



**Christopher Reeves  
Living Our Values**

**Chellington Church of England Federation**

**ADMISSIONS POLICY  
FOR SEPTEMBER 2022-23**

Christopher Reeves Church Of England  
V.A. Primary School  
Hinwick Road, Podington

# **CHRISTOPHER REEVES CHURCH OF ENGLAND V.A. PRIMARY SCHOOL PODINGTON**

## **ADMISSION POLICY From September 2022**

Christopher Reeves has a distinctive Christian ethos which lays at the heart of the School and provides an inclusive, caring and supportive environment where children learn and flourish in a setting shaped by our values.

Christopher Reeves aims to serve its community by providing an education of the highest quality within the context of its Christian values and practice. Through our teaching we equip children with the skills, knowledge and understanding necessary to be able to access their next stages in education and make informed choices about the important things in their future lives. We believe that appropriate teaching and learning experiences help children to lead happy and rewarding lives.

The school does not have any specific units or facilities for pupils with particular needs and there are no specific facilities for pupils with physical disabilities. The School is, however, on a level site and all the teaching accommodation is on one floor. All classrooms may be entered without steps. As far as possible, the school will ensure that pupils with disabilities have access to the same opportunities as other pupils. We invite you to come and visit us and see the scope of the environment we offer.

### **Admissions**

The Governing Board is responsible for the admission of pupils to Christopher Reeves and admits 15 pupils to Reception Class during each academic year. This admission number has been agreed between the Governing Board and the Local Authority and applies to the year 2022.

Children will start school full time from the beginning of the Autumn Term. However if parents feel their child is not ready to start full-time school at this time, they can request:

- a)** that the date their child is admitted to school is deferred until later in the academic year or until the term in which the child reaches compulsory school age, or
- b)** that their child takes up the place part-time until the child reaches compulsory school age

Where a parent of a 'summer-born' child (1 April – 31 August) wishes, they may choose not to send the child to school until the September following their fifth birthday

If parents do not take up the offered place before the end of the academic year of entry, then they would have to re-apply for a place in Year 1. Parents should discuss this with the school as soon as possible and this would be treated as an in-year application.

However if parents wish such a child to be educated “out-of year group” i.e. in the Reception Year rather than Y1 they may request this and should discuss it with the school as soon as possible. Such applications will be considered by the governors on a case by case basis. Each case will be judged on its individual merits but to admit out of year group would require exceptional and extenuating circumstances and professional evidence, if available, explaining why the child’s needs cannot be met in the chronological year group.

An application would need to be made in the normal admissions round for Reception in the year they wish their child to join where this application will be considered alongside all other applications. Parents do not have the right of appeal against a decision not to accept this request

The Governors are required to admit a pupil with an Education, Health and Care plan which names the school. Pupils identified for admission through the Fair Access Protocol will be admitted before others on the waiting list even if the school is full.

**In the event of there being more applicants than there are places available, the Governors will apply the following criteria in the priority order of categories as listed.**

**Category 1:**

Looked After Children and all Previously Looked After Children, including those who appear (to the admissions authority) to have been in state care outside England and ceased to be in state care as a result of being adopted LAC : PLAC : IAPLAC. (See Definitions)

**Category 2:**

Children, who at the time of entry are living in the catchment area of Hinwick, Podington and Farndish (the Ecclesiastical Parish), and who have siblings attending the school at the time of admission.

**Category 3:**

Children, who at the time of entry are living in the catchment area of Podington, Hinwick and Farndish.

**Category 4:**

Children who have siblings in the school at the time of admission. For the purpose of this policy siblings are children permanently residing at the same address (see definitions).

**Category 5:**

Children living outside the area as defined in Category 4, one or more of whose parents/guardians, at the time of application, have attended a Christian Church at least once a month for the six months preceding the date of the submission of application to the school. Christian Churches relates to Churches Together in Britain and Ireland and/or the Evangelical Alliance. The signature of the priest or minister is required on the relevant section on the LA application form.

“In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these [admissions] arrangements in relation to attendance will only apply to the

period when the church or alternative premises have been available for public worship".(Covid 19 variation agreed by the Official School Adjudicator September 2020)

**Category 6:**

Children of staff who work at Christopher Reeves Church of England Primary School – see definition.

**Category 7:**

Any other children. Priority will be given in this group to children in receipt of Pupil Premium within this category

In the case of older children who apply to join the school, admission will be on the basis of places being available in the relevant class. If more applications for places are received than places available then the above criteria will apply. Requests for admission into other year groups should be made on the In-Year application form and in accordance with the Local Authority's co-ordinated scheme for In-Year admissions. The form is available from the school or Local Authority and can also be downloaded from the Local Authority website. The local authority will coordinate this 'in year admission' process.

If applying these criteria results in there being more children with an equal right to admission to the school than the number of available places, the tie break will be the distance the pupil lives from the school measured in a straight line using the Local Authority's computerised mapping system, with those living closer to the school receiving the higher priority. The distance will be measured from the address point of the pupil's home to the school gates on Hinwick Road. Priority will not be given within each criterion to children who meet the other criteria.

**Procedures**

- Applications for admission to the school are in accordance with the Local Authority's co-ordinated admission arrangements. Parents can apply online to the Local Authority in which they live or obtain an application form from their Local Authority. Application forms for Bedford Borough residents are available from the school.
- The Governors are responsible for admissions. Parents should apply for a place at the school in accordance with the Local Authority's co-ordinated admission arrangements.
- Children are invited to make introductory visits to the school during the term before entrance.
- The Governors rightly expect that parents given a place for their child under the Church Membership category will still satisfy the requirements of that category at the time of admission.
- Parents are reminded that there are occasionally slight changes to admissions policies and should make sure they have the most recent edition.

## **Appeals**

Parents who have been refused a place for their child have a right to appeal to an independent panel. The LA will explain the procedure to you if this situation arises.

## **Waiting List**

In the event of more applications than available places, the governors will maintain a waiting list. These and late applications will go onto this list in a position determined by the criteria. If a place becomes available in the school it will be offered in accordance with the waiting list priority. Waiting lists for the normal year of entry will be maintained until the end of the Autumn term. Parents wishing their child to remain on the waiting list until the end of the academic year are requested to inform the governors.

Please note that a repeat application within the same academic year will not be considered (by the Governors) unless there has been a significant change in circumstances.

## **Twins and Multiple births**

Where the last available place is offered to a twin or multiple birth sibling the other twin or sibling will be admitted as an exception to the infant class size rule.

## **In-Year Admissions**

Requests for admission into other year groups should be made on the In-Year application form. The form is available from the school or Local Authority and can also be downloaded from the Local Authority website. The form must then be submitted to the Local Authority.

## **Definitions**

### **'Looked after' children : LAC**

A 'looked after' child is a child who is (a) in the care of the local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see Section 22(1) of the Children Act 1989).

### **Children having been in state care outside of England : IAPLAC**

A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society

### **Previously 'looked after' children : PLAC**

A previously 'looked after' child is one who immediately after being 'looked after' became subject to an adoption, residence, or special guardianship order. An 'adoption order' is an order under section 46 of the Adoption and Children Act 2002. A 'child arrangement order' is an order settling the arrangements to be made as to the person with whom the child is to live under section 14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

**Sibling**

A sibling is defined as a brother or sister, half brother or sister, adopted brother or sister, step brother or sister or the child of the parent/carer's partner, and in every case, the child should be living at the same address. The sibling must be in the school at the time of application and be likely to remain in the school at the proposed date of admission.

**Children of staff**

The school will admit a child of a member of staff provided that:

- a) The member of staff (defined below) has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or
- b) The member of staff is recruited to fill a vacant post for which there is a demonstrable shortage

For the purposes of satisfying these criteria, a member of staff is defined as a member of the:

- full-time teaching staff, or of the part-time teaching staff with a 50% and above timetable
- full-time support staff (on a 38 week and above contract) or of the part-time associate staff who work 50% and above as determined by their role

This policy has been ratified by the Governing Board and will be reviewed annually.