

## **Wark C of E First School Admissions Policy 2011/12**

The governing body of Wark 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 each year. 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. 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

Where the number of applications exceeds the places available in a year group, priority will be given to the following categories of pupils: (in the order of priority as follows):

1. Children who have special medical circumstances (supported by medical/professional opinion).
2. Children residing in the parishes of Wark, Simonburn, Birtley and Chollerton and those on whose behalf firm evidence is presented that they will be resident by the appropriate admission date.
3. Children who have a brother or sister attending the school and who is expected to be on roll at the time of admission.
4. Children whose parents worship at St Michael's Church, Wark, St Mungo's Church, Simonburn or St Giles' Church, Birtley.
5. Children whose parents have indicated a preference for a Church of England School.
6. 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 (including flats) to the main entrance of the school (using the Local Authority's computerised measuring system).

### 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.
- 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 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.
- 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 reason which makes attendance at this school essential.
- A map showing the parish boundaries can be inspected at the school office.
- 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 school 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 March.