

# *Christ Church C. Of E. Primary School, Cheltenham*

## Admissions Policy September 2020 - August 2021

*This policy and criteria should be read in conjunction with the School/Academy Admissions Guidance Booklet issued by Gloucestershire County Council at [www.gloucestershire.gov.uk/schooladmissions](http://www.gloucestershire.gov.uk/schooladmissions).*

*Parents are now encouraged to apply for a school place online at [www.gloucestershire.gov.uk/schooladmissions](http://www.gloucestershire.gov.uk/schooladmissions).*

*If you would like to apply in writing you should contact the Admissions and Transfer Team, Shire Hall, Gloucester GL1 2TP and request the relevant forms.*

### **ADMISSIONS CRITERIA**

The Standard Admission Number for Christ Church is 30, and must not be exceeded (ref. Education Reform Act 1998).

In general, pupils will be admitted in the school year in which they reach their fifth birthday. This will be without reference to ability or aptitude, subject to the maximum number of places available.

Where applications for admission exceed the number of places available, the following criteria will be applied, in the order set out below, to decide which children to admit:

1. Children in Care. The highest priority for admission must be given to 'Looked After Children'/previously 'Looked After Children'. (Please see Additional Notes).
2. Children with a brother or sister living at the same permanent home, who will still be attending mainstream schooling at Christ Church and will continue to do so at the time of Reception admission. N.B. We follow the Local Authority definition of a sibling as "a brother or sister, half-brother or sister, adopted brother or sister, step brother or sister, or the child of the parent's/carer's partner as well as children who are brought together as a family by a same-sex civil partnership. In every case, the child must be living in the same family unit at the same address, at the time of application". (Mainstream schooling does not include attendance at the school's attached Communication and Interaction Centre).
3. Children of parents whose permanent home lies **within** the ecclesiastical parish of Christ Church, and who have a Christian commitment to one of the churches belonging to Churches Together in England, **or** children of parents who are on the electoral roll of Christ Church. (A map of the parish may be viewed in the school office or in the Parish Office). **Please note:** In either case, the application for a place must be supported by a letter from their minister confirming the parents' history of Christian commitment and regular attendance at church. Any written evidence in support of the application for a Reception place must be received **by the school** by 15<sup>th</sup> January 2020.
4. Children with the strongest geographical claim, measured in a straight line from the ordnance survey address point of the child's permanent home address (including flats) to the ordnance survey point of the school, using the Local Authority's computerised measuring system, with those living closer to the school receiving the higher priority.

Where any particular category at points 1-3 is oversubscribed, criterion 4 (strongest geographical claim based on straight line distance) will be used to determine which child will be offered a place.

In the event of a tie between two or more children when applying criterion 4 (strongest geographical claim based on straight line distance) where there are not enough places available to offer all children a place at the school, a process of random allocation will be followed by the Governing Body and overseen by an independent observer.

Reference to permanent home means the permanent home at 15<sup>th</sup> January 2020. If demand exceeds admission places available, the Governors will keep a waiting list of the names of applicants ranked in order, based on the above criteria.

### ADDITIONAL NOTES

#### Looked After Children/Previously Looked After Children Definition

A 'looked after child' ( 1 ) or a child who was previously looked after but immediately after being looked after became subject to an adoption( 2 ) child arrangements order (residency order) ( 3 ) or special guardianship order ( 4 ) .

(1) 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) at the time of making an application to a school. In Gloucestershire, such children are referred to as Children in Care.

(2) This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children's Act 2002 (see section 46 adoption orders).

(3) Under the provisions of section 12 of the Children and Families Act 2014, which amend section 8 of the Children Act 1989, residence orders have now been replaced by child arrangements orders.

(4) See Section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

#### Waiting lists

If the school is oversubscribed, a waiting list will be held until the end of December, 2020. The waiting list will be prioritised according to the school's oversubscription criteria. (Para 3.19 of new code). Parents must contact the school after this date if they wish to remain on the waiting list.

#### Fair Access Protocols

The school has signed up to the In-Year Fair Access Protocols held by the Local Authority. Should a vulnerable child within these Protocols require a place at the school, they will take precedence over any child on the waiting list. (Para 3.21 of new code).

#### Families of service personnel and other Crown Servants

The school follows the protocol devised to ensure that Gloucestershire Local Authority Schools comply with the requirements of the School Admission Code 2014 to ensure that our procedures or criteria do not disadvantage children who arrive in the area outside the normal admissions round and that the particular challenges for children of UK service personnel and other Crown Servants are minimized.

### Normal Admission Round

The term 'normal admissions round' refers to all applications for admission to the main year of entry of the school i.e. Reception for Infant and Primary Schools. Applications made during the normal admissions round will be made in advance of the academic year in which the child is due to start at the new school. Children are entitled to a fulltime place, however, may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

### Children with Special Educational Needs and Disability

Children who have a Statement of Special Educational Needs and Disability or Education Health Care (EHC) Plan are placed in schools through the arrangements set out in the SEND Code of Practice. A child with a Statement of Special Educational Needs and Disability/EHC Plan naming a school will be allocated a place even if that school is full.

### Admission of Summer Born Children for Reception Entry

The Governing Body of Christ Church School acknowledges the updated advice from the Department of Education that parents/carers of "summer born" children (born between 1 April and 31 August) may request to start the Reception Class of a school a whole academic year later. The Governing Body will make a decision on behalf of Christ Church School. We follow the Local Authority process which states that parents can only apply for a Reception place at a school once and must apply for a place during the standard application process timeline for their chronological year group, stating their reasons for requesting deferred entry to the following year. The Governing Body will decide whether the deferred entry can be approved for the school.

### In-Year Admissions

There is no longer a requirement for Local Authorities to co-ordinate in-year admissions. For in-year applications only, parents should apply directly to the school in the first instance.

### Appeals

Parents/carers have a right to appeal against refusal by the Governing Body to admit their child to the school. Any parents/carers wishing to exercise this right must put their appeal, in writing, to the school.

Independent Appeals will then be arranged by the Governing Body and conducted in accordance with the Code of Practice on Admissions Appeals. Further details of the appeals procedure are available by contacting the school.

### Transport

School transport is not available.

The Admissions Policy for 2020/21 has been unanimously agreed by all governors at the Governing Body meeting held on 28<sup>th</sup> January 2019.

Signed: C. Long (Clerk to the Governors)  
Mr D. Parker, Chair of Governors

Dated: 28<sup>th</sup> February 2019