

**Greenhead CE First School  
Admissions Policy**

The governing body of Greenhead Voluntary Aided Church of England School is the Admissions Authority for the school and they intend to admit up to 10 pupils to the reception year group in **September 2011/12**. 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 school is open to receive applications for admissions from the parents of all children. We must give priority to children in the care of the local authority (looked after children) and those with special educational needs whose statement 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.

**Over-subscription Criteria**

- Children with a brother or sister at the school at the time when they would be admitted to the school. See note 2
- Children who live in the Parish of Greenhead.
- Children of parents worshipping regularly and frequently at the Parish Church of St Cuthbert, Greenhead. See note 3
- Children of parents worshipping regularly and frequently in another Christian Church who wish their child to attend this school because of its Christian foundation. See note 3
- Children who have special medical needs or other special circumstances, supported by medical/professional opinion. See note 4
- 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, with preference given to those whose home address is nearest to the school, when measured as the crow flies from the front door of the child's home address to the main gate of the school.

**Waiting List**

The school office will maintain a waiting list of applicants until 31 December each year. 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.

**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. Brother and Sister means blood 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.
3. 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. a letter from the incumbent. Regularly and frequently is defined as attendance at least once per month over the last twelve months. It is sufficient for just one parent/carer to attend.
4. 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.
5. A map showing the parish boundaries can be inspected at the school office.
6. Nursery admissions are entirely separate and parents are asked to note that attendance at the school's nursery does not guarantee a place in the reception class.
7. 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.
8. 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 in March 2011.**

\_\_\_\_\_ Chair of Governors

\_\_\_\_\_ Date.