



# ANN CAM CHURCH OF ENGLAND PRIMARY SCHOOL ADMISSION POLICY 2023/24

Policy Control	
Approval Level	Full Governing Body
Approval date	Proposed by Governing Body 29/09/2021
Determined:	14/02/2022

# Ann Cam C of E School

## Policy on Admissions 2023-24

### Introduction

Ann Cam C of E Primary School has a special status, because it is aided by the Church of England. In terms of admitting children into the school, Governors of aided schools are allowed to have admission criteria that enable them to preserve the special character of the school.

### Aims of the Admissions Policy

The Governing Body has a responsibility to safeguard the efficient education of all the children it admits to school.

The Governing Body has a responsibility for ensuring that all decisions regarding admissions are treated in a fair and equal manner. For this reason, all requests for admission are judged against identical, published criteria.

In this document, the Governors of Ann Cam C. of E. School define the following:

- i) The target number of admissions
- ii) Admissions criteria
- iii) The arrangements for parents to appeal
- iv) Application for places

### Admission limit

The standard number of admissions is **15**.

With effect from September 2001, the Department for Education and Employment set a Key Stage 1 class size limit at 30. Additional children may only be admitted under very limited circumstances, which are:

- Previously looked after children will be included under the looked after children exception
- Twins and multiple births when one of the siblings is the 15<sup>th</sup> child admitted.

### SEND

The school is required to admit a child with an EHC plan that names the school, even if the school is full.

Admissions criteria for the School Year September **2023** – August **2024**.

### The criteria for admission, in priority order, is:

- a) i) The highest priority is given to a 'looked after child' <sup>(1)</sup> or a child who was previously looked after but immediately after being looked after became subject to an adoption <sup>(2)</sup> child arrangements order <sup>(3)</sup> or special guardianship order <sup>(4)</sup>.

(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, or (c) including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.\*

*\*A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society*

(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 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).*

ii) Location: Where the family live in the ecclesiastical parishes of Dymock (including Ryton), Preston, Donnington and Kempsey.\* (A map showing these parishes is available on the school website-  
[https://www.anncam.gloucs.sch.uk/docs/School\\_catchment\\_area.pdf](https://www.anncam.gloucs.sch.uk/docs/School_catchment_area.pdf))

b) Siblings: Children who have brothers or sisters attending the school and who will continue to do so when the younger child is admitted. A "sibling" is defined 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, and in every case, the child must be living in the same family unit at the same address."

c) Denomination: Where the parents or guardian seek specifically Church of England teaching, and where the family has an active connection with their local church. In this case, a Supplementary Information Form confirming that the parents and child attend regular worship and are involved in the church community will need to be completed. Regular worship is defined as attending at least two services per calendar month for one year before the application is made. The SIF should be sent to the Chair of Governors at Ann Cam C of E Primary School by 3<sup>rd</sup> January 2022.

d) Other denominations or faiths: Where the family have an active connection with another denomination or faith. As in c) a SIF is required confirming regular worship and involvement in the relevant faith community. The SIF should be sent to the Chair of Governors at Ann Cam C of E Primary School by 2<sup>nd</sup> January 2023.

\* Where one of the above named parish boundaries runs along the centre of a road, the governors agree to admit children from both sides of the road, providing the houses are no more than 30 metres from the road.

e) Children with the strongest geographical claim, measured in a straight line from the ordnance survey address point of the child's home address (including flats) to the ordnance survey address 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 a to d is oversubscribed, criterion e (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 e (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.

### **Waiting Lists**

If the school is oversubscribed, a waiting list will be held for (at least) the first school term (ie until end of December term). The waiting list will be prioritised according to the school's oversubscription criteria.

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 precedent over any child on the waiting list.

### **Application for places:**

Parents/Carers must to apply to the Local Authority in which the child is resident for admission in the following September. Further details can be found at <http://www.gloucestershire.gov.uk/schooladmissions> for Gloucestershire. All applications must be submitted online or returned by the national deadline of 14<sup>th</sup> January 2023 to the Local Authority.

Expressions of interest for places should be made to the Governing Body of Ann Cam C of E Primary School, however this is not an application for a place.

The date of registration of a child's name on the school's admission list confers no priority. Attendance at Little Daffodils, the on-site pre-school does not give any child a higher priority for admission to our School.

The LA will apply the admission criteria and notify parents of the outcome on the 17<sup>th</sup> April 2023.

### **In Year Admissions:**

For in-year applications only, the parent should apply directly to the school in the first instance.

## **The Right of Appeal.**

In 2023, places will be offered to those qualifying. Where requests for admission exceed the standard number, parents will be notified if a place is not available for their child, and of their right to appeal.

### Appeals Procedure:

If the Governors are unable to offer your child a place because of over subscription you as a parent have a right of appeal. You should notify the Clerk to the Governors of Ann Cam Church of England Primary School within 20 days of receiving the letter which will give the grounds for refusing a place. As a parent you will have an opportunity to submit your case to an independent appeals panel. You must set out your grounds for the appeal in writing. You will normally receive at least 10 days' notice of the time and venue for the appeal hearing where you will be able to present your case in person. Decision letters will be sent within 5 school days of the hearing wherever possible.

The Governors of Ann Cam C. of E. School agree that the process will be managed by Gloucestershire Education Authority, in compliance with the advice given by the Diocese of Gloucester.

### **Age of Admission:**

By law, children reach school age following their fifth birthday. The Government has set cut-off dates, as follows:

Child becomes five between:	Child is of school age from:
1 <sup>st</sup> September and 31 <sup>st</sup> December	Beginning of Spring Term 1
1 <sup>st</sup> January and 31 <sup>st</sup> March	Beginning of Summer Term 1
1 <sup>st</sup> April and 31 <sup>st</sup> August	Beginning of Autumn Term 1

As in all Gloucestershire schools, the Governors offer a three-year infant course, which means that all children may start school in the September of the year in which they become five.

### **Delayed admission:**

With effect from September 2002, The Governors will follow the Government guidance, which states that parents may "book" a place from September, but arrange with the Headteacher that the child will not take up the place until later in the academic year. In practice,

- The place which is booked, is reserved for the child, and cannot be offered or allocated to another child, even during the period for which it is not filled.
- The child must take up the place at the beginning of the Spring or Summer Term, depending on the child's date of birth. If the place is not taken up, then the child loses it.
- If the child loses the place through not taking it up, then the parent must make a fresh application for the following year. This application will then be for a place in Year 1, because admissions are judged against the age peer group. If the application is successful, the child will enter the school as a Year 1 child, not as a Reception child.

### **Admission of summer born children**

The Governing Body of Ann Cam 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 Ann Cam 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.

### **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 full-time place, however, may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

### **School Transport**

There is a bus transporting children to and from school. The local authority will pay the travelling expenses for pupils if Ann Cam C of E Primary School is the nearest school to their home address and if the journey is 2 miles or over for a child aged under eight, and three miles or over for a child aged eight or over. The bus is run by the Governors of Ann Cam C of E Primary School.

## Ann Cam C of E Primary School

### ADMISSIONS APPLICATION - SUPPLEMENTARY INFORMATION FORM (SIF)

Name of Child	Surname:	
	Forename(s):	
Date of Birth:	/ /	Gender: Male / Female
Name of Parents/Guardians or Carers:		
Permanent Home Address: <i>Note: This is the Child's permanent residence and not an accommodation address. Parents are requested to provide a recent (within the last 3 months) <b>original</b> utilities bill or equivalent, which will be returned to them.</i>		
Contact Telephone Number:		
e-mail Address:		
Current Pre-School, Nursery or School:		
Under which category are you applying for admission?		
If you are applying under church attendance criteria * please complete Part B of this form and ask your parish priest or minister to sign it. Please return both parts to the school. Please supply the name, address and telephone number of the parish priest or minister who will complete the form.		
Name of priest/minister:		
Address:		
Telephone No:		

#### IMPORTANT NOTE

I have read the School Prospectus and should my child be accepted as a pupil, I agree to abide by the aims and methods of working in the school as stated therein. I confirm that to the best of my knowledge, the details above are correct. I attach an **original** utilities bill or equivalent, dated in the last 3 months.

Signature of Parent/Guardian/Carer:	Date:
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OFFICE USE ONLY:	Date Received :
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## PART B

### ADMISSIONS APPLICATION - SUPPLEMENTARY INFORMATION FORM (SIF) FOR THOSE CLAIMING CHURCH ATTENDANCE

Parents and Clergy are asked to complete and sign this form to assist the Governors in ensuring that those most qualified for admission under the Church attendance criteria are properly considered. Please note that priority will be based on the **parents'/carers'** links with the Church and not just the child's membership.

The relevant category (in priority order for the offering of places) is as follows:

#### Church attendance criteria.

c) Denomination: Where the parents or guardian seek specifically Church of England teaching, and where the family has an active connection with their local church. In this case, a completed SIF is required from the priest –in – charge, confirming that the parents and child attend regular worship and are involved in the church community. Regular worship is defined as attending at least two services per calendar month for one year before the application is made. The SIF should be sent to the Chair of Governors at Ann Cam C of E Primary School by 3<sup>rd</sup> January 2022.

d) Other denominations or faiths: Where the family have an active connection with another denomination or faith. As in c) a completed SIF is required from the religious leader, confirming regular worship and involvement in the relevant faith community. The SIF should be sent to the Chair of Governors at Ann Cam C of E Primary School by 3<sup>rd</sup> January 2022.

Name of Child	
Name of Parents/Guardians or Carers:	
Criterion Under Which Applying:	
Child's Permanent Home Address:	
Name of Church:	
Address of Church:	
Name of Clergyman:	
Position in Church:	
I CONFIRM THAT WE HAVE REGULARLY WORSHIPPED AT THE ABOVE	

<b>CHURCH AS A FAMILY AT LEAST TWICE IN EACH CALENDAR MONTH FOR A MINIMUM OF ONE YEAR.</b>	
Parent/Guardian/Carer signature:	Date:
I CONFIRM THAT THIS FAMILY HAS REGULARLY WORSHIPPED AT THIS CHURCH AT LEAST TWICE IN EACH CALENDAR MONTH FOR A MINIMUM OF ONE YEAR.	
Clergy signature:	Date:

*\* In the event that during the period specified for attendance at worship the church or, in relation to those of other faiths, relevant place of worship has been closed for public worship and has not provided alternative premises for that worship, the requirements of these [admissions] arrangements in relation to attendance will only apply to the period when the church or in relation to those of other faiths, relevant place of worship or alternative premises have been available for public worship”.*