

# Pott Shrigley Church School

## Admissions

All requests for admission are considered by the Governors of the School.

Where the number of applications exceeds the number of places available (6 per year), then priority will be given in the order set out: -

1. Looked after children – (a child in the care of the local authority as defined in section 22 of the Children Act 1989.)
2. Children living in the parish of Pott Shrigley
3. Children having a sibling already attending, and continuing to attend, the school
4. Children whose parents are faithful and regular worshippers at St. Christopher's Church, Pott Shrigley.
5. Children whose parents are faithful and regular worshippers at any other Christian Church as recognised by Churches Together in Britain and Ireland

## **6. Distance**

Pupils living nearest to the school measured using an Ordnance Survey address-point system which measures straight line distances in miles from address point of the school to the address point of the place of residence.

### **Notes**

- (a) Professional supporting evidence from eg 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) By "faithful and regular" we mean attendance at a minimum of one service 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.

- (c) 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
- (d) A map showing the boundaries is available from the school.
- (e) Siblings include step, half, foster, adopted brothers and sisters living at the same address and full brother and sister living apart.
- (f) Where the above criteria are not adequate to distinguish between requests for admission which cannot all be accepted without exceeding the admission limit, priority will be decided on the basis of the distance from the school to home measured using Ordnance Survey address point system those living nearest being given priority. Where there are two children with the same distance then a random allocation undertaken by an independent body will be used to decide on admission.
- (g) All children with birthdays between 1 September and 31 August are admitted in September. For children with a 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.

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 own supplementary information form for those applying under criteria 4 and 5 on the dates as published in the Local Authority's coordinated scheme.

### **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.

Children entering reception are offered up to 8 taster afternoons in the Summer Term before they start school. All children start full time at the start of the Autumn Term although this can be negotiated on an individual basis if appropriate.

At the age of 11 most children transfer to either Tytherington County High School or Poynton County High School. The school is a feeder for Poynton County High School and works closely with the other Poynton schools.

The school belongs to the Small School's Association and the Macclesfield and Bollington Education Improvement Partnership. This brings staff and children into contact with similar establishments throughout the area.

Last year we admitted 6 children as follows: 1 under criteria 2, 1 under criteria 3 and 4 under criteria 5.

#### **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, e.g. 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.

#### **In Year admissions**

All in year admissions are co-ordinated by the Local Authority and parents should refer to its co-ordinated scheme for details.

## **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.

## **Multiple births**

Where there are twins or children from multiple births 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 random allocation undertaken by an independent body will be used to allocate the place and advised on their right of appeal for the other child/ren.