

# CLAVERLEY CE PRIMARY SCHOOL



## ADMISSIONS POLICY: 2022/23

### INTRODUCTION

Claverley Primary School has a special status because it is aided by the Church of England. In terms of admitting children into the school, this makes the school different from community primary schools because the school's governing body (and not the local authority (LA)) is responsible for its own admissions.

### AIMS OF THE ADMISSIONS POLICY

The governing body has a responsibility to safeguard the efficient education of all the children it admits into school. This is the fundamental aim of the admissions policy.

The governing body has a responsibility for ensuring that all decisions regarding children's admissions are treated in a fair and equal manner. For this reason, all requests for admission are judged against identical, published criteria.

### THE SCHOOL'S NORMAL AREA OF ADMISSION

Claverley Primary School is committed to serving its local community. Therefore, its Admissions Policy is based upon children living within the school's normal area of admission, otherwise known as a catchment area. As the catchment area is not the same as the ecclesiastical parish boundaries of Claverley and Tuck Hill, the admissions criteria do take account of this in priority groups 6, 7 & 8 below. However, applicants should note that their children may not necessarily be entitled to Local Authority free school transport if they live outside the LA's designated catchment area. Parents seeking admission for their children are strongly advised to check that their address falls within the school's catchment area; they can either access Localview on Shropshire Council's website ([www.shropshire.gov.uk](http://www.shropshire.gov.uk)) or contact Admissions Team at Shropshire Council (tel: 0345 678 9008) who will be pleased to help with this information. A copy of the admissions map can be found on the website.

Applicants can also check ecclesiastical parish boundaries on [www.achurchnearyou.com/parishmap](http://www.achurchnearyou.com/parishmap) or contact the school for a copy of the map.

### ADMISSION LIMIT

Parents whose children were born between 1 September 2016 and 31 August 2017 may apply for them to be admitted to the Reception Year in September 2021. Within each year group governors are able to admit up to 17 children. It is in the interest of quality education that this limit is maintained in order to keep class sizes as small as possible.

## COMMON MISCONCEPTIONS ABOUT ADMISSIONS

It is the responsibility of parents to ensure that they clearly understand the regulations regarding children's admission into school. The school cannot be responsible for assumptions made by parents.

- Attendance at a local nursery gives a child no automatic entitlement to admission into any primary school within the vicinity of the nursery.
- Children whose siblings have previously attended the school have no entitlement for admission other than by the published criteria regarding proximity of residence to the school.
- There is no cost associated with the admissions process to any Shropshire LA maintained school.

## ADMISSIONS CRITERIA FOR THE SCHOOL YEAR OF SEPTEMBER 2020 – AUGUST 2021

Children who have a Statement of Special Educational Need or Education, Health Care Plan which names Claverley CE (Aided) Primary School as the appropriate school will be allocated places first after which places will be allocated up to the admission number as follows:

1a. First priority is given to children who are in public care as Looked After Children<sup>1</sup> and children who were Looked After<sup>1</sup> but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).

1. A looked after child is a child who is in the care of a local authority in England, or is being provided with accommodation by a local authority in England in the exercise of their social services functions.

*1b. Children who appear to the admission authority of Claverley CE School 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 medical or special circumstances. This will only be considered if parents can provide written medical evidence that Claverley CE Primary School is essential to the medical well-being of their child. In such cases priority may be given above those children who qualify under priorities 3-9.
3. Children who live within the catchment area of the school who will have an older sibling registered at the school on the day they are due to be admitted.
4. Other children who live within the catchment area.
5. Children who live outside the catchment area but who have an older sibling registered at the school on the day they are due to be admitted.
6. Children who live outside the normal admissions area but within the ecclesiastical parish boundary of Claverley.
7. Children from outside the normal admissions area who will not have an older sibling in school on the day they are due to be admitted but whose parents are on the electoral roll of Holy Innocents Church in the parish of Tuck Hill.
8. Children of families living outside the catchment area but within the ecclesiastical parish boundary of Tuck Hill and "attached to" another church. Request for admission in this case must be accompanied by a letter of reference from a priest or minister. (The definition of "attached to the church" would be a regular worshiper, by which is meant (for example) one who usually attends a monthly family or church parade service or is regularly involved in a weekday church activity which includes an element of worship.)

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”.

9. Last priority is given to children who live outside the catchment area.

#### Notes:

Children will only be admitted up the admission limit of 17. Where there are several children in the same category, but there are not sufficient places, priority will be given on a proximity basis measured as a straight line on a computerised mapping system between home address and the nearest appropriate school entrance gate by pinpointing their eastings and northings, with those living nearest to the school being given priority. Where two addresses are within the same block of flats, the lowest number of flat nearest to the ground floor will be deemed to be the nearest in distance.

In the case of twins or triplets from the same address the school will endeavour to admit both or all siblings.

A sibling connection is defined as a brother or sister, step-brother or step-sister, half-brother or half-sister, living at the same address as part of the same family unit and of compulsory school age (i.e. 5 – 16 years). Adopted and fostered siblings are also included. Older siblings must be attending the school on the date the younger sibling is due to start there. However, cousins or other relatives who take up residence in a home in order to establish an “in catchment area” address will not be given priority under the sibling criterion.

#### Tie Breaker:

In the event that two individual applications are exactly the same after all other criteria have been taken into account a tie breaker will be used. This will be by random allocation and overseen by an independent party not connected with the admissions process.

### **ADMISSION FOR CHILDREN STARTING SCHOOL**

Parents should apply online via Shropshire Council's website or by telephone to the Council's Admissions Team.

Applications received after 15<sup>th</sup> January will only be handled where a family has moved house after the closing date or where there has been a serious illness or bereavement in the family.

Parents are therefore advised that if they do not apply at the correct time, they may not get a place at their preferred school as it may be filled by other applicants.

Children in England are now entitled to start school in the September following their fourth birthday and must start their education by the beginning of the term after their fifth birthday. Many parents will be happy for their child to start school in the autumn term, but a small number of parents may have concerns that their child might be too young for mainstream school.

Parents of a four-year old child can request that the date their child is admitted to the school is deferred until later in the school year or until the child reaches compulsory school age. Parents can also request that their child attends school part-time until the child reaches compulsory school age, and/or choose a place at a nursery or other early learning setting if they would prefer. Any parent considering part-time attendance for their child is advised to discuss this with the Headteacher **as soon as a school place has been allocated**.

Parents, who opt to defer entry to the term after their child's 5th birthday, will not lose a Reception place which has already been allocated through the applications process. However, where a child's 5th birthday falls in the summer and parents wish to defer entry to the Autumn Term 2022, the child would normally be required to join the school in Year 1, not Reception. In such cases, parents must apply separately for a Year 1 place, which could only be considered for allocation after the summer half-term holiday in 2022, by which time there might not be any places available in the year group. If parents wish to defer starting Reception for a whole academic year, they should contact the local authority for advice before the closing date of the natural application year.

**Note:**

- Only 15 hours of funding is available for four year olds attending an early years setting. If children attend school part-time but for 15 hours or more, no additional funding would be available for early years provision.
- If parents/carers decide to defer their child's entry by a term or more, they may need to consider what other arrangements can be made for nursery provision. This will involve checking with the nursery that a place is available.
- Children will only be admitted a year after their normal age group in exceptional circumstances, such as a serious medical condition, where written evidence would be required from a medical practitioner.

The national closing date for admissions is 15<sup>th</sup> January in each application year. The allocation date for 2021-22 will be **16<sup>th</sup> April 2021**.

Governors will consider all applications and after applying the admissions criteria, parents will be informed by Shropshire Council's Admissions Team of the governors' decision in writing on 16<sup>th</sup> April of the year preceding entry to school.

**Unsuccessful applications**

If an application is unsuccessful, then parents may have the refusal decision reviewed. Parents should write to the Chair of Governors who will forward the letter to the Admissions Committee. This committee will review the refusal decision. The purpose of the committee is to check that all applications have been dealt with in accordance with the Admissions criteria and whether there are any exceptional circumstances which ought to be taken into account.

If the Governing Body's Review Committee is satisfied that no further places can be allocated, then applicants will be informed of their rights to an Independent Appeal.

Details and information about the arrangements for appeals are set out in the Council's information booklet "Parents' Guide to Education in Shropshire," copies of which are held in school for reference. Alternatively, they are available from The Admissions Team, Learning & Skills Group, Shirehall, Abbey Foregate, Shrewsbury SY2 6ND.

If the appeal is still unsuccessful the applicant's name will be placed on a waiting list which will operate until the beginning of the new academic year. If, subsequently, a place comes available and there are 2 or more applicants the admissions criteria will be used to determine the priority of the applications.

**ADMISSION FOR CHILDREN TRANSFERRING SCHOOL MID-TERM**

- 1) Mid-term applications are completed. These are available from school or Shropshire Council website.
- 2) Mid-term application form is returned by the parent to school.
- 3) Application considered by school against the admission numbers.

4a) Yes- place offered to parents by the school. Admissions team informed.

4b) No- parent advised. Refusal letter and appeal instructions sent. For further information on appeals to the independent panel, parents should contact the Admissions Team at the Shropshire Council (tel: 0345 678 9008). Admissions team informed.

- 5) The local authority can provide appeal/alternative placement advice.

The school operates a termly waiting list for oversubscribed year groups. Parents should inform the school each term if they wish to remain on the waiting list.

If you would like to visit the school before requesting a place for your child, or need further guidance on admissions procedures, please contact the Headteacher via the school office (tel: 01746 710636) to make appointment.