and 1st March for secondary schools; 15th January and 16th April for primary schools.
- Children with an Education Health Care Plan naming the school must be admitted above all other children. During a normal round of admissions they count towards the admission number.
- If a school has a place it must admit a child unless it falls under the Fair Access Protocol.

- The highest priority must be given to looked after children and all previously looked after children, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.
- Church schools/academies may include a faith based oversubscription criteria although it is not a requirement.
- If a faith based oversubscription criteria is included it must be fair and objective with a clear way for parents/students to demonstrate and evidence their fulfilment of the criteria. **A Supplementary Information Form (SIF) must be used.**
- Admission authorities must not give priority to children according to the order of other schools named as preferences by their parents, including 'first preference first' arrangements;
- Admission authorities may give priority in their oversubscription criteria to children eligible for the early years' pupil premium, the pupil premium and also children eligible for the service premium.
- Admission authorities must ensure that their arrangements will not disadvantage unfairly, either directly or indirectly, a child from a particular social or racial group, or a child with a disability or special educational needs, and that other policies around school uniform or school trips do not discourage parents from applying for a place for their child.
- Admission authorities **must** make clear in their admission arrangements the process for requesting admission out of the normal age group for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to reception rather than year 1.
- A waiting list must be kept until at least the 31st December.
- The decision to refuse admission **must not** be made by one individual in a school; the whole Governing/Trust Board or its admissions committee should make such decisions. This includes decisions about in-year applications and placement on a waiting list.
- Information regarding in-year admissions must be published on the school website by 31st August.
- LAs may co-ordinate in-year admissions – schools must inform LAs if they wish to take part in the co-ordination by 31st August.
- Decisions about in-year applications must be notified to the parents within 15 school days (ideally 10). LA's should be informed within 2 days.
- For families of service personnel with a confirmed posting to their area, or crown servants returning from overseas to live in that area, admission authorities must: a) allocate a place in advance of the family arriving in the area provided the application is

accompanied by an official letter that declares a relocation date and a Unit postal address or quartering area address.

Prohibited criteria

The Code prohibits giving higher priority to children according to:

- Likely parental support for school finances or other practical support given to the school.
- Parental occupational / financial / educational / social / marital status
- Parental interests / hobbies
- A requirement for an expression of practical support for the ethos of the school.

Additionally schools may not discriminate against or disadvantage disabled children or those with special educational needs.

Acceptable criteria

After the admission of all children with an Education Health and Care plan and Looked After Children and previously looked after children the Governing/Trust Board needs to work out the order of its criteria from:

- Special medical or social circumstances affecting the child
- Where the family lives
- Siblings in the school at the time of the younger child's admission.
- Whether to extend this to include siblings who were previously in attendance at the school (this must be clearly defined).
- Faith based criteria
- Early years, pupil and/or service premium
- Whether to give priority to the children of staff members (if they have worked for the school for two years or fill a shortage of skills that can be clearly demonstrated) and how they might be defined.
- Distance of home from school.

There will also need to be information about what happens in the case of a tie break.

It is important to keep the arrangements simple and so an excessive number of criteria should be avoided.

Consultation

If there are any changes to the admission arrangements (not including a raise in PAN) or there has been no consultation in the past 7 years, Governing/Trust Boards must consult on their admission arrangements for a minimum period of 6 weeks between October 1st and January 31st of the school year before those arrangements are to apply. **The DBE must be consulted prior to the general consultation.**

They must consult:

- Parents of children between the ages of two and eighteen;

- Other persons in the relevant area who in the opinion of the admission authority have an interest in the proposed admissions;
- All other admission authorities within the relevant area (except that primary schools need not consult secondary schools);
- Whichever of the Governing/Trust Board and the local authority who are not the admission authority;
- Any adjoining neighbouring local authorities where the admission authority is the local authority;

The arrangements should include information about:

- The timetable and how to apply for a place, including the use of Supplementary Information Forms
- The admission number for any year group to which it intends to admit pupils. This will be reception for primary schools and year 7 for high schools.
- The oversubscription criteria
- Maps of parish boundaries or other defined areas, if necessary.
- How late applications can be made and will be handled
- For how long a waiting list will be maintained. (It must be for a minimum until 31st December)
- The definition of home address and evidence
- The in-year admissions process or where to find it
- How parents can appeal if they are refused a place
- How fraudulent applications are dealt with
- Deferred or delayed admission to reception
- The process for applying for a place that is outside the child's normal age group
- A copy of any supplementary form

Faith aspects

Voluntary aided schools and some academies (dependent on their funding agreement) may continue to give preference in their admission arrangements to members of their faith or denomination, provided this does not conflict with other legislation, such as equalities legislation or the mandatory provisions of the Code. There is no expectation that Church of England schools must use faith based oversubscription criteria and Governing/Trust Boards are advised to consider if the inclusion of faith based criteria reflects their vision and Trust Deed.

As with all other maintained schools, church schools must not keep open places if they have insufficient applicants of their own faith and other families have applied for a place at the school.

Many Admission Authorities name an individual church in their oversubscription criteria. This is allowed by the code as is the inclusion of attendance at other Christian churches. Governing/Trust Boards should be mindful of including numerous criteria under this category as this may limit opportunities for children in the local area to attain a place, it also poses the risk that the arrangements become complicated for parents to follow.

When choosing to offer places to parents/children who worship at a Christian church the following definition should be used:

'Christian church means any church which is designated under the Ecumenical Relations Measure nationally by the Archbishops of Canterbury and York or locally by the diocesan bishop, or is a member of Churches Together in England, or the Evangelical Alliance, or a partner church of Affinity'

The Code allows the DBE to provide guidance for aided school Governing/Trust Boards setting out what processes and criteria should be used to establish membership of the faith. The Code also states that where such guidance is produced, the admissions authorities for schools of the faith must have regard to the guidance when framing their admission arrangements.

All aided school Governing/Trust Boards must consult the DBE about the admission arrangements they are proposing for their schools before they go out to statutory consultation with other admission authorities.

What the Diocesan Board of Education recommends to all schools;

- 1) **To prioritise all looked after children or previously looked after children;** Faith schools must give top priority to such children of their faith group and top priority to those not of the faith group above all other applicants not of the faith. However, we recommend giving top priority to all such children. Such children are deserving of our compassion and should benefit from the Christian care expected in our schools.
- 2) **To consider giving a high priority to children with special medical or social circumstances** which affect their education or ability to get to school. This criterion is definitely NOT about educational needs. Usually there is a strong argument on physical / geographical grounds for a particular school. The Code indicates that this is an acceptable criterion, but schools must be clear whether it is the child's needs or the parents' needs which are considered, citing the example where either parent or child has a disability that might make travel to a school further away more difficult. It could be that both needs are important for primary but only the child's for secondary. For this category, professional, written evidence must be provided. Schools must also give a clear explanation of how this evidence will be used, and state that it should set out the particular reasons why the school in question is the most suitable school and the difficulties that would be caused if the child had to attend another school.
- 3) **To admit a large proportion of local children** regardless of faith as appropriate to each school.

As the Church of England's vision for education clearly states that church schools are 'Distinctly Christian, serving the common good'. The DBE would encourage schools to look to serve the common good in their locality through their admissions criteria.

4) **Where faith commitment is used as a criterion to use regular attendance at public worship as the measure of faith commitment.**

Worship attendance should generally be at public worship (this should not be restricted to Sundays). It must always be verified by a member of the clergy or a church officer and it a signed supplementary information form should be used. Forms should not be signed by individuals who are also taking an active part in the ranking of applications. Governors who take part in the admissions process of the school and who have personal contact with applicants as friends or members of their Church should declare an interest.

Supplementary Information Form (SIF)

Church schools must use a Supplementary Information Form if they include faith criteria that requires evidence of worship attendance. Such forms may only ask for additional factual information which has a direct bearing on decisions about oversubscription criteria, e.g. a tick box to confirm attendance and the signature or name of the member of the clergy or a church officer to confirm attendance. These must be included in any consultation that takes place.

The name of the child and the address of the people with whom they normally live may need to be requested on the Supplementary Information Form in order to match it to the Common Application Form.

The Admissions Committee

Decisions about applications **must not** be undertaken by an individual. The process must be undertaken by the full governing board or a group of governors with delegated powers. This includes decisions on in-year applications and placement on a waiting list. The code does allow for governors to meet virtually by video link or telephone conference if necessary for in-year decisions as decisions must be notified to the applicants within 15 school days of receiving the application.

Where the Governing/Trust Board decides to delegate responsibility for admissions to an admissions committee to consider applications for school places, the committee is to be constituted along with other committees at the first meeting of the academic year.

It may not include any non-governors, except in the case where the headteacher is not a governor.

It is advisable not to appoint any governor to the admissions committee if they are involved in the signing of SIFs for applicants under faith criteria however they may attend a committee meeting where faith based oversubscription criteria are discussed.

Example Terms of Reference:

The committee is responsible for all matters to do with admissions, subject to the requirement that the full Governing/Trust Board must approve the policy. Decisions as to whether any child may be admitted may not be delegated to the headteacher or any other individual.

Delegated Powers:

1. To draft the admissions arrangements, including criteria, which must be reviewed and approved annually by the full Governing/Trust Board.
2. To ensure that consultations with the DBE and then other bodies are carried out when required.
3. If the school is over-subscribed, to apply the oversubscription criteria to all applicants and provide the local authority with a list of pupils ranked in order of the criteria by the due date.
4. To prepare the case of the Governing/Trust Board ready to go to the Appeals Panel
5. To deal with all non-routine admissions.

EXAMPLE ADMISSION ARRANGEMENTS

The following wording may be used by schools that are either primary or secondary apart from the sections in colour where blue is for secondary and red is for primary. Sections in italic are options that schools may choose or that may be different dependent on the practices of the school or Local Authority. The example sets of criteria are examples and can be added to or merged dependent on the views of the Governing/Trust Board. The order may also be amended except for Looked After Children as this must always be the highest criterion.

Name of School

School Vision Statement

Making an application

Applications for admission to the school should be made on the common application form enclosed with the Local Authority's brochure. Applications may also be made electronically. *The school's Supplementary Information Form for criteria numbers will also need to be completed.* The Common Application Form *and Supplementary Information Form* should be completed and returned by 31st October/15th January. Applications may also be made on-line by using both the common application form *and the supplementary information form (available from the LA/school website)*. It is not normally possible to change the order of your preferences for schools after the closing date.

Letters informing parents of whether or not their child has been allocated a place will be sent out by the Local Authority on 1st March/16th April or the next working day. Parents of children not admitted will be informed of the reason, offered an alternative place by the Authority and be made aware of their right to appeal.

Admission procedures

The number of places available for admission to Year 7/the Reception class will be a maximum of.... No restrictions will be placed on admissions unless the number of children for whom admission is sought exceeds this number. **By law, no infant class may contain more than thirty children.**

Places are allocated according to the criteria, with each application treated equally regardless of where the school sits within the preferences expressed. All children with an Education Health and Care Plan in which the school is named will be admitted. In the event that there are more applicants than places remaining, the Governing/Trust Board will allocate these places using the following criteria, which are listed in order of priority:

List here your oversubscription criteria

Example 1

1. A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear to the admission authority to have been in state care

outside of England and ceased to be in state care as a result of being adopted. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989). A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation or any other provider of care whose sole main purpose is to benefit society.

2. Children with special medical or social circumstances affecting the child where these needs can only be met at this school. Professional supporting evidence from eg a doctor, psychologist, social worker, is required that sets out the particular reasons why the school is question is the most suitable school and the difficulties which would be caused if the child had to attend another school.
3. Children with a sibling attending the school at the time of application. Sibling is defined in these arrangements as children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters.
4. Other children by distance from the school, with priority for admission given to children who live nearest to the school as measured by using Ordnance Survey data to plot an address in this system. Distances are measured as the crow flies from the main entrance of the child's home to the main entrance of the school as specified by the local authority's GIS. **(ensure that what you put here is how the distance is measured – you are advised to use the Local Authority's measurement).**

Example 2

1. A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear to the admission authority to have been in state care outside of England and ceased to be in state care as a result of being adopted. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989). A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation or any other provider of care whose sole main purpose is to benefit society.
2. Children with special medical or social circumstances affecting the child where these needs can only be met at this school. Professional supporting evidence from eg a doctor, psychologist, social worker, is required that sets out the particular reasons why the school is question is the most suitable school and the difficulties which would be caused if the child had to attend another school.
3. Children with a sibling attending the school at the time of application. Sibling is defined in these arrangements as children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters.
4. Children resident in the parish(es) of A map showing the parish is available from the school and is on the school website. Parish maps can also be found on www.achurchnearyou.com

5. Other children by distance from the school, with priority for admission given to children who live nearest to the school as measured by using Ordnance Survey data to plot an address in this system. Distances are measured as the crow flies from the main entrance of the child's home to the main entrance of the school as specified by the local authority's GIS. **(ensure that what you put here is how the distance is measured – you are advised to use the Local Authority's measurement).**

Example 3

1. A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear to the admission authority to have been in state care outside of England and ceased to be in state care as a result of being adopted. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989). A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation or any other provider of care whose sole main purpose is to benefit society.
2. Children with special medical or social circumstances affecting the child where these needs can only be met at this school. Professional supporting evidence from eg a doctor, psychologist, social worker, is required that sets out the particular reasons why the school in question is the most suitable school and the difficulties which would be caused if the child had to attend another school.
3. Children with a sibling attending the school at the time of application. Sibling is defined in these arrangements as children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters.
4. Children whose parent/s worship in a Church of England Church. 'Parental worshipping' is taken to mean attendance at a minimum of ... public worship services per month for at least prior to the closing date for applications/date of application. 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.
5. Other children by distance from the school, with priority for admission given to children who live nearest to the school as measured by using Ordnance Survey data to plot an address in this system. Distances are measured as the crow flies from the main entrance of the child's home to the main entrance of the school as specified by the local authority's GIS. **(ensure that what you put here is how the distance is measured – you are advised to use the Local Authority's measurement).**

Example 4

1. A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear to the admission authority to have been in state care

outside of England and ceased to be in state care as a result of being adopted. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989). A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation or any other provider of care whose sole main purpose is to benefit society.

2. Children with a sibling attending the school at the time of application. Sibling is defined in these arrangements as children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters.
6. Children resident in the parish(es) of and whose parent/s worship in a Christian church. 'Parental worshipping' is taken to mean attendance at a minimum of ... public worship services per month for at least prior to the closing date for applications/date of application.

Christian church means any church which is designated under the Ecumenical Relations Measure nationally by the Archbishops of Canterbury and York or locally by the diocesan bishop, or is a member of Churches Together in England, or the Evangelical Alliance, or a partner church of Affinity. 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.

A map showing the parish is available from the school and is on the school website. Parish maps can also be found on www.achurchnearyou.com

3. Other children by distance from the school, with priority for admission given to children who live nearest to the school as measured by using Ordnance Survey data to plot an address in this system. Distances are measured as the crow flies from the main entrance of the child's home to the main entrance of the school as specified by the local authority's GIS. **(ensure that what you put here is how the distance is measured – you are advised to use the Local Authority's measurement).**

Example 5

1. A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear to the admission authority to have been in state care outside of England and ceased to be in state care as a result of being adopted. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989). A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation or any other provider of care whose sole main purpose is to benefit society.
2. Children with special medical or social circumstances affecting the child where these needs can only be met at this school. Professional supporting evidence from eg a doctor, psychologist, social worker, is required that sets out the particular reasons why the school is

question is the most suitable school and the difficulties which would be caused if the child had to attend another school.

3. Children with a sibling attending the school at the time of application. Sibling is defined in these arrangements as children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters.
4. Children whose parent/s worship at the parish church of..... 'Parental worshipping' is taken to mean attendance at a minimum of ... public worship services per month for at least prior to the closing date for applications/date of application. 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.
5. Other children by distance from the school, with priority for admission given to children who live nearest to the school as measured by using Ordnance Survey data to plot an address in this system. Distances are measured as the crow flies from the main entrance of the child's home to the main entrance of the school as specified by the local authority's GIS. **(ensure that what you put here is how the distance is measured – you are advised to use the Local Authority's measurement).**

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4. Children eligible for early years/ pupil/service premium and who live in the parish(es) of A map showing the parish is available from the school and is on the school website. Parish maps can also be found on www.achurchnearyou.com
5. Other children by distance from the school, with priority for admission given to children who live nearest to the school as measured by using Ordnance Survey data to plot an address in this system. Distances are measured as the crow flies from the main entrance of the child's home to the main entrance of the school as specified by the local authority's GIS. **(ensure**

that what you put here is how the distance is measured – you are advised to use the Local Authority’s measurement).

Example 7

1. A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear to the admission authority to have been in state care outside of England and ceased to be in state care as a result of being adopted. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989). A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation or any other provider of care whose sole main purpose is to benefit society.
2. Children with special medical or social circumstances affecting the child where these needs can only be met at this school. Professional supporting evidence from eg a doctor, psychologist, social worker, is required that sets out the particular reasons why the school is question is the most suitable school and the difficulties which would be caused if the child had to attend another school.
3. Children with a sibling attending the school at the time of application. Sibling is defined in these arrangements as children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters.
7. Children whose parent/s worship in a Christian church. 'Parental worshipping' is taken to mean attendance at a minimum of ... public worship services per month for at least prior to the closing date for applications/date of application. Christian church means any church which is designated under the Ecumenical Relations Measure nationally by the Archbishops of Canterbury and York or locally by the diocesan bishop, or is a member of Churches Together in England, or the Evangelical Alliance, or a partner church of Affinity. 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.
4. Other children by distance from the school, with priority for admission given to children who live nearest to the school as measured by using Ordnance Survey data to plot an address in this system. Distances are measured as the crow flies from the main entrance of the child's home to the main entrance of the school as specified by the local authority's GIS. **(ensure that what you put here is how the distance is measured – you are advised to use the Local Authority’s measurement).**

Example 8

1. A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear to the admission authority to have been in state care outside of England and ceased to be in state care as a result of being adopted. A looked after

child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989). A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation or any other provider of care whose sole main purpose is to benefit society.

- 2. Children with special medical or social circumstances affecting the child where these needs can only be met at this school. Professional supporting evidence from eg a doctor, psychologist, social worker, is required that sets out the particular reasons why the school in question is the most suitable school and the difficulties which would be caused if the child had to attend another school.*
- 3. Children with a sibling attending the school at the time of application or who attended in the 2 years prior to the date of application. Sibling is defined in these arrangements as children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters.*
- 4. Children of staff who have been employed at the school for more than 2 years at the time of application.*
- 5. Other children by distance from the school, with priority for admission given to children who live nearest to the school as measured by using Ordnance Survey data to plot an address in this system. Distances are measured as the crow flies from the main entrance of the child's home to the main entrance of the school as specified by the local authority's GIS. **(ensure that what you put here is how the distance is measured – you are advised to use the Local Authority's measurement).***

Random allocation will be used as a tie-break in the final category above to decide who has highest priority for admission if the distance between two children's homes and the school is the same. This process will be independently verified. If a tie-break is required in earlier categories to decide who has priority for admission between two children, distance from the school will be used to decide as measured above.

Waiting list

Where we have more applications than places, the admissions criteria will be used. Children who are not admitted will have their name placed on a waiting list. The names on this waiting list will be in the order resulting from the application of the admissions criteria. Since the date of application cannot be a criterion for the order of names on the waiting list, late applicants for the school will be slotted into the order according to the extent to which they meet the criteria. Thus it is possible that a child who moves into the area later to have a higher priority than one who has been on the waiting list for some time. If a place becomes available within the admission number, the child whose name is at the top of the list will be offered a place. This is not dependent on whether an appeal has been submitted.

This waiting list will operate until the 31st December of the year of admission.

Late applications for admission

Where the Local Authority accepts that there are extenuating circumstances for an application being received after the last date for applications, and it is before the list of pupils to be admitted has been established then it will be considered alongside all the others.

Otherwise, applications which are received after the last date will be considered after all the others, and where applicable, placed on the waiting list in order according to the criteria.

Address of pupil

The address used on the school's admission form must be the current one at the time of application. If the address changes subsequently, the parents should notify the school. Where the parents live at different addresses, the current-at-the-time-of-application, normal address of the child will be the one used. This will normally be the one where the child wakes up for the majority of Monday to Friday mornings. Parents may be asked to show evidence of the claim that is being made for the address, e.g. utility bills of various sorts showing the child's address as the one claimed. For children of UK Service personnel and other Crown Servants returning to the area proof of the posting is all that is required.

In-year admissions

It sometimes happens that a child needs to change school other than at the "normal" time; such admissions are known as non-routine admissions or in-year admissions.

Information about In-year admissions can be found on the LA/School website with the relevant procedure and application forms or detail here the process that the school follows. This must include the fact that the application will be done within 15 days.

Appeals

Where the governors are unable to offer a place because the school is over subscribed, parents have the right to appeal to an independent admission appeal panel. *Parents should fill in an appeals form and return it to by* Parents will have the opportunity to submit their case to the panel in writing and also to attend in order to present their case. You will normally receive 14 days' notice of the place and time of the hearing.

Please note that this right of appeal against does not prevent you from making an appeal in respect of any other school.

Closure of places of worship

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

Fraudulent applications

Where the Governing/Trust Board discovers that a child has been awarded a place as the result of an intentionally misleading application from a parent (for example a false claim to residence in the catchment area or of involvement in a place of worship) which effectively denies a place to a child with a stronger claim, then the Governing/Trust Board is required to withdraw the offer of the place. The application will be considered afresh and a right of appeal offered if a place is refused.

Deferred admission

Children are eligible for a reception place from the beginning of the school year in which they become 5 years old. However they do not become of compulsory school age until the start of

the term after their fifth birthday. After a place has been allocated and accepted parents may defer the school place until later in the school year and if they do this the place will be held for the child. They cannot however defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the summer term. Parents can also request that their child attends on a part time basis until the child reaches compulsory school age.

Children educated outside of their normal age group

Parents who wish to delay entry until the following year due to specific circumstances, such as ill health or summer born children (those between 1st April and 31st August), must speak to the school and Local Authority as soon as possible as this would involve either an in-year application for year 1 or a new application for reception in the following year. The decision as to which year group the child will enter will be made taking into account information from the parents and headteacher and should be in the best interests of the child.

Parents should be aware that agreement by the school to allow a child to enter reception in the following year does **not** guarantee a place in the class. Parents must apply to the school in the normal co-ordinated round and the application will be considered in the normal manner following the oversubscription criteria. Parents may also choose to apply in-year for admittance to year 1 and the child's normal age group.

Parents whose children have been educated outside of their normal age group because of being a summer born child will need to apply once again for an outside normal year group place alongside an application for a school place and should do so when their child's 'correct' cohort are making applications for a school place. This means that for a summer born child who started in reception a year later than is usual, parents will need to apply for a secondary school place and for an out of year group place when the child is in year 5 rather than year 6. These requests will be considered based on the best interests of the child and will take into account the fact the child has been educated in a different year group up until this point. For many children, it will be right for them to remain with their adopted year group but it is possible that others may be better off joining their normal year group. All decisions will be made taking the circumstances of the case into account and considering all of the child's needs, including their social and emotional needs.

Unless there are sound educational reasons to do otherwise, the assumption would be that children remain outside their normal year group (that is, in the year which they have been educated so far).

Similarly if the parents of a gifted and talented child wish to apply for a place outside of their child's normal age group they should speak to the school and the Local Authority. Any application will be considered to ensure any decision is in the best interests of the child and parents informed of the outcome.

Special Educational Needs

Where a child has an education, health and care plan (EHCP) which names the School, then that child will be admitted to the School and the number of available places in the PAN will reduce correspondingly. Admission of children with an EHCP is dealt with by the home Local Authority (LA) (which is where you reside).

Supplementary Information Form for *school name*

Name of child:

Surname		first names	
Date of birth			

Name of parent/guardian		
Address		

Place of worship parent/ guardian regularly attends:

Name of place of worship			
Address			
Name of vicar or church minister/officer			
Telephone			

Worship attendance:

Please tick if you have attended a minimum of public worship services per month for at leastmonths prior to the closing date for applications/date of application.	
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Church Vicar or Minister Confirmation of worship attendance

Name of Vicar or Minister..... : Signature.....

Please note:

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”.