

Churchfields Primary school
ADMISSIONS ARRANGEMENTS FOR THE YEAR 2017 - 2018



Churchfields Primary School is part of the Chesterton Academy Trust.

The planned admission PAN is 60.

The school will offer places on a full time basis from the start of the Autumn Term in the year of their fifth birthday.

Parents have the right to express a preference for the school that they wish their child to attend. However, if the total number of preferences for admission to Churchfields Primary School exceeds the Academy's Planned Admission Number, the following order of priority is used to allocate the available places. In accordance with legislation, children who have a statutory statement of special educational needs, or/and an EHCP that names Churchfields Primary School must be admitted. This will reduce the number of places available:

1. Children in care and children who have ceased to be in care because they were adopted (or became subject to a residence order or special guardianship order)
2. Children who satisfy both of the following tests:

Test 1: the child is distinguished from the great majority of applicants either on their own medical grounds or by other exceptional circumstances. Medical grounds must be supported by a medical report (obtained by the applicant and provided at the point of application). This report must clearly justify, for health reasons only, why it is better for the child's health to attend the preferred school rather than any other school.

Exceptional circumstances must relate to the choice of school and the individual child, i.e. the circumstances of the child, not the economic or social circumstances of the parent/carer. It should be supported by a professional report (obtained by the applicant and provided at the point of application), e.g. social worker. This report must clearly justify why it is better for the child to attend the preferred school rather than any other school.

Test 2: the child would suffer hardship if they were unable to attend the preferred school.

Hardship means severe suffering of any kind, not merely difficulty or inconvenience, which is likely to be experienced as a result of the child attending a different school. Applicants must provide detailed information about both the type and severity of any likely hardship at the time of application.

3. Children who have an elder sibling in attendance at the school and who will still be attending the school at the proposed admission date; (For admission purposes, a brother or sister is a child who lives at the same address and either: have one or both natural parents in common; are related by a parent's marriage; are adopted or fostered by a common parent or are unrelated children who live at the same address, whose parents live as partners).
4. Children living within the catchment area. Children are arranged in order of priority according to how near their home addresses are to the main gate of the school, determined by a straight-line measurement as calculated by the School. The School uses a Geographical Information System (GIS) to calculate home to school distances in miles. The measurement is calculated using Ordnance Survey (OS) data from an

applicant's home address to the main front gate of the school. The coordinates of an applicant's home address are determined using the Local Land and Property Gazetteer (LLPG) and OS Address Point data.

The home address is considered to be the child's along with their parent/carer's main and genuine principal place of residence at the time of the allocation of places i.e. where they are normally and regularly living. If a child is resident with friends or relatives (for reasons other than legal guardianship), the friends' or relatives' address will not be considered for allocation purposes.

If there are a limited number of spaces and we cannot distinguish applicants using the criteria listed, such as in the case of children who live in the same block of flats, then the child or children who will be offered the available spaces will be randomly selected. This process will be independently verified.

SCHOOL ENTRY

Children must, by law, start school by the beginning of the term after their fifth birthday. A parent may defer a child's entry to the school, but not beyond the academic year for which the application is accepted. Parents may discuss this with the headteacher.

Parents can request that their child attends part-time until the child reaches compulsory school age.

APPLICATIONS FOR CHILDREN TO BE ADMITTED INTO A CLASS OUTSIDE OF THEIR NORMAL AGE GROUP

If parents wish for their child to be considered for admission to a class outside of their normal age group, they must make an application for the normal age group in the first instance. Parents must then submit a formal request to the Directors. This request should be in the form of a written letter of application outlining the reasons why you wish for your child to be considered to be admitted into a class outside of their normal age group and enclosing any supportive evidence and documentation that you wish to be taken into account as part of that request. The Directors will consider requests submitted and advise the parents of the outcome of that request before the national offer day, having taken into account the information provided by the parents, the child's best interests and the views of the Headteacher.

If parents are considering submitting an application for their child to be admitted into a class outside of their normal age group, it is strongly recommended that they also read the DFE guidance which can be found at:

<https://www.gov.uk/government/publications/summer-born-children-school-admission>

Waiting lists

Unsuccessful applicants will be placed on a waiting list in accordance with the criteria stated above and not based on the date their application was received. If places become available after the offer date, they will be offered according to the child at the top of the waiting list.

Waiting Lists will be kept until the end of the autumn term of admission.

For cases where the infant class size regulations apply, the waiting list will operate until the cohort concerned leaves Year 2.

Inclusion on a school's waiting list does not mean that a place will eventually become available at the preferred school.

Appeals

If an applicant is refused there is a statutory right to appeal to the Academy Trust. Further details of the appeal procedure are available upon request. Appeal will be held by an independent appeal committee.