



## ADMISSIONS POLICY & PROCEDURES

### THE REASON FOR THIS POLICY

This policy outlines the purpose and management of admissions to Leasingham St. Andrew's Church of England Primary School.

### PRINCIPLES RELATING TO THE AIMS AND ETHOS OF THE SCHOOL

The Christian beliefs promoted within the school reflect the continued links with the Church. The school aims to provide an education which reflects Christian principle and practice.

### THE POLICY

The school currently operates an annual intake in September into the Foundation unit during the year of their fifth birthday. All applications by parents for admission in the Autumn Term must be made by the end of February.

The Governors will consider applications from all children whose parents express a preference for the school. The published admission number for the year of entry is 30. Where applications exceed the number of places available the following criteria will apply, in the order set out below:

- 1) The child is or was in the care of the Local Authority or has a statement of special needs
- 2) There is a sibling <sup>1</sup> who will still be attending the school when the child is due to start.
- 3) The school is the one preferred by the parents.

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<sup>1</sup> **Sibling**

A full brother or full sister, whether or not resident in the same household.

Another child normally resident for the majority of term time in the same household, for whom the adult in the household has parental responsibility as defined in the Children Act 1989.

In the case of twins (or two siblings in the same age cohort) and where there is only one place available in the school, both will be considered together as one application. The school will be authorised to exceed its Admission Number by one, except if this breaches infant class sizes regulations. In this case parents will be offered a choice, either to accept the one place available and a place in a different school for the other twin (sibling) or to accept places in the nearest school with two places. In the latter instance, the County Council will provide free transport for both children, provided the distance from home to school qualifies.



- 4) Convenience of access. The following will be taken into consideration in the order below:
- i) where applicable, whether the child lives in the designated area<sup>2</sup> for school transport;
  - ii) whether this is the school closest<sup>3</sup> to the home<sup>4</sup> address;
  - iii) the distance<sup>3</sup> from the child's home to the school.

This means that, in most cases, pupils who live closest to the school are given priority.

#### ALLOCATING PLACES

When an offer of a place is formally made there will be two weeks to accept. Failure to accept will result in the place being offered elsewhere. A waiting list is operated. This list is maintained for a six month period. The list will be ranked in accordance with the over-subscription criteria. The length of time on the list is irrelevant.

#### LATE APPLICATIONS

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##### <sup>2</sup> **Designated Area for School transport**

The County Council's policy on the provision of school transport determines to which schools parents are entitled to free transport for their children.

##### <sup>3</sup> **Distance from home to school**

The Governing Body has selected the following method of measuring distance from home to school:

Where the distance is less than 2 miles, the measurement of the shortest route is by maintained public highway and established public footpaths from the front gate of the house to the nearest approved entrance to the school.

##### <sup>4</sup> **Home address (place of residence)**

This is the address where the child lives for the majority of the school term time with a parent who has parental responsibility for him/her. Where a child lives normally and habitually during the school week with more than one parent at different addresses, the home address for the purpose of school admissions will be that of the parent who lives closest, as the crow flies, to the school in question.



Late applications, received after the end of February in the year of entry, will be dealt with under the waiting list guidelines.

Drafted by: Vanessa Majer in Consultation with the Chairs Committee.

Approved by the Governing Body on:- 4<sup>th</sup> February, 2004

Reviewed: September 2016

Next review will be due in September 2018

Person to initiate review: The Headteacher