



## **ADMISSION POLICY WINCLE C. E. SCHOOL**

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**This policy was agreed by the care, guidance and support committee on 5th November 2009 for admission to Wincle School in September 2011.**

**P. Worswick: Headteacher**

**Ian Burns: Chair of Governors**

Parents should be aware before applying that in this school RE, collective worship and our whole ethos are based on the teachings of the Church of England.

Applications for admission to the school should be made on the common application form enclosed with the Local Authority's brochure and also on the School's supplementary form by those applying under criteria 5 between 1<sup>st</sup> September 2010 and 15<sup>th</sup> January 2011

Applications may also be made on-line by using both the common application form and the Supplementary Form. It is not normally possible to change the order of your preferences for schools after the closing date. Whether application is made on paper or electronically, both forms should be completed by those applying under criteria 5 (failure to complete the supplementary form may result in the application being assessed against a lower criteria due to lack of information).

Letters informing parents of whether or not their child has been allocated a place will be sent out by the Local Authority in March 2011 (date published in Local Authority's co-ordinated scheme). Parents of children not admitted will be informed of the reason and offered an alternative place by the Authority.

The number of places available for admission to the Reception class in the year 2011 will be a maximum of 7. This arrangement follows consultation between the governing body, the Diocesan Board of Education, Local Authorities and other admissions authorities in the area. By law, no infant class may contain more than thirty children.

The Governing Body operates a system of equal preferences under which they consider all preferences equally and the Local Authority allocates places according to its policy. In the event that there are more applicants than places, the governing body will allocate places using the following criteria, which are listed in order of priority:

1. Children in Care (Looked after children as defined in section 22 of the Children act 1989),
2. Children with special medical or social circumstances affecting the child where these needs can only be met at this school. (a)
3. Children resident in the parishes of Wincle, Wildboarclough and Macclesfield Forest. A map is available from the School Office. (b)
4. Children who have a sibling (brother or sister) at Wincle school who will still be attending Wincle school the following year. (c)
5. Children whose families are faithful and regular members of Churches Together in Britain or Ireland. (d)
6. Children who live nearest to the school – priority will be decided on the basis of the distance from the school to home measured using an Ordnance Survey address point system which measures distances in miles from the address point of the school to the address point of the place of residence

**Notes**

- (a) Professional supporting evidence from e.g. a doctor, psychologist, social worker, is essential if admission is to be made under the criterion for special medical or social circumstances, and such evidence must set out the particular reasons why the school in question is the most suitable school and the difficulties which would be caused if the child had to attend another school.
- (b) A map showing the boundaries is available from school.
- (c) Siblings include step, half, foster, adopted brothers and sisters living at the same address and full brother and sister living apart.
- (d) By “faithful and regular” we mean attendance at a minimum of two services per month for at least six months prior to the closing date for applications. A letter from your incumbent or minister or other church officer will be required as proof of attendance. ‘Families’ refers to parents or grandparents of the children. A parent is any person who has parental responsibility or care of the child. Where admission arrangements refer to ‘parent’s attendance at church’ it is sufficient for just one parent to attend.
- (e) All children with 4<sup>th</sup> birthday between 1<sup>st</sup> September 2007 and 31 August 2008 are admitted in September 2011. For children with a 4<sup>th</sup> birthday after Christmas or after Easter parents may defer entry until later in the year and the headteacher should be consulted if this option is being considered.

### **Admissions information:**

Last year the school was able to admit all pupils whose parents applied.

### **Late applications for admission**

Where there are extenuating circumstances for an application being received after the last date for applications, and it is before the governors have established their list of pupils to be admitted, then it will be considered alongside all the others.

Otherwise, applications which are received after the last date will be considered after all the others, and placed on the waiting list in order according to the criteria.

### **Waiting list**

Where we have more applications than places, the admissions criteria will be used. Children who are not admitted will have their name placed on a waiting list. The names on this waiting list will be in the order resulting from the application of the admissions criteria. Since the date of application cannot be a criterion for the order of names on the waiting list, late applicants for the school will be slotted into the order according to the extent to which they meet the criteria. Thus it is possible that a child who moves into the area later to have a higher priority than one who has been on the waiting list for some time. If a place becomes available within the admission number, the child whose name is at the top of the list will be offered a place. This is not dependent on whether an appeal has been submitted.

This waiting list will operate until the end of the autumn term.

### **Address of pupil**

The address used on the school’s admission form must be the current one at the time of application. If the address changes subsequently, the parents should notify the school. Where the parents live at different addresses, the current-at-the-time-of-application, normal address of the child will be the one used. This will normally be the one where the child wakes up for the majority of Monday to Friday mornings. Parents may be asked to show evidence of the claim that is being made for the address, utility bills of various sorts showing the child’s address as the one claimed. Where there is dispute about the correct address to use, the governors reserve the right to make enquiries of any relevant third parties, e.g. the child’s GP. For children of UK Service personnel and other Crown Servants returning to the area proof of the posting is all that is required.

### **Non-routine admissions**

It sometimes happens that a child needs to change school other than at the “normal” time; such admissions are known as non-routine admissions. The Local Authority co-ordinates such admissions and parents should refer to their co-ordinated scheme.

## Appeals

Where the governors are unable to offer a place because the school is over subscribed, parents have the right to appeal to an independent admission appeal panel, set up under the School Standards and Framework Act, 1998, as amended by the Education Act, 2002. **Parents should notify the clerk to the governors at the school within 14 days of receiving the letter refusing a place.** Parents will have the opportunity to submit their case to the panel in writing and also to attend in order to present their case. You will normally receive 14 days notice of the place and time of the hearing.

If your child was refused a place in Reception or Key Stage 1 because of Government limits on Infant class sizes, the grounds on which your appeal could be successful are limited. You would have to show that the decision was one which in the circumstances no reasonable governing would have made, or that your child would have been offered a place if the governors' admissions arrangements had been properly implemented.

**Please note that this right of appeal against the governors' decision does not prevent you from making an appeal in respect of any other school.**

### Fraudulent applications

**Where the governing body discovers that a child has been awarded a place as the result of an intentionally misleading application from a parent (for example a false claim to residence in the catchment area or of involvement in a place of worship) which effectively denies a place to a child with a stronger claim, then the governing body is required to withdraw the offer of the place. The application will be considered afresh and a right of appeal offered if a place is refused.**

### Deferred admission

If your child is due to start school during the next academic year, it is important that you apply for a place for September. If your child's fifth birthday is between the months of September and December, then, if you wish it, admission may be deferred until January; if it is between January and April, then admission may be deferred until the start of the summer term though it is likely to be in your child's interest to start no later than January.

### Twins/multiple births

Where there are twins wanting admission and there is only a single place left within the admission number, then the governing body will exercise as much flexibility as possible within the requirements of infant class sizes. If only one place can be offered then parents will be advised that the place will be offered by a random allocation overseen by an independent body and informed of their legal right of appeal for the other child/ren.

## Supplementary form

### Name of child:

Surname	Christian names
Date of birth	Boy <input type="checkbox"/> Girl <input type="checkbox"/>

**Name of parent/guardian**

Address

Post code

Telephone

Mobile

**Place of worship** one of parents / guardians regularly attends:

Name of place of worship

Address

Name of vicar / priest / minister / faith leader / church officer

Address

Telephone

Post code

**Worship attendance:**

How frequently do you attend worship? [tick one box only]

At least Weekly  fortnightly  monthly

For how long has this been your practice? [tick one box only]

At least 3 years  2 years  1 year  6 months

Your faith leader will be contacted in order to confirm this information.