

# Church Langton CE (Aided) Primary School



## Admissions Policy 2018

Approved by Governors (date).....

Signed on behalf of the Governing Body.....

Chair of Governors

## ADMISSIONS POLICY:

### CHURCH LANGTON C OF E (AIDED) SCHOOL

#### Admissions Policy

#### 1 INTRODUCTION

Church Langton Primary School is a Church of England (C of E) Aided School. This means that the school Governors are the admissions authority.

In formulating their admissions policy the school Governors consult with:

- a) The Church of England, Leicester Diocese, Board of Education
- b) The Children and Young Peoples' Services of the Leicestershire County Council.

#### 2 STANDARD NUMBER

The Pupil Admission Number (PAN) at Church Langton C of E Aided Primary School is 30.

The Standard Number is calculated to reflect the physical capacity of the school. The governing body sets as the planned admissions number, for each relevant age group, a number no smaller than the current PAN.

#### 3 ADMISSIONS POLICY

Admissions to Church Langton Primary School are decided on the following criteria:-

- i) Children who are 'looked after' (i.e. in the care of the local authority pursuant to Section 31, 3c of the Children Act 1989 or children accommodated by a local authority pursuant to Section 20 of the Children Act 1989) or were previously looked after children. (*Previously looked after children are children who were looked after, but ceases to be so because they were adopted (or become subject to a residence order or special guardianship order.)*)
- ii) to children whose permanent parental home is in the parishes of Church Langton, East Langton, Tur Langton, Thorpe Langton, West Langton, Slawston, Cranoe, Glooston, Welham, Shangton, Stonton Wyville, Carlton Curliou, Noseley and Goadby.
- iii) to siblings<sup>1</sup> of children in the school or siblings have previously attended up to 3 years; this includes brothers or sisters, half-brothers or half-sisters or legally adopted children being regarded as the brothers or sisters.
- iv) to children whose parents, or those with parental responsibility, live outside the parish boundaries and are regular<sup>2</sup> worshippers in the Church of England.
- v) to children whose parents, or those with parental responsibility, live outside the parish Boundaries and regularly attend a place of worship of another Christian<sup>3</sup> denomination or another faith.

##### 3.1.1 Regular Church of England Worshippers (Item (iii), Paragraph 3)

Applicants from outside the parish boundaries, for a place at the school, will require a letter from the incumbent of their parish briefly explaining the level of their church commitment.

##### 3.1.2 Another Christian Denomination or Another Faith (Item (iv), Paragraph 3)

Applicants for a place at the school from outside the parish boundaries, will require a letter from their Church Minister, or religious leader, explaining the level of their religious commitment.

##### 3.1.3 Attendance at The Hanbury Kindergarten or any other feeder pre-school setting does not guarantee admission to Church Langton C of E (aided) Primary School

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<sup>1</sup> A sibling (in accordance with the admission code) is a child that will still be on roll when their brother or sister is admitted to school

<sup>2</sup> Regular is defined as: - where the attendance in church of one or both parents, or those with parental responsibilities, occurs more often than their absence, during a twelve month period prior to admission.

<sup>3</sup> As defined by **Churches Together** in Leicestershire

#### **4 TIE BREAKING**

Once the oversubscription criteria have been met if there is a “tie breaking” situation then in accordance with Government guidelines the school will operate random selection. The random selection process will be overseen by an independent witness.

#### **5 SEN**

In line with our Equal Opportunities Policy the Governors admit pupils with special educational needs.

#### **6 ADMISSIONS MEETINGS**

The Admission Policy Committee of the school Governors will next meet in the Spring term to consider applications for the forthcoming academic year. Applications should be made to Leicestershire Education Authority using their online application <https://onlineadmissions.leics.gov.uk/admissions> by 15th January 2017; (for children who are due to start school in the Autumn term). **In addition to completing the local authority application forms it will also be necessary to complete the schools application forms which should be returned to the school by 13<sup>th</sup> January 2017.** If you need a copy of the application forms please contact the school office.

#### **7 LATE APPLICATIONS** <sup>4</sup>

Late requests for school places, e.g. those received after a closing date as agreed by the admissions committee in consultation with the LA, will be considered on their merits, but generally will have the lowest priority of all requests, even when the parents are requesting the catchment area school. This means that it is probable that a late request will not be allowed if the school is oversubscribed and there is no clear and significant reason (supported with documentary evidence) that it was beyond the parent’s control for not applying at the appropriate time e.g. parent ill for some time or family returning from abroad.

#### **8 MID-TERM ADMISSIONS**

All requests for mid-term places must be made through Leicestershire County Council, who will act as an agent to the parents. Application forms can be found at [www.leics.gov.uk/admissions](http://www.leics.gov.uk/admissions). Completed application forms should be returned to Leicestershire County Council, with supplementary forms being returned direct to the school. All requests for places will be considered by the Governing Body against the admissions criteria (see point 3) subject to available places. We will not allow more than 30 children per year group.

#### **9 APPEALS**

Whenever possible, parents' wishes will be met. If an application for admission is refused, parents may arrange to meet with the Admissions Committee to discuss their application. If the issue is not resolved then there is a right of appeal to an independent panel. Details may be obtained from the Diocesan Director of Education, St Martins House, 7 Peacock Lane, Leicester LE1 5PZ.

NB: For any other criteria not covered by this policy consideration will be given to the Local Authority’s school admission policy.

#### **Parental Proof of Residence**

12.6 When, after reasonable enquiry, a school is unclear about a family address, the matter must be referred to the School Admissions Service.

12.7 The School Admissions Service will need to seek evidence of residence from parents where the matter is unclear.

12.8 All schools are requested to be vigilant regarding addresses given by parents before transfer to the next phase of education, particularly if there is a late or unexpected change of address close to transfer. Any queries should be referred to the School Admissions Service.