

## **ADMISSION TO**

### **BROOMHAUGH CHURCH OF ENGLAND AIDED FIRST SCHOOL**

Our Catchment area includes the parishes of Broomhaugh, Riding Mill and Healey.

Parents resident within and outside the school's catchment area who wish their children to attend the school may submit an application by completing a school request form (copies obtainable from the school) which should be returned to the school before the end of the Autumn term, in the year before admission. The Director will then inform them whether a place is available for their children.

Parents interested in sending their children to our school are welcome to arrange a visit by telephoning for an appointment.

#### **Admissions Policy 2010**

The governing body of Broomhaugh Voluntary Aided Church of England First School is the Admissions Authority for the school and they intend to admit up to 15 pupils to the reception year group in September 2010. This arrangement follows consultation between the governing body, the LEA, the Diocese, all other schools in the area and all other Admission Authorities in the area.

The school welcomes applications for admission from the parents of all children. However, 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**

1. Children who have special educational or medical needs or other special circumstances, including those who are Looked After Children (in the care of the local authority).
2. Children with a brother or sister at the school at the time they would be admitted.
3. Children of parents worshipping regularly and frequently at the Parish Church of St. James, Riding Mill.
4. Children residing within the catchment area of the school and those on whose behalf firm evidence is presented that they will be resident in the catchment area by the appropriate admission date.

5. Children of parents worshipping in another Christian Church (that being a full member of Churches Together in Britain and Ireland) who wish their child to attend this school because of its Christian foundation.
6. Other children.

### Tie Breaker

Where there are places available for some but not all applicants within a particular criterion, distance will be measured in a straight line from the front door of the child's home address (including flats) to the main entrance of the school (using the Local Authority's computerised measuring system), with those living closer to the school receiving the higher priority.

### 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

- Parents are asked to let the headteacher 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.
- If applicants are seeking admission under criterion 1 above 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.
- 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.
- If applicants are seeking admission under criterion 3 and 5 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

- 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 Education Authority and returned to the 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 on 15<sup>th</sup> April.