

CHRIST CHURCH CEP ACADEMY FOLKESTONE



ADMISSIONS POLICY  
2019/20

13.1.17

ADMISSIONS POLICY

It is the policy at Christ Church Academy to admit pupils in the September of the academic year in which they are 5 years old. We are an inclusive school, welcoming children from all backgrounds and abilities. It is our wish to allow parents the right to have a place at the school of their choice. The only restriction on entry is number, where there is an excess demand on school places available.

As an academy Christ Church is operationally independent of KCC but as a provider of state education it works in collaboration with KCC because the latter is responsible for the strategic planning of services including school places. Reference to KCC in this policy must be understood in the context of this working relationship.

The standard admissions number for each year group is 30. Since September 2001, the law has said that an infant class (Reception, year 1 and year 2) cannot have more than 30 children with one qualified teacher in a classroom

**ADMISSIONS SCHEME**

The school takes part in the admissions scheme using the IN YEAR APPLICATION FORM (IYCAF) for pupils in Year 1 to 6. Parents collect the form from the school, complete it and return it to the school. The school coordinates the admissions scheme whilst liaising with the Local Education Authority.

**ADMISSIONS AND OVERSUBSCRIPTION CRITERIA**

Before the application of oversubscription criteria, children with a statement of special educational need, which names the school, will be admitted. As a result of this, the published admissions number will be reduced accordingly.

The oversubscription criteria in priority order for this academy is –

1. Children in Local Authority Care or Previously in Local Authority Care – a 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).
2. Denominational preference – where a parent or guardian is a Church of England communicant

3. Current family association – where a brother or sister is in the school at the time of entry and lives at the same address as when the sibling was admitted. For parents who live separately but share responsibility for their child we will regard the home address as the one at which the child sleeps for the majority of the week
4. Health and special access reasons – A child who, due to health or physical impairment, needs to attend a particular school. Evidence needs to be supported in writing by a medical practitioner.
5. Nearness of children's homes to school - we use the distance between the child's permanent home address and the school, measured in a straight line using the National Land and Property Gazetteer (NLPG) address point. Distances are measured from a point defined as within the child's home to a point defined as within the school as specified by NLPG. The same address point on the school site is used for everybody. When we apply the distance criterion for the school, these straight line measurements are used to determine how close each applicant's address is to the school.

### **SUCCESSFUL APPLICANTS**

Successful applicants are informed early in the Summer Term and sent details of preschool visits to prepare each child for school.

### **UNSUCCESSFUL APPLICANTS**

Unsuccessful applicants are notified in writing and may lodge an appeal. Applicants who wish to appeal should therefore contact the school where they will be advised of the next steps they should take in order to lodge an appeal.

Any applications received after places have been allocated are put on a waiting list and considered according to the same criteria when a place becomes available.

### **NOTIFICATION AND APPEAL**

In Reception Year parents are advised of the school allocated to them by the Local Education Authority. In years 1 to 6 as parents apply directly to the school for a place, the school will inform them.

Parents have a right to appeal against a decision not to allocate a place. This will then go to a school admission appeal panel, whose decision is binding for all parties.

## **PUPIL/PARENT/SCHOOL LIASON**

Parents are encouraged to come and see the school in operation, before applying for a place. The school holds open days or parents may contact the school office to make an appointment to visit. The Head Teacher or a senior member of staff will give a guided tour of the school followed by an informal meeting to provide them with the opportunity to ask any questions which they may have regarding their child's admission into school life.

Children joining in Reception Year will be offered an opportunity to visit school prior to admission so that they are familiar with their surroundings and their prospective teaching staff and classroom. These familiarization visits take place during the summer term and parents will receive lots of valuable advice about school life.

## **ADDITIONAL INFORMATION**

A block of flats has a single address point reference and so applicants living in the block will be regarded as living the same distance away from the school. In the event that 2 or more children live at the same address and in all other ways have equal eligibility to a place at school then the place will be given to the child who has been on the waiting list the longest.

If they have been on the waiting list for the same amount of time then names will be drawn randomly to decide who gets the place.

The school reserves the right to withdraw the offer of a place in the following circumstances

- When a parent has failed to respond to an offer within the given time
- Where a parent has failed to notify the school of important changes relevant to the application process
- The parent has supplied information that is fraudulent or intentionally misleading

This policy will be reviewed annually in term 1 of each academic school year.

SIGNED ..... HEAD TEACHER

SIGNED ..... CHAIR OF GOVERNORS

DATE .....