

NORTHUMBERLAND COUNTY COUNCIL



ADMISSIONS POLICY

2011/2012



TRITLINGTON C OF E AIDED FIRST SCHOOL

Admissions Policy

The Governing Body of Tritlington Voluntary Aided Church of England School is the Admissions Authority for the school and they intend to admit up to 15 pupils to the reception year group in September 2011/12. This arrangement follows consultation between the governing body, the 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 of all children. We must give priority to those with a Statement of Special Educational Needs which names the school. In the event of the 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 'Looked After' and in the care of the local authority.
2. Children of parents/ carers residing in the Parish of Hebron. A parent is any person who has parental responsibility for or is the legal guardian of the child.
3. Children with a sibling at the school at the time they would be admitted into school. (Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/ carers partner where the child for whom the school place is sought is living in the same family unit at the same address as the sibling.)
4. Children of parents/carers who worship regularly and frequently at the Parish Church of St Cuthbert's Hebron. A parent is any person who has parental responsibility for or is the legal guardian of the child. It is sufficient for only one parent to attend church.
5. Children who live in the Parishes of Widdrington and Ulgham.
6. Children of parents worshipping in another religious establishment who wish their child to attend this school because of its Christian foundation.
7. Children who have medical needs or other special circumstances.
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. 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 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 criteria 3 and 4 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.
- ❖ Applications for children with medical needs, or other special circumstances 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.
- ❖ A map showing the parish boundaries can be inspected at the school office.
- ❖ 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.
- ❖ 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 by the end of the Spring Term.

_____ Chair of Governors

_____ Date

This policy will be reviewed in September 2012