



School Admissions Policy 2012

School Ethos Statement

"In recognition of its historic foundation, the school will preserve and develop its religious character in accordance with the principles of the Church of England and in partnership with the Church at parish and diocesan level.

The school aims to serve its community by providing an education of the highest quality within the context of Christian belief and practice. It encourages an understanding of the meaning and significance of faith, and promotes Christian values through the experience it offers to all its pupils."

We ask all parents/carers applying for a place here to respect this ethos and its importance to the school community. This does not affect the right of parents/carers who are not of the faith of this school to apply for and be considered for a place.

The governing body of Archbishop Runcie Church of England (Voluntary Aided) First School is the Admissions Authority for the school and they intend to admit up to thirty pupils to the reception year group in September 2012. This arrangement follows consultation between the governing body, Local Authority, 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/ carers of all children. We are required by law to admit children with statements of special educational need, which name this 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 (LAC).
2. Children who have a social or medical need requiring attendance at this school, above all other children. This must be evidenced by a letter from a registered health professional (e.g. doctor, social worker) which sets out clearly and objectively the nature of the needs and why attendance at this school would be essential for the child.
3. Children with a *sibling** at the school at the time of admission or a sibling who will have transferred from Archbishop Runcie First School to Year 5 at the feeder link school (Gosforth Central Middle School) at the time of admission.
4. Children of parents / carers who have provided a letter from their Vicar confirming that they worship regularly (at least once a month) at *Gosforth, All Saints or Gosforth, St Nicholas Parish Churches*.
5. Children of parents / carers of other Christian denominations, of other faiths or of no faith.

**Sibling*

Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.

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. Distance will be measured in miles using a straight line from the front door of the child's address to the middle of the school using the Newcastle Maps online (the Local Land and Property Gazetteer) or a suitable alternative system, with those living closer to the school receiving the higher priority. Applications from outside the local authority area covered by this system will be measured in miles using a straight line from the front door of the child's address to the middle of the school on an Ordnance Survey map of the area.

Evidence of Church Participation

Parents/carers wishing to have an application considered under criterion 4 **must** provide, with their application, a letter signed by the Vicar of the church in question showing that their application satisfies the criterion. If a letter is not provided with the application, the application will be considered under criterion 5.

Waiting List

If you are not offered a Reception class place, the Local Authority will keep your child's name on a waiting list. 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

- If a place has been offered, parents/carers are asked to let the Headteacher know whether their child has a disability. The school will make every reasonable adjustment to ensure that disabled children are not discriminated against in their access to education.
- Applicants seeking admission under criterion 2 above **must** provide appropriate evidence, e.g. a letter from a doctor or social worker. The governors must be satisfied that there is a specified social or medical reason which makes attendance at this school essential.
- Nursery admissions are entirely separate (there is a separate admissions policy) and parents are asked to note that attendance at the school's nursery **does not** guarantee a place in the reception class.
- Parents/carers who are refused a place have a statutory right of appeal. Further details of the appeals process are available from the Local Authority School Admissions and Transfers Team (Tel: 0191 277 7428 or email admissions.education@newcastle.gov.uk).
- If a place is offered on the basis of false information (e.g. address or Church participation) or if parents/carers do not respond within the stated timescale to the offer of a place the governing body may withdraw their offer.

On-line or written applications for admission must be returned to the Local Authority. Places will then be allocated by strict application of the above criteria, with no reference to the date of application. Applications received after the closing date will be classified as late and considered after all of the applications received on time. The Local Authority will notify parents as to whether or not their child has been allocated a place, by e-mail or by letter.