



## School Admissions Policy 2019-2020

### School Ethos Statement

***“In recognition of its historic foundation, the school will preserve and develop its religious character in accordance with the principles of the Church of England and in partnership with the Church at parish and diocesan level.***

***The school aims to serve its community by providing an education of the highest quality within the context of Christian belief and practice. It encourages an understanding of the meaning and significance of faith, and promotes Christian values through the experience it offers to all its pupils.”***

We ask all parents/carers applying for a place here to respect this ethos and its importance to the school community. This does not affect the right of parents/carers who are not of the faith of this school to apply for, and be considered for, a school place.

The Governing Body of Archbishop Runcie Church of England (Voluntary Aided) First School is the Admissions Authority for the school and they intend to admit up to 30 pupils to the Reception year group in September 2018. This arrangement follows consultation between the Governing Body, the Newcastle Diocesan Education Board, Newcastle Local Authority, all other schools in the area and all other Admissions Authorities in the area.

The school is open to receive applications for admissions from the parents/ carers of all children. We are required by law to admit pupils with an Education, Health and Care plan or statement of special educational needs naming the School. In the event of the number of applications exceeding the number of places available, priority will be given to applications in the order of priority indicated below.

## **Over-subscription Criteria**

1. Looked after children (Children who are in the care of the Local Authority (LAC))<sup>1</sup> or previously Looked After Children.<sup>2</sup>
2. Children with a sibling<sup>3</sup> at the school at the time of admission or a sibling who will have transferred from Archbishop Runcie First School to Year 5 at the feeder link school (Gosforth Central Middle School) at the time of admission.
3. Children of parents / carers who have provided a letter from their Vicar confirming that they worship regularly (at least once a month) at Gosforth, All Saints or Gosforth, St Nicholas Parish Churches.
4. Children of parents/carers of other Christian denominations, or others faiths or no faith

**These criteria apply to all years of entry across the school in 2019-20 if there are more applicants than spaces available.**

## **Evidence Required**

Evidence will need to be provided prior to the closing date in respect of each of the following oversubscription criteria:-

Category 1 - Parents/carers seeking admission under criterion 1 must provide evidence of the relevant order.

Category 2 - Sibling evidence will need to be provided and will be checked.

Category 3 Parents/carers seeking admission under criterion 3 must, before the closing date, provide the school with a letter signed by the Vicar of the church in question showing that their application satisfies the criterion.

**If the relevant evidence is not provided to the school before the closing date, the application will be considered under criterion 4 of the over-subscription criteria.**

## **Tie Breaker**

Where there are places available for some but not all applicants within a particular criterion, distance from home to school will be the deciding factor. Distance will be measured in miles using a straight line from the centre point of the child's address to the middle of the school using the Newcastle Maps online (the Local Land and Property Gazetteer) or a suitable alternative geographical information system, with those living closer to the school receiving the higher priority. Applications from outside the local authority area covered by this system will be measured in miles using a straight line from the centre point of the child's address to the middle of the school on an Ordnance Survey map of the area. If two or more children are equidistant from the School random allocation will be used to decide who has the highest priority for admission.

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<sup>1</sup> **Looked after children** include any child who is in the care of the Local Authority in accordance with section 22 of the Children Act 1989.

<sup>2</sup> **Previously looked after children** include any children who were looked after children, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).

<sup>3</sup> **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.

## **Home Address**

**It is the child's address which will be used in applying the admissions criteria. This means that the child's address, at the time of application, should be used. The address of childminders (or other family members who share in the care of your child) should not be used. If offered a place, you will be asked for proof of the child's address e.g. child benefits statement, medical card.**

## **Waiting Lists**

### **Reception Class**

If we are not able to offer your child a place, the school will keep your child's name on a waiting list for the Autumn term i.e. until the end of December 2019. If you wish to remain on the waiting list for a place in the Reception class from January 2020 onwards, you will need to re-apply before the start of every school term using the Local Authority's In Year Admissions application form. Waiting lists are cleared termly. A child's position on the waiting list will be determined in accordance with the oversubscription criteria.

### **Other Year Groups**

If you apply for a place in our school in any other year group, and a place is not immediately available, your child will automatically be placed on a waiting list. The waiting list will be ranked strictly, according to the oversubscription criteria above, regardless of the date the application was received. Waiting lists are cleared on a termly basis and if you wish to remain on the list you must re-apply before the start of every term, using the Local Authority's In-Year Admissions application form.

### **Admission of Children below Compulsory School Age and Deferred Entry**

A child is entitled to a full-time place in the September following their fourth birthday.

A request may be made for a child below compulsory school age of 5 years for:-

- ❖ **Deferred Admission** - the date at which a child, is admitted to the school, to be deferred to later in the school year as long as they start before the end of the end of term in July 2018.
- ❖ **Part Time** - A child may take up a part-time place until the child reaches compulsory school age.

### **Admission of Children outside their normal Age Group**

A request may be made for a child to be admitted outside of their normal age group this is known as an 'offset' request. There are a number of reasons for making an offset request for example if the child is gifted and talented or has experienced problems such as ill health. There is a guidance note which you may find helpful entitled 'Guidance and Procedures for Placing Pupils with Special Educational Needs out of Chronological Age Group' which is available on our website or from our office.

An offset request should be made, in writing to the Governing Body before 15<sup>th</sup> January 2019 (this is the closing date for September 2019 applications) and must include any evidence as to why they wish the child to be offset.

The Governing Body will consider each request on an individual basis and make a decision based on what is best for the child.

If the application is accepted by the Governing Body for the child to be offset and start Reception in 2019, and therefore outside of their chronological age group, the parents will be notified of the decision of the Governing Body.

Parents who are successful in their offset request should be aware that they will have to make a fresh application for a reception place in the normal transfer round for 2020/21 and there is no guarantee that they will be offered a place in 2020/21 as they will be treated as a new applicant and where the school is oversubscribed they will be ranked against our oversubscription criteria along with all other applications.

If parents wish to defer entry to school until September 2020 but for their child to go into Year One, so within their chronological year group, the parents must apply for a place in Year One as an in-year applicant following the in-year admissions process.

### **Summer Born Children**

The parents of a summer born child, i.e. a child born between 1 April and 31 August, may request that their child either:-

- i) be admitted out of their normal age group, to the Reception class in the September following their 5<sup>th</sup> birthday and that that the child will remain in this cohort as they progress through school; or
- ii) defer starting at school until September 2020 with their child being admitted into year 1 which would have been their normal year group

Parents, who want to make this request, should make an application for their child's normal age group at the usual time. The application to the Local Authority should include this request and, in addition, should be made in writing to the Headteacher of the school. The Local Authority will liaise with the Governing Body, who will have the discretion whether to grant the request (and will make its decision about the request based on the circumstances of each case and in the best interests of the child). In addition to taking into account the views of the Headteacher (who has statutory responsibility for the internal organisation, management and control of the school) the Governing Body will take into account the views of the parents and of appropriate medical and education professionals.

Parents will be informed of the outcome of the request, with reasons, before primary national offer day.

If the request is agreed by the Governing Body, the application for a place in Reception 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 child's place in Reception is withdrawn a new application for a place in school will need to be made:-

- i) where a child is to be admitted out of their normal age group to Reception they will need to make their application for a Reception place in the usual way; or
- ii) where a child has deferred starting school but will remain with their normal age group they will need to make an 'in-year' application for a place in Year 1.

## **PLEASE NOTE:**

- that no priority is given to children who later seek a place in Reception out of their normal age or for an 'in-year' admission into Year 1 as admission will be made in accordance with the Admissions Policy of the school in 2020.
- One Admissions Authority cannot be required to honour a decision made by another Admissions Authority on admissions out of the normal age group. Parents, therefore, should consider whether to request admission out of the normal year group at all their preference schools, rather than just their first preference school.

### **Right of Appeal**

Parents or carers, who are not offered a place for their child at the school, have a statutory right of appeal to an independent appeals panel. Please contact the Local Authority for information.

Tel: 0191 277 7427 or by email [schoolappeals@newcastle.gov.uk](mailto:schoolappeals@newcastle.gov.uk) .

### **False Information**

Where the Governing Body has made an offer of a place at the school based on fraudulent and intentionally misleading information from an applicant the offer will be withdrawn.

### **Nursery Admissions**

Nursery admissions are an entirely separate process (see separate Admissions Policy). Parents are asked to note that attendance at the school's Nursery does not guarantee a place in the Reception class.

### **Process**

Applications and offers for admission, either on-line or written, must be returned to the Local Authority by midday on **15<sup>th</sup> January 2019**. Places will then be allocated by strict application of the above criteria, with no reference to the date of application. Applications received after the closing date will be classified as late and considered after all of the other applications.

Signed by the Chair of Governors *Sarah Hawkins*

Dated 29<sup>th</sup> January 2018