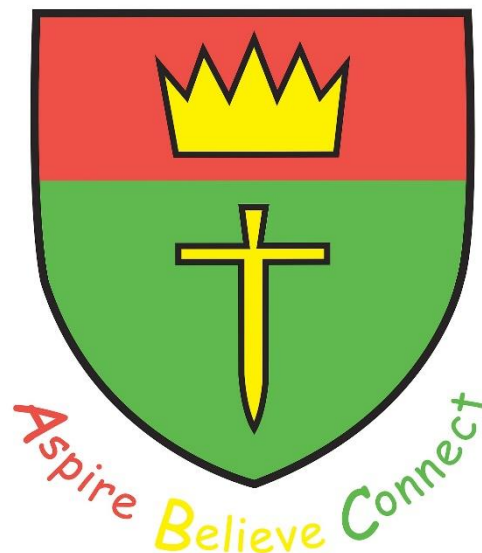


St Oswald's CE VA Primary School



Admissions Policy 2020-2021



ST. OSWALD'S C.E. AIDED PRIMARY SCHOOL, HEBBURN
Admission Policy 2020/2021

The Governing Body of St. Oswald's C.E. Aided Primary School is the Admissions Authority for the school. We intend to admit up to thirty pupils to the reception year group in September 2020.

The school is open to receive applications for admissions from the parents of all children. You must complete the Common Application form obtained from the Local Authority, and return it to the Local Authority. If you return your application after 4:30pm on the 15th January 2020 your application will be considered as 'LATE' and will not be considered unless exceptional circumstances exist. Where exceptional circumstances do exist supporting evidence to explain late application will be required.

The Governing Body will admit a child with an Educational Health Care Plan that names our school as the most appropriate placement for that child.

Where there are insufficient places available to meet all preferences, the governing body operate an equal preference system which means applications will be considered according to over subscription criteria below regardless of any indicated preference ranking:

1. 'Looked After Children' and children who were previously looked after, but ceased to be so because immediately after being looked after they became subject to an adoption order, child arrangements or special guardianship order. See Note 1 below.
2. Concurrent Sibling Links meaning children who will have any sibling attending St. Oswald's in September 2020 (sibling' includes half siblings, adopted siblings, step siblings, long term foster children residing at the same address)
3. Proximity from home to school (to be used as a tie-breaker) as measured by Shortest distance from the centre of the parental home residence (including flats) to main school entrance measured as a straight line using the Local Authority Geographical Information System (GIS), with those living closer to the school receiving higher priority.

Tie Breaker:

4. Where there are places available for some but not all applicants within a particular criterion, distance from home to school will be the deciding factor, with preference given to those whose home address is nearest the school, when measured by Shortest distance from the center of the parental home residence (including flats) to main school entrance measured as a straight line using the Local Authority Geographical Information System (GIS), with those living closer to the school receiving higher priority.

Parental Home Address

When considering your application the Governing Body will use the parental home address of the Parent/Carer who receives the child benefit for the child/ren. The addresses of childminders or family members sharing in the care of your child/ren must not be used.

Waiting Lists

If your child has been refused admission, a waiting list is available where priority will be given according to the above criteria based on the information provided at the time of application. The waiting list will be held for one term in the academic year (until December 2020).

Admission of children below compulsory school age and deferred entry to school

The School Admissions Code 2014 requires school admission authorities to provide for the admission of all children in the September following their fourth birthday. However, a child is not required to start school until they have reached compulsory school age following their fifth birthday. For summer born children (those born after 1 April) this can sometimes be almost a full school year after the point at which they could first be admitted.

Some parents may feel that their child is not ready to start school in the September following their fourth birthday. Parents are entitled to request in writing that:-

- their child attends part-time until they reach compulsory school age, or
- that the date their child is admitted to school is deferred until later in the same academic year or until the term in which the child reaches compulsory school age. The school will hold any deferred place for the child, although in the majority of cases we find that children benefit

from starting at the beginning of the school year rather than part way through it.

- that the date their child is admitted to school is deferred until the term after the child reaches compulsory school age.

The child must, however, start school full time in the term after their fifth birthday.

Admission outside of normal age range

If parents of summer born children wish to defer entry as outlined above and would like their child to be admitted to the Reception year in the term following their fifth birthday, rather than year 1, then parents should apply at the usual time for a place in September of the current academic year together with a request that the child is admitted outside of his or her normal age group to the Reception year group the following year providing supporting reasons for seeking a place outside of the normal age group, and this should be discussed with the Head Teacher as soon as possible. If the request is agreed (and this should be clear before national offer day) their application for the normal age group may be withdrawn before any place is offered and they should reapply in the normal way for a Reception place in the following year. If the request is refused, the parents must decide whether to wait for any offer of a place in the current academic year (NB it will still be subject to the over-subscription criteria in this policy) or to withdraw their application and apply for a year 1 place for the following year. Parents should be aware that the year 1 group may have no vacancies as it could be full with children transferring from the previous Reception year group.

Requests from parents for places outside of a normal age group will be considered carefully. Each case will be considered on its own merits and circumstances. However, such admissions will only be agreed if there is a consensus that to do so would be in the pupil's best interests. It is recommended that parents discuss their wishes fully with the Head Teacher before applying for a place. The governors may ask relevant professionals for their opinion on a case. It should also be noted that if a place in the requested age group is refused but one in the normal age group is offered then there is no right of appeal.

Note 1- "Looked After Children" means children in the care of a local authority or being provided with accommodation by a local authority in the exercise of its social services function. An adoption order is made under

the Adoption Act 1976 (section 12) or the Adoptions and Children Act 2002 (Section 46). A 'child arrangements order' is one settling the arrangements to be made as to the person with whom the child is to live (Children Act 1989, section 8 as amended). A 'special guardianship order' is one appointing one or more individuals to be a child's special guardian/s (Children's Act 1989, section 14A). Applications under this criterion must be accompanied by evidence to show that the child is looked after or was previously looked after (e.g. a copy of the adoption, child arrangements or special guardianship order).

APPEALS PROCEDURE

1. This note provides further information on the appeal procedures and the following paragraphs indicate the action you should take if you wish to appeal. If, at any stage, you decide not to pursue the matter, I should be grateful if you would inform the Executive Director of Children and Young People, Town Hall and Civic Offices, Westoe Road, South Shields.
2. An Appeal Committee is empowered to consider appeals from parents who are not satisfied with the School's response to their expressed preferences. The Appeal Committee is independent of the Governing Body of the School and the decisions of the Appeal Committee are binding to the School. Equally, the decision of the Appeal Committee is final, there is no right of appeal to the Secretary of State for Education and Employment or the High Court. The Local Government Ombudsman can investigate written complaints about maladministration on part of Admissions Appeals Panel. This is not a right of appeal and has to relate to issues such as failure to follow correct procedures or to act independent rather than just person making the complaint thinks the decision is wrong (Advice Line: 08456021983) All appeals are heard in private in the Town Hall, South Shields.
3. An appeal should be made in writing on the form attached, stating the grounds for the appeal. The Appeal Committee will have the original reasons for your preference so there is no need to repeat these on the form. You can, however, use the form to add to your original reasons, if you so wish. If you decide to use any medical reasons in support of your appeal, it is helpful if any medical certificates, a

letter from your doctor, or any other document in support of your appeal can be included with your appeal form when you send it to the address shown below. Parents are encouraged to attend Appeal Committee hearings and if they do, they will have the opportunity to speak and, at the discretion of the Committee, be accompanied by a friend or be represented by someone else. If a parent does not attend the hearing, the appeal will be decided by the committee on the basis of the information on the written statements including the appeal form. If parents, who have said they will attend, do not, and there is no reasonable explanation, the appeal will be decided on the information available to the Committee at the time fixed for the appeal.

4. If you wish your appeal to be considered by the Appeal Committee, you should complete the attached form and return it to the Chair of Governors c/o St. Oswald's CE VA Primary, St. Oswald's Road, Hebburn, Tyne & Wear, NE31 1HT within 20 days of receipt of the appeal forms, from whom further advice can be obtained on the arrangements for the hearing. If no reply is received within 20 days, it will be assumed that you do not wish to pursue the matter.
5. As explained earlier, the decision of the Appeal Committee is final and binding on the School. The decision and the grounds on which it is made, will be communicated to you in writing by the Clerk to the Appeal Committee, as soon as possible after the hearing.

Cllr. A. Ellison
Chair of the Governing Body