

BOWES HUTCHINSON'S C OF E VOLUNTARY AIDED SCHOOL



POLICY DOCUMENT

ADMISSIONS 2019-20

**Date Revised: November 2017
(Amended 31/10/2018 after determination from OSA)**

Date for Review: November 2018

Signed:_____

BOWES HUTCHINSON'S ENDOWED CHURCH OF ENGLAND VOLUNTARY AIDED PRIMARY SCHOOL

The Governing Body of Bowes Hutchinson's Church of England Voluntary Aided School is the Admissions Authority for the school and they intend to admit up to 10 pupils to the reception year group in September 2019.

Parents who are considering sending their children to Bowes Hutchinson's School are invited to visit the school with their children to meet the Headteacher and staff. Please contact the school to arrange an appointment.

The Governing Body will operate an Equal Preference, Rank Order system for admission 2019. If the number of applications for a place exceeds the school admissions limit, then the Governing Body of the school will allocate places according to the following criteria:-

Children who have a statement of special education need which names this school will be allocated a place as a statutory entitlement, which overrides the oversubscription criteria. Oversubscription criteria in order of priority:

1. Children who are deemed to be 'Looked After Children' (in the care of the Local Authority). As a Church of England Aided School, priority will be given to:
 - 1.a Looked after children of the Anglican faith.
 - 1.b Looked after children who are not of the Anglican faith.

Looked after children includes:

children who were in public care but have now been adopted
Children with a residency order
Children with special guardianship

2. Children whose parent(s) / carer(s) are resident in the parish of Bowes & Gilmonton. A map of the Parish boundaries is available in school and is attached to this document.
3. Children who have siblings already in attendance at the school (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, and in every case, the child should be living in the same family unit at the same address). This includes year 6 pupils who will not still be attending the school by the time the new applicant starts school.
4. Children who are in attendance at a Christian Place of Worship - Parent(s) / Carer(s) who attend a Christian place of worship may provide a supporting reference from their minister / priest by completing the school's Supplementary Information Form. (The Supplementary Information Form is shown at Appendix 1). This should be returned to school by 15 January for admission into reception.

BOWES HUTCHINSON'S ENDOWED CHURCH OF ENGLAND VOLUNTARY AIDED PRIMARY SCHOOL

Without this, governors will rank an application based on the common application form.

5. All other children

Note: In the event of there being more applicants than places under any of the above oversubscription criteria, applicants will be admitted up to the published admission limit on the basis of nearest to the school, by road, from the pupil's front door to the main school gate, using the Local Authority's computerised measuring system, with those living closer to the school receiving the higher priority.

Mid year admissions

Applicants for a place mid year will follow the same criteria and those parents seeking a place under criteria 4 must also return the SIF at the same time as the application form.

Admission of children below compulsory school age

- Children who are offered a Reception place in the school will be able to start school in the September following their fourth birthday.
- Parents may request that the date their child is admitted to the school is deferred until later in the same school year or until the child reaches compulsory school age in that school year.
- Parents may request that their child attends part-time until the child reaches compulsory school age
- Requests for a child to start their schooling on a part-time basis or to defer the start until they reach compulsory school-age should be addressed to the Headteacher.
- Compulsory school age is the beginning of the term following the child's fifth birthday.

Application Procedure

All parents wishing their child to attend Bowes Hutchinson's School are required to complete the Local Authority common preference form stating their preference of 3 schools ranked in order. This form must be returned to County Hall or to the school for processing. However, the completion of such a form and its acknowledgement do not guarantee a place in school.

Appeals

- Parents who are refused a place have a statutory right of appeal. Where a child is refused admission to the school, the person who applied for the school place will receive the following information in writing:
 - a) Details of why the application was unsuccessful
 - b) Notification of their right to appeal including details of how, and to

BOWES HUTCHINSON'S ENDOWED CHURCH OF ENGLAND VOLUNTARY AIDED PRIMARY SCHOOL

whom, to make an appeal and the timescales within which this must take place

- c) Where to obtain further information
- d) Their right to attend the appeal hearing; and
- e) That where separate appeals are lodged by a parent and a child in respect of the same decision, admission authorities must ensure the appeals are heard together, and notification of the appellants' right to both attend the appeal hearing.

Waiting List

- The school will maintain a waiting list for the remainder of the academic year for which application was made, in order to facilitate in-year co-ordination of admissions. The waiting list will be maintained in the oversubscription priority order.

BOWES HUTCHINSON'S ENDOWED CHURCH OF ENGLAND
VOLUNTARY AIDED PRIMARY SCHOOL

(Appendix 1)

SUPPLEMENTARY INFORMATION FORM

It is a parental responsibility to return this form to the school at the same time as submitting the Local Authority Common Application Form

Child's Surname

Forename(s)

Date of Birth

Name of parent(s) / guardian

Address

.....

.....

Postcode

Telephone Number Mobile Number

- Do you have a child already attending the school?

•

Name.....

- Do you attend a Christian Church?
If 'yes' please name your minister and Church

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Please ask the minister/priest at your place of worship to provide a supporting reference to verify fulfilment of criterion 4 in the school's admissions policy – (Parent(s) / Carer(s) who attend a Christian place of worship and are able to provide a supporting reference from their minister / priest.)

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Signed.....

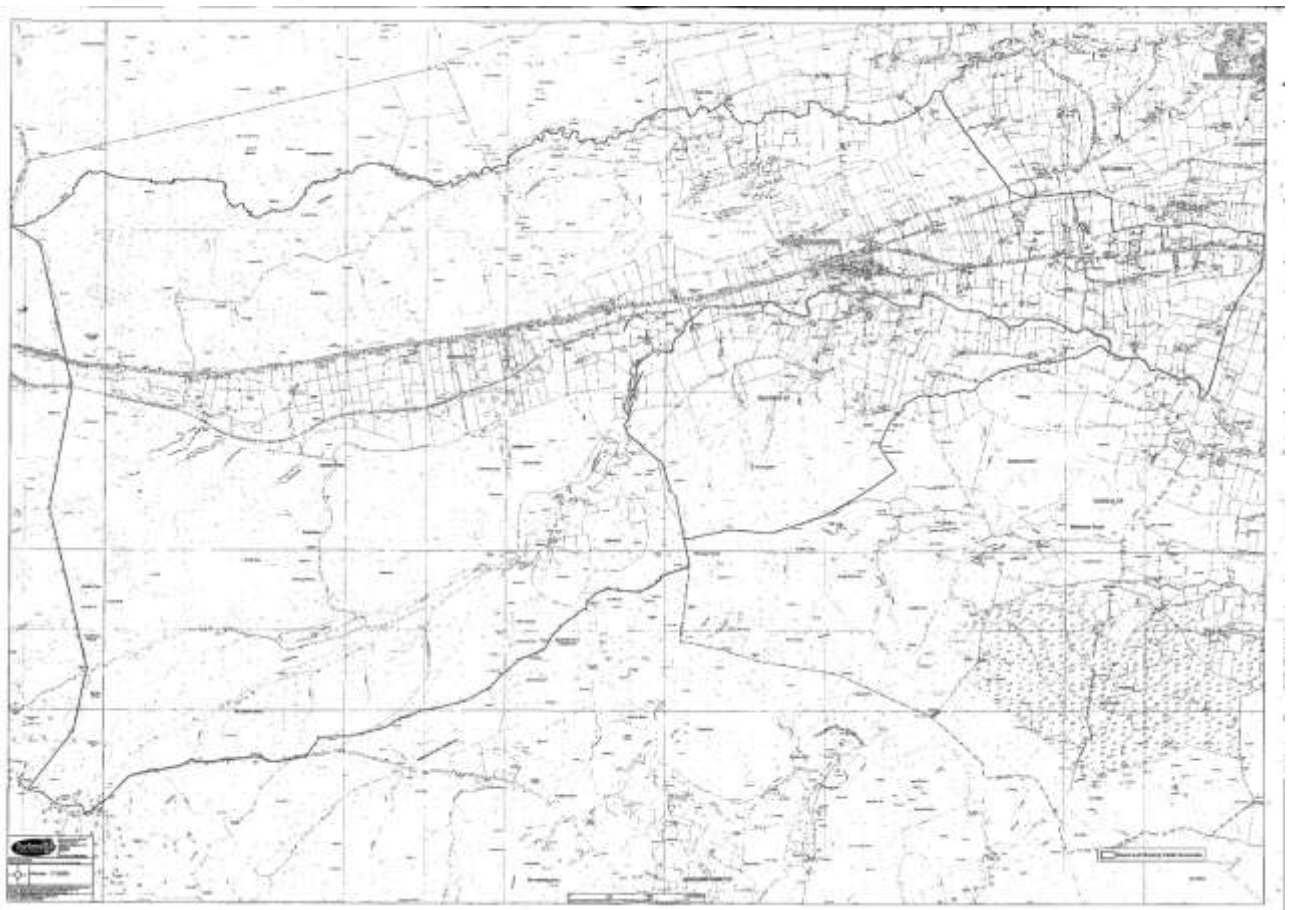
Date.....

Print name.....

The information provided on this form is used solely for the purpose of considering applications under the school's Admissions Policy. The information is held by the School and/or the Local Education Authority and will not be disclosed to any third party. Under the Data Protection Act, some of the information provided is defined as 'sensitive personal data', which means that your explicit consent is required for the data to be processed. Please confirm your consent by signing and dating the form below.

Signed: Date:

BOWES HUTCHINSON'S ENDOWED CHURCH OF ENGLAND
VOLUNTARY AIDED PRIMARY SCHOOL



BOWES HUTCHINSON'S ENDOWED CHURCH OF ENGLAND VOLUNTARY AIDED PRIMARY SCHOOL

(Appendix 2)

Admission of children below compulsory school age and admission of children outside their normal age group.

A child reaches compulsory school age on the prescribed day following their fifth birthday (or on their fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August. A child is entitled to a full-time place in the September following their fourth birthday.

There is flexibility for parents who do not feel their child is ready to start school before compulsory school age. They may defer the date their child is admitted to school until later in the school year following their child's fourth birthday, providing they do not defer beyond the point at which they reach compulsory school age, or beyond the start of the final term of that school year. Alternatively, their child may attend school part-time until they reach compulsory school age.

Children born in the summer term, 1 April to 31 August, are not required to start school until a full school year after the point at which they could first have been admitted – the point at which other children in their age range are beginning year 1. While most parents are happy for their child to start school in the September following their fourth birthday, some parents will have concerns about whether their child will be ready for school at this point, and will consider delaying their entry until compulsory school age. Parents should note that, whilst evidence shows that, statistically speaking, summer born children tend to perform less well in school tests, this does not mean that all children born in the summer term will struggle at school. Teachers are skilled at differentiating the curriculum to meet a diverse range of needs. Before deciding to delay a child's entry to school, the LA would recommend that parents visit the schools they are thinking of applying for. The teachers will be able to explain the provision on offer to children in the reception class, how it is tailored to meet the needs of the youngest pupils and how the needs of these pupils will continue to be met as they move up through the school. They may also be able to allay any concerns parents may have about their child's readiness for school. It is also important to note that, whether they attend a primary school or an early years setting during the academic year following their fourth birthday, children will receive the Early Years Foundation Stage curriculum which is largely based around learning through play. Further information for parents about the early years foundation stage is available on the Foundation Years website www.foundationyears.org.uk

Admission authorities will expect parents to provide them with information in support of their request – since without it they are unlikely to be able to make a decision on the basis of the circumstances of the case. This should demonstrate why it would be in the child's interests to be admitted to reception rather than year one. In some cases parents may have professional evidence that it would be appropriate for them to submit, for example, when a child receives support from a speech and language therapist. However, there is no expectation that parents will obtain professional evidence that they do not already have.

Admission authorities must still consider requests that are not accompanied by professional evidence. In such cases the supporting information might simply be the parent's statement as to why they have made their request.

BOWES HUTCHINSON'S ENDOWED CHURCH OF ENGLAND VOLUNTARY AIDED PRIMARY SCHOOL

Where a parent wants their child to be admitted out of their normal age group, the admission authority has two separate decisions to make:

it must first decide on the age group the child should be admitted to - only once that decision has been made can it apply its oversubscription criteria to decide whether a place can be offered in that age group.

Although it is not always easy for admission authorities to make a decision about a child more than a year before the point at which they may be admitted, particularly as it is difficult to know what progress they may make in the intervening period, parents should know the outcome of their request for admission out of the normal age group in time to make an informed decision about whether their child will start school before compulsory school age.

The process Durham County Council and other admission authorities in its area have put in place:

- requires the parent to make an application for their child's normal age group at the usual time, but enables them to submit a request for admission out of the normal age group at the same time
- ensures that the parent receives the response to their request before primary national offer day.

If the request is agreed, the application for the normal age group may be withdrawn before a place is offered. If the request is refused, the parent must decide whether to accept the offer of a place for the normal age group, or to refuse it and make an in year application for admission to year one for the September following the child's fifth birthday.

Where a parent's request is agreed, they must make a new application as part of the main admissions round the following year.

Please note that one admission authority cannot be required to honour a decision made by another admission authority on admission out of the normal age group. Parents, therefore, should consider whether to request admission out of the usual year group at all their preference schools, rather than just their first preference schools.

Once a child has been admitted to a school it is for the headteacher to decide how best to educate them. In some cases it may be appropriate for a child who has been admitted out of their normal age group to be moved to their normal age group, but in others it will not.

Any decision to move a child to a different age group will be based on sound educational reasons and made by the headteacher in consultation with the parents. Where a child has been educated out of their normal age group, the parent may again request admission out of the normal age group when they transfer to junior or secondary school. It will be for the admission authority of that school to decide whether to admit the child out of their normal age group. The admission authority will make a decision on the basis of the circumstances of each case and in the child's

BOWES HUTCHINSON'S ENDOWED CHURCH OF ENGLAND VOLUNTARY AIDED PRIMARY SCHOOL

best interests, and will bear in mind the age group the child has been educated in up to that point.

Children are assessed when they reach the end of each key stage, not when they reach a particular age. There are no age requirements as to when children must take their GCSEs or other assessments.

Please note that where an application for September 2019 has been received by 15 January 2019 for a child's admission to Reception instead of Year 1 (which is the child's normal age group cohort) and this has been agreed, the application will be considered alongside all other applications that are received by this date. The application will not have lower priority on the basis that the child is being admitted outside their normal age group.