



Ellingham Church of England Aided First School
Admissions Policy 2012/2013

The governing body of Ellingham Church of England Voluntary Aided First School is the Admissions Authority for the school and they intend to admit up to 12 pupils to the reception year group in **September 2012/13**. 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 with a statement of special educational needs, 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.

Over-subscription Criteria

1. Children who are in the care of the Local Authority of Christian Families.
2. Children who are in the care of a Local Authority.
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/carer to attend) see notes 3 and 4.
4. Children with a brother or sister at the school at the time when they would be admitted to the school. See note 2.
5. Children who live in the Parish(es) of Ellingham, Lucker and South Charlton see note 3.
6. Children of parents worshipping in another Christian Church who wish their child to attend this school because of its Christian foundation.

7. Children who have special medical needs or other special circumstances, (supported by medical/professional opinion) see note 5.
8. 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 in a straight line 'i.e. as the crow flies' -from the front door of the child's home address to the main gate of the school using the Local Authority's computerised system.

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.

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 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.
4. A map showing the parish boundaries can be inspected at the school office.
5. 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.

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 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.

_____ Chair of Governors

_____ Date.