



**Christopher Reeves  
Living Our Values**

**Chellington Church of England Federation**

**ADMISSIONS POLICY  
FOR SEPTEMBER 2021**

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

# CHRISTOPHER REEVES C.of E. V.A. PRIMARY SCHOOL PODINGTON

## ADMISSION POLICY From September 2021

Christopher Reeves is a Voluntary Aided Church of England Primary School. The governors will admit 15 (fifteen) children to the Reception Class during each academic year. 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

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.

**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 2 above, one or more of whose parents/guardians, at the time of application have attended an Anglican or other Christian Church at least once a month for a minimum of 6 months preceding the date of submission of application to the school (see Note 7)

**Category 6:**

Children of staff at the school, where a member of staff has been employed at the school for two or more years at the time when the application is made and/or they have been recruited to fill a vacant post for which there is a demonstrable skill shortage.

**Category 7:**

Any other children. Priority will be given in this group to children in receipt of Pupil Premium. (See Note1)

**Definitions:-**

1. LAC : The Children Act 1989 defines a child who is 'looked after' as a child or young person 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 function (see Section 22(1) of the Children Act 1989)
2. IAPLAC : Children having been in state care outside of England. 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
3. PLAC : The definition of a "previously looked after child" is one who immediately after being 'looked after' became subject to an adoption, child arrangement, 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)
4. A sibling refers to a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or foster siblings. 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.

## **Notes: -**

1. 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, priority will be given to children in receipt of Pupil premium. Following that 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 main entrance to the school. Priority will not be given within each criterion to children who meet other criteria.
2. Pupils who have an Education, Health and Care Plan, are required to be admitted to the school which is named on the statement or an Education, Health and Care Plan which names the school, even if the school is full. Pupils identified for admission through the Fair Access Protocol will be admitted before others on the waiting list even if the school is full.
3. A pupil's home address will be regarded as the address of the parents or carers with parental responsibility, with whom the child normally lives. This will not usually include grandparents, aunts or uncles. Where the child spends time with parents at more than one address, the address used to allocate a school place will be the one at which the pupil is ordinarily resident and where the child spends the majority of the school week (Mondays to Fridays) including nights. If there is any query on the home address this will be checked against original official documentation e.g. council tax bill, a recent utility bill (gas, electricity or water), a rental agreement, child benefit annual statement or family tax credit information.
4. 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 group. If there are more applicants for places than available, then the above admissions criteria will apply.
5. Requests for admission into other year groups should be made directly to the school. The form is available from the Local Authority and can be downloaded from the Local Authority website. The form should then be returned to the Local Authority.
6. For the purposes of this policy, Christian churches relates to Churches Together in Britain and Ireland and / or the Evangelical Alliance. The website is helpful in checking the parish of residence. Parents applying for a place on religious grounds should complete the relevant section on the Local Authority application form and have your priest or minister sign the declaration on the form.
7. Where the last available place is offered to a twin or multiple birth sibling the other twin or sibling(s) will be admitted as exceptions to the infant class size rule.

## **ADMISSION PROCEDURE**

Applications for admission to the school should be made in accordance with Local Authority's co-ordinated admission procedures and arrangements.

Application forms are available from the Local Authority. Parents can also apply online at [www.bedford.gov.uk/onlineadmissions](http://www.bedford.gov.uk/onlineadmissions) or a form can be downloaded from the Local Authority website.

The governors will meet to agree the allocated places and the LA will notify parents of the outcome of their application. The date for confirmation of acceptance will be included with the notification letter.

Children, who are refused a place, as part of the co-ordinated arrangements, will receive an appeal form with the refusal letter. The appeal forms should be returned to the Clerk of the Appeals panel in Member Services at Borough Hall. (Tel: 01234 228905) or for information <http://www.bedford.gov.uk/appeals>

Any child refused a place at the school will be placed on a waiting list which will be prioritised according to the admissions criteria. Waiting lists for the normal year of entry will be maintained until the end of the Autumn term. Further information is available at: [www.bedford.gov.uk/admissions](http://www.bedford.gov.uk/admissions)

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