# Heckington St Andrew’s Church of England Primary School

# Admission Policy

**2015**

Children can start to school the September after their fourth birthday. The set admission number for the school each year is 30. The Governors are responsible for the admission of children and reserve the right to refuse to admit a child. Parents have the right of appeal in such cases. Appeals should be made to the Clerk of the Governors within 10 working days of the date of notification of their decision.

If applicants exceed the number of available places, governors will apply the admission criteria set out below, in that order, to all applications. Governors will meet their legal obligation to children with statements of Special Educational Needs in which the school is named. Hereafter in allocating places the following criteria will be used in the order set out below:

1. the child is in the care of the local authority or has previously been in care;

2. clearly established medical reasons why the school is the most suitable. (Written evidence from a qualified medical professional setting out the case for admission under this criterion will be required at the time of application);

3. a sibling in school at the intended date of admission;

a) twins and other siblings from a multiple birth - in these cases all the children will be considered together as one application. If one or more can be admitted within the published admission number the school will go above its admission number as necessary to admit all the children, unless this would make the class too large. The government’s school admissions code makes an exception to the infant class limit in this situation.

b) brothers and sisters in the same year group - where there is only one place available in the school the children will be considered together as one application. The school will go above its admission number as necessary to admit all the children, except in cases where infant class regulations prevent this from happening. If this happens we can only legally offer one place because the government’s school admissions code makes no exception to the infant class size limit for siblings in the same year group. We will only be able to offer the parent a place for one child.

4. Convenience of access measured by:

The introduction of a single measurement of distance. This will be the “driving distance” as measured electronically between post office address point of the home and the post office address point of the school).

Where a child lives normally and habitually during the school week with more than one parent at different addresses, the home address for the purposes of school admissions will be that of the parent who lives closest.

By home address we mean: the address where the child lives for the majority of the school term time with a person who has parental responsibility as defined in the Children Act 1989.

**If any of the criteria above are oversubscribed the final tie-break will be driving distance with the child living nearest being offered the place.**

The Governors will operate within the agreed co-ordinated schemes of the County Council and all dates set therein. A waiting list will be kept for a period of one year ending 31st August, which will be maintained in the order of the above criteria, the length of time on the list will not be used as a deciding factor. Late applications will be considered if all available places have not been allocated, or will be added to the waiting list.

**Children of Statutory School Age.**

In considering the availability of places the number of children in each academic year group will be treated separately. If a particular year group is full, then no new places will be allocated. Places will be allocated to children above statutory age of admission using the same criteria as above. Applicants who are not allocated places will be kept on the waiting list for a period of one term, i.e. 13 weeks from date of application, which will be kept in accordance with the above criteria. Governors right of refusal and parents right of appeal is as above.

The school operates a Fair Access policy.

***Definitions***

*Definition of Sibling:*

*A full brother or full sister, whether or not resident in the same household.*

*Another child normally resident for the majority of term time in the same household, for whom an adult in the household has parental responsibility as defined in the Children Act 1989.*

*In the case of multiple births (or two or more siblings in the same age cohort) and where there is only one place available in the school, both will be considered together as one application. The school will be authorised to exceed its Admission Number by one, except if this breaches infant class size regulations. In this case, parents will be given the choice, either accept the one place available and a place in a different school for the other child (or children) or to accept places in the nearest school with two places.*

*Definition of Christian Church:*

*Christian Church is defined as any Church that is a member of Churches Together in England.*

*Definition of Parent:*

*A “parent” is a person who has parental responsibility or care of the children as defined in the 1989 Children Act.*

*Definition of Families:*

*“Families” includes only parents and siblings as defined.*

*Definition of Children in Public Care:*

*This includes the local authority providing accommodation in accordance with Section 22 of the Children Act 1989.*

*Definition of Fair Access:*

*The government has stated that all local authorities must have a Fair Access agreement that allows hard to place children, for example those that have been permanently excluded, to be given a place before any oversubscription criteria are applied and before anyone is considered from the reserve list. Such children are shared out to make sure no one school has to take too many of these children.*

*Policy to be reviewed 2016*