Updated July 2020 to include the variation to over subscription criteria following the closure of churches for Covid 19

Updated May 2021 to include new statutory wording regarding LAC outside England



Ellingham Church of England Primary School
Admissions Policy 2023/2024

Ellingham C of E Primary School values highly its Christian ethos, its close links with local churches and the Diocese of Newcastle . We provide a distinctively Christian, yet inclusive, environment in which each child is motivated to acquire skills for life and a love of learning. As a church school, we welcome applications from Christian families, and those of other faiths or none. We ask all parents applying for a place at our school to respect this ethos and its importance to the whole school community."

The governing body of Ellingham Church of England Primary School is the Admissions Authority for the school and they intend to admit up to 15 pupils to the reception year group in **September 2023**. This arrangement follows consultation between the governing body, the LA, all other schools in the area and all other Admission Authorities in the area. The Governing Body have made every effort to ensure that these arrangements comply.

The school is open to receive applications for admissions from the parents of all children. We must give priority to children with a statement of special educational needs, or an Education, Health and Care Plan, which names 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.

Admission arrangements to the Reception Year in September 2023

Parents (see Note 1) wishing to apply for the Reception Year in September must complete the common application form provided electronically by Northumberland local authority. This form much be completed even if your child attends our Early Years Unit or other school nursery /pre-school setting. The home LA is the LA in whose area the parents live at the time of the application. The

form must be returned to that LA no later than 15 January. Applications received after this date will normally only be considered after all those received on or before the cut-off date. Offers and refusals of places will be posted by the home LA.

Over-subscription Criteria

Children with a Statement of Special Educational Need or with an Education, Health and Care (EHC) plan naming Ellingham C of E Primary School will always be offered places. If there is then greater demand for admission than there are places available, the following criteria will be applied in the order set out below:

- Looked after Children and children who were previously looked after, but cease to be so because immediately after being looked after, they became subject to an adoption, child arrangements or special guardianship order. **including children previously in state care outside of England** who have ceased to be in that state care as a result of being adopted.

  See note 2 and 3

- Children of parents/carers worshipping regularly and frequently at the Parish Churches of Ellingham, Lucker and South Charlton (Regularly and frequently is defined as attendance at least once per month over the last 12 months. It is sufficient for just one parent to attend.) see note 4

- Children with a brother or sister at the school at the time when they would be admitted to the school. See note 5

- Children who live in the Parish(es) of Ellingham, Lucker and South Charlton see note 6

- Children of parents worshipping (regularly and frequently as defined above) in another place of worship who wish their child to attend this school because of its Christian foundation.

- Children who have special medical needs or other special circumstances, (supported by medical/professional opinion) see note 7.

- Other children.

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. In the event that two distance measurements are identical, the school will use random allocation to decide which child should be offered the place. The process will be conducted in the presence of a person independent of the school.

Waiting List

The school will maintain a waiting list of applicants until 31st December. In the event of a place becoming available in the appropriate class during the year and there being more applicants on the waiting list than places available, the selection criteria and tie breaker indicated above will apply.

Fair Access

The school participates in Northumberland LA's Fair Access Protocol. This cover, for example, children who have moved into our area after the normal admission round, or who need to move school as a result of severe bullying or social issues. Children qualifying under the Fair Access Protocol may be offered a place even if there are no places available in the relevant year group and also take priority for admission over any child on the waiting list.

Multiple births

In cases where there is one place available, and the next child on the list is a twin, triplet, etc., we would admit both twins (and all the children in the case of other multiple births) even if this meant exceeding the agreed admission number for Reception or the number of places in other year groups in the relevant admission year.

Notes

1. Parents are asked to let the head teacher know at the time of application whether their child has a disability. Parents should be assured that the nature of the disability is not grounds for refusing the application. The school will make every reasonable adjustment to ensure that disabled children are not put at a substantial disadvantage in accessing a full curriculum and that they will not be treated less favourably, without reasonable justification, than their able-bodied peers.

2 By a "looked-after child" we mean one in the care of a local authority or being provided with accommodation by a local authority in the exercise of its social services function. An adoption order is one made under the Adoption Act 1976 (Section 12) or the Adoption and Children Act 2002 (Section 46). A 'child arrangements order is one settling the arrangements to be made as to the person with whom the child is to live (Children Act 1989, Section 8, as amended by the Children and Families Act 2014, Section 14). A 'special guardianship order' is one appointing one or more individuals to be a child's special guardian/s (Children Act 1989, Section 14A). Applications under this criterion must be accompanied by evidence to show that the child is looked after or was previously looked after (e.g. a copy of the adoption, child arrangements or special guardianship order).

3. Children previously in state care outside of England means children who have been looked after outside of England by a public authority, a religious organisation or another provider of care whose sole purpose is to benefit society. The care may have been provided in orphanages or other settings. In the case of children adopted from state care overseas, the admissions authority will require evidence that a child is eligible by asking the child's parents or carers for appropriate evidence of their previously looked-after status.

4. If applicants are seeking admission under criterion of living in the Parish or worshipping regularly and frequently at a Parish Church as above, they will be asked to provide evidence that they worship regularly and frequently, e.g. "**In the event that during the period specified for attendance at worship the church 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 alternative premises have been available for public worship.**"

5 Brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of a parent's/carer's partner – in every case the child should be living in the same family unit at the same address.

6. A map showing the parish boundaries is available on the school website.

7. If applicants are seeking admission under criterion of special medical needs or other special circumstances, they will be asked to provide appropriate evidence, e.g. a letter from a doctor or specialist. The governors must be satisfied that there is a specified medical reason which makes attendance at this school essential.

Admission of children below compulsory school age and deferred entry to school

The School Admissions Code requires school admission authorities to provide for the admission of all children in the September following their fourth birthday. However, a child is not required to start school until they have reached compulsory school age following their fifth birthday. For summer born children (those born after 1 April) this can sometimes be almost a full school year after the point at which they could first be admitted.

Some parents may feel that their child is not ready to start school in the September following their fourth birthday. Parents are entitled to request in writing that:-

- their child attends part-time until they reach compulsory school age, or
- that the date their child is admitted to school is deferred until later in the same academic year or until the term in which the child reaches compulsory school age The school will hold any deferred place for the child, although, in the majority of cases, we find that children benefit from starting at the beginning of the school year, rather than part way through it.
- that the date their child is admitted to school is deferred until the term after the child reaches compulsory school age.

The child must, however, start school full-time in the term after their fifth birthday.

Admission outside of normal age range

If parents of summer born children wish to defer entry as outlined above and wish them to be admitted to the Reception Year in the term following their fifth birthday, rather than year 1, then parents should apply at the usual time for a place in September of the current academic year together with a written request that the child is admitted outside of his or her normal age group to the Reception Year in September the following year providing supporting reasons for seeking a place outside of the normal age group. This should be discussed with the Head Teacher as soon as possible. If their request is agreed, and this should be clear before the national offer day, their application for the normal age group may be withdrawn before any place is offered and they should reapply in the normal way for a Reception place in the following year. If their request is refused, the parents must decide whether to wait for any offer of a place in the current academic year (NB it will still be subject to the over-subscription criteria in this policy) or to withdraw their application and

apply for a year 1 place the following year. Parents should be aware that the Year 1 group may have no vacancies as it could be full with children transferring from the previous Reception Year group."

Further information and advice on the admission of summer born children is available from Northumberland County Council.

Appeal where application is made outside of age range

Requests from parents for places outside a normal age group will be considered carefully e.g. for those who have missed education due to ill health. Each case will be considered on its own merits and circumstances. However, such admissions will not normally be agreed without a consensus that to do so would be in the pupil's interests. It is recommended that parents discuss their wishes with the head teacher in advance of applying for a place. The governors may ask relevant professionals for their opinion on the case. It should be noted that if a place in the requested age group is refused, but one in the normal age group is offered then there is no right of appeal.

Important

• Ellingham Early Years Unit admissions are entirely separate and parents are asked to note that attendance at the school's Early Years Unit does not automatically guarantee a place in the reception class.

• Parents who are refused a place have a statutory right of appeal. Further details of the appeals process are available by writing to the Chair of Governors at the school address.

• If a place is offered on the basis of false information (e.g. address or Church attendance) or if parents do not respond within the stated timescale to the offer of a place the governing body reserves the right to withdraw their offer.

The school finds it very helpful to have an early indication of the number of children to be admitted to the reception class the following September. However, it must be stressed that formal written applications for admission must be made on the form provided by the Local Authority and returned to the Local Authority by the stated date. Places will then be allocated by strict application of the above criteria, with no reference to the date of application. Parents will be notified as to whether or not their child has been allocated a place by the Local Authority.