



## Admissions Policy 27 – 28



## Admissions Criteria

Our admissions process is part of the Local Authority co-ordinated scheme. Application forms must apply to the Local Authority for the area where you live in the autumn before the year of admission.

Christ Church C of E Primary is a Voluntary Aided School, and has 60 Reception places for children who reach the age of 5 during the ensuing school year. Where the number of applications is lower than the school's admission number, all applicants will be admitted.

### Oversubscription criteria

If the number of applicants for a particular year group exceeds the number of places available, each application will be given a priority and places will be allocated in the following order:

- 1) Children Looked After (CLA) by a Local Authority (in line with section 22 of the Children Act 1989) at the time of making an application to the school and children who were Previously Looked After (PLA) but ceased to be so because they were adopted or became subject to a Child Arrangements Order or Special Guardianship Order immediately following having been looked after. This includes those children who appear to the admissions authority to have been in state care outside of England and ceased to be in state care as a result of being adopted.
- 2) Children with a particular medical condition which can be met most appropriately by the school. Applications must be accompanied by a medical declaration form (ASU75M) signed by the child's General Practitioner or Consultant confirming the condition and detailing the child's needs. All applications under this criterion will be assessed by the Governors with the assistance of the Local Authority to decide whether the child's needs can be met most appropriately by the school. (See note 1 below)
- 3) Children who have a sibling, as defined by the LA composite prospectus, who will be attending the school (excluding Nursery) at the date of the proposed admission. (See note 2 below)
- 4) Children whose parent(s) worship regularly at a Church of England School including churches in the united benefice of Oldbury, Langley and Londonderry which includes Christ Church, St Johns and St Michaels and St Marks. (See Note 3 below). 'Regular worship' is defined as at least twice every month for a period of at least 6 months prior to application. Completion of a Supplementary Information Form (SIF) signed by the local minister or religious leader is required to confirm regular attendance.
- 5) Children whose parent(s) worship regularly at any other Christian church. (See Notes 4 below). 'Regular worship' is defined as at least twice every month for a period of at least 6 months prior to application. Completion of a Supplementary Information Form (SIF) signed by the local minister or religious leader is required to confirm regular attendance.
- 6) Other children.



## NOTES

1. Children with an Education and Health Care Plan that names Christ Church CoE (VA) Primary School will be offered a place first. This may reduce the number of places available.
2. Under Priority 3 a brother or sister must live at the same address and could be:
  - A brother or sister sharing the same parents;
  - A half-brother or sister, where two children share one parent; a stepbrother or stepsister, where two children are related by a parent's marriage or civil partnership (a formal arrangement that gives same-sex couples the same legal status as married couples);
  - The separate children of a couple who live together; or
  - An adopted or fostered brother or sister
3. For the purposes of education law, the Department for Education considers a 'parent' to include:
  - all biological parents, whether they are married or not;
  - any person who, although not a biological parent, has parental responsibility for a child or young person - this could be an adoptive parent, a step-parent, guardian or other relative;
  - any person who, although not a biological parent and not having parental responsibility, has care of a child or young person. A person typically has care of a child or young person if they are the person with whom the child lives, either full or part time and who looks after the child, irrespective of what their biological or legal relationship is with the child.
4. For the purposes of these admission arrangements 'other Christian church' means a church which is Designated under the Ecumenical Relations Measure 2018, nationally by the Archbishops of Canterbury and York, or locally by the diocesan bishop, or which is a member of Churches Together in England, or affiliated to the Evangelical Alliance or a Partner Church of Affinity. The list of nationally Designated churches can be found at:  
  
<https://www.churchofengland.org/sites/default/files/201904/listofdesignatedchurches3oc18.pdf>
5. A child's home address is the place where the child is permanently resident with his or her parents. When a child lives between two addresses, the address used for offering a school place will be where the child lives for most of the school week (Monday to Friday). If care is split equally, parents can choose which address will be used. (In the event of a dispute between parents who each have parental responsibility, the matter may ultimately need to be resolved by the courts).
6. If offering places within any one of the criteria would cause the school's admission number to be exceeded, then children living nearest will be offered first. Distances are calculated by the Local Authority and are measured in a straight line from the child's home using the Local Land and Property Gazetteer address base for the property to the centre point of the school site. If two or more applicants share the same distance to a school and only one place is available, the applicant to whom the place will be offered will be determined by the Local Authority by random selection (unless this involves



multiple births, in which case, all the siblings will be admitted).

7. Applications received after the Local Authority's designated closing date for receipt of applications will be deemed to have been made late and will be considered after applications with the same priority that were received on time.
8. Waiting lists are produced in strict order of priority, against the over-subscription criteria. Waiting lists are kept until the end of December in the year of admission. Additions to the waiting list will require the list to be re-ranked in accordance with the oversubscription criteria.
9. Children who attend the school's nursery do not transfer automatically to the primary school— a separate application is required. Nursery attendance does not guarantee that a place will be available at the primary school.

### In Year Admissions

Applications made outside the normal admissions round (in-year admission) should be made directly to the local authority. Parents can apply for a place for their child at any time and to any school. On receipt of an in-year application the local authority will notify the school. The local authority will be kept up to date with figures on the availability of school places.

All in year admissions to Christ Church Primary School are managed by Sandwell Council. They can be contacted on 0121 569 6765 or via the website.

<http://www.sandwell.gov.uk/schooladmissions>

All admissions will follow the criteria outlined above.

**Appeals:** Parents who wish to appeal against the decision of the Governors to refuse their child a place in the school may apply in writing to the Chair of Governors, via the school office. Appeals will be heard by an independent panel.

**Fair Access Protocol:** The Governing Body recognises its duty to comply with the Local Authority Fair Access Protocol to provide fair access to school for pupils who needs a school place because they have missed, or are at risk of missing, education.

**Admission of children below compulsory school age and deferred entry:**

A child is entitled to a full-time place at school in the September following their fourth birthday. The child's parents can defer the date their child is admitted to the school until later in the school year, but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which application was made.

Where parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.



Compulsory school age is the prescribed day on or following the child's fifth birthday. The prescribed days are 31 December, 31 March and 31 August; e.g. For a child born between 01 September and 31 December, their prescribed day will be 31st December and therefore the child must be in compulsory education by the 31st December. For a child born between 01 January and 31 March, the child must be in compulsory education by 31 March. For a child born between 01 April and 31 August, the child must be in compulsory education by the beginning of the final term of the school year (unless the provisions relating to summer-born children below are applied).

### Admission of children outside their normal age group

Parents may seek a place for a child outside of their normal age group in special circumstances, for instance if the child is gifted and talented or has experienced problems such as ill health. Such applications should be made in writing to the Chair of the Governing Board of the school setting out the reasons for the request. A decision will be made on the basis of the circumstances of each case and in the best interests of the child concerned.

### Summer-born Children (those born between 01 April and 31 August)

Parents of a summer born child may choose not to send their child to school until the September following the child's fifth birthday, when they will apply for the child to enter Year 1. There is no guarantee that a place will be available at the school at this stage, as the year group may well already be full.

Parents of a summer born child may, *at the same time as making an application to the LA for Reception in the child's normal age group*, make a request of the school's Governing Board that the child may apply to be admitted instead to the Reception Class in the September following the child's 5th birthday instead. The request should be made in writing to the Chair of the Governing Board of the school, via the school office, setting out the reasons for the request. The Governing Board will make its decision on the basis of the individual circumstances of each case and in the best interests of the child concerned and will set out clearly the reasons for the decision.

If the Governing Board agrees to the parent's request, the existing application for the Reception place may be withdrawn and the parent must then make a new application for a place in Reception which will be considered against the normal oversubscription criteria as part of the main admissions round the following year, (and there is no guarantee of a place being offered at this school at that stage). If the Governing Board does not agree to the parent's request, the parent must decide whether to accept any offer of a place for the normal age group, or to refuse it and make an in-year application for admission to Year 1 for the September following the child's fifth birthday (when, again, there is no guarantee of a place being available at this school).

A decision made by one admission authority in respect of admission of a child out of their normal age group is not binding on any other admission authority. Therefore, a child educated out of their normal age group at this school may not be accepted out of their normal age group when moving to a different school or from primary to secondary school.

Parents' statutory right of appeal against a decision to refuse admission does not apply if the child is offered a place at the school but it is not in the parent's preferred group.



If parents are considering submitting an application for their child to be admitted into a class outside of their normal age group, it is strongly recommended that they read the DFE guidance to be found at:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/921255/Guidance\\_for\\_parents\\_September\\_2020.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/921255/Guidance_for_parents_September_2020.pdf)

