

# ST MARY'S CHURCH OF ENGLAND (AIDED) PRIMARY SCHOOL, BITTESWELL

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## ADMISSIONS POLICY

The Governors are responsible for admissions to this Church of England Primary School and have agreed with the Local Education Authority to admit 15 pupils for initial entry and this applies to the academic year 2018/2019. It is illegal to have more than 30 children in an infant class.

### **The dates for admission are as follows:**

Children with birthdays between 1<sup>st</sup> September 2013 and 31<sup>st</sup> 2014 August inclusive may be admitted as 4+ at the start of the Autumn Term in August.

### **Children are admitted in the following order of priority:**

1. Looked After Children (i.e. children in care of the local authority pursuant to Section 31 3E of the Children Act 1989 or children accommodated by a local authority pursuant to Section 20 of the Children Act 1989 "Looked After Children") and those "previously looked after" as per the Admissions Code 1.7, 1.37 and Sample Admissions Arrangements (1)
2. Children whose permanent parental home is in the parishes of Bitteswell and Ashby Parva.
3. Brothers and sisters of children who currently attend the school. (This includes half-brothers and sisters, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.)
4. Children whose parents are active members of the Church of England in the following parishes in the following order:
  - (a) St Mary's, Bitteswell. St Peter's, Ashby Parva
  - (b) St Mary's, Lutterworth, St Mary's, Cotesbach, St Peter's, Leire, St Nicholas, Frolesworth  
*(References will be taken up with the home church and minister – details of these will be required on completion of the application form).*
5. Children whose parents are active members of the Church of England in other local parishes.  
*(References will be taken up with the home church and minister – details of these will be required on completion of the application form).*
6. Children whose parents are members of any other Christian denomination as defined by Churches Together in Leicestershire.  
*(References will be taken up with the home church and minister – details of these will be required on completion of the application form).*
7. Children whose parents wish their children to attend this school.

"Our designated catchment area does not prevent parents who live outside this area from expressing a preference for our school".

### **Making an Application for a Place**

Applications must be made to the school, on their common application form, and to the Local Authority. Parents can apply on-line at [www.leics.gov.uk/admissions](http://www.leics.gov.uk/admissions).

Applications must be made to both the school and the Local Authority by mid January 2018.

Offers of a place to any pupil will be made in April 2018.

"In the event that there are more applications than places available in any of the above criteria, places will be allocated by a method of measuring the distance from the school."

Parents have the right to appeal to the Leicester Diocesan Board of Education if they are unhappy with the Governors' decision not to offer their child a place at this school.

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## **Waiting Lists**

During the normal admissions round it is always necessary to complete a Local Authority Common Application form to apply for a school place registering interest with the school on a 'waiting list' before the admissions round guarantees neither a place nor priority within the priority Criteria. Offers of places will be made by the Local Authority on the school's behalf.

If the school receives more applications than there are places available for children due to start in 2018-2019 a waiting list will be **maintained**. The position on the list will be determined by applying the published priority criteria and not by date of receipt. Each name added will require the list to be re-ranked. The existence of a waiting list does not remove the right of appeal against any refusal of a place from any unsuccessful applicant.

Names will only be removed from the list if a written request is received, or if the offer of a place that becomes available is declined. The waiting list will shut down on 31 December 2018 in accordance with statutory requirements. Looked after children and previously looked after children as defined within this policy, children who are the subject of a direction by a local authority or who are allocated to a school in accordance with a Fair Access Protocol will take precedence over any child on the waiting list.

This policy is reviewed annually by the school's Governors.

**Policy reviewed February 2017**