

**DIOCESE OF CHESTER
TINTWISTLE CHURCH OF ENGLAND AIDED SCHOOL
ADMISSION POLICY 2017-18**

Parents should be aware before applying that in this school RE, collective worship and our whole ethos are based on the teachings of the Church of England.

Children are able to start school full time in the September following their fourth birthday. Applications for admission to the school should be made on-line on the common application form provided by the Local Authority on their website. Applications may also be made by post, forms can be obtained by phoning the Local Authority. All applications should be made through the Local Authority where the home address is situated even if the school(s) applied to fall outside this area. It is the responsibility of the home authority to pass on applications for places to other authorities. It is not normally possible to change the order of your preferences for schools after the closing date. Applications should be made according to the Local Authority's timescale, further details of the relevant Derbyshire Co-ordinated Admissions Scheme and Intake Timetable can be found at www.derbyshire.gov.uk/admissions

Parents should note that Tintwistle has a nursery but that:

- a) the arrangements do not apply to those being admitted to nursery, parents should approach school directly if they would like a nursery place for their child;
- b) parents of children in the nursery must apply for a place at the school if they want their children to transfer to the reception class;
- c) attendance at the nursery does not guarantee admission to the school;
- d) parents can request that the date their child is admitted to the school is deferred until later in the school year or until the child reaches compulsory school age in that school year (please see additional notes below);
- e) parents can request that their child attends part time until the child reaches compulsory school age.

Parents will be informed of whether or not their child has been allocated a place by the Local Authority on National Primary School Offer Day. Parents of children not admitted will be informed of the reason and offered an alternative place by the Authority.

The number of places available for admission to the Reception class in the year 2017 will be a maximum of 17. This arrangement follows consultation between the governing body, the Diocesan Board of Education, Local Authorities and other admissions authorities in the area. The governing body will not place any restrictions on admissions to the reception class unless the number of children for whom admission is sought exceeds this number. By law, no infant class may contain more than thirty children except in exceptional circumstances.

The Governing Body operates a system of equal preferences under which they consider all preferences equally and the Local Authority allocates places according to its policy. In the event that there are more applicants than places, the governing body will allocate places using the following criteria, which are listed in order of priority:

1. Looked after children and all previously looked after children. Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).
2. Children with any special medical or social circumstances affecting the child where these needs can only be met at this school.
3. Children who are resident in the parish of Tintwistle.

4. Children who have a sibling in school who will still be attending school the following year.
5. Children of staff who have been employed in the school for more than two years or who have been appointed to meet a skills shortage.
6. Children whose parents are involved in the work and worship of Christ Church or URC, Tintwistle.
7. Children whose parents are involved in the work and worship of a Christian church that is a member of Churches Together in Britain and Ireland.
8. Other children whose parents have requested a place.

If there are not enough places to admit all applicants meeting any one criterion, the governors will apply the subsequent criteria, in order of priority, to all these applicants. Where in the case of 3, 4, 5, 6, 7 and 8 above choices have to be made between children satisfying the same criteria, those living nearest to the school (measured by the nearest available route) will be given preference. Derbyshire County Council Children and Younger Adults Department uses a geographic Information System and this will be used to measure the nearest available route. Children with a statement of special educational needs or an Education, Health and Care (EHC) plan, naming the school do not form part of the oversubscription criteria and should have a note from the local authority indicating that they will be admitted.

Notes

- (a) Professional supporting evidence from e.g. 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 is question is the most suitable school and the difficulties which would be caused if the child had to attend another school.
- (b) A map showing the boundaries is available from the Local Authority.
- (c) Siblings include step, half, foster, adopted brothers and sisters living at the same address and full brother and sister living apart.
- (d) A parent is any person who has parental responsibility for or is the legal guardian of the child.
- (e) By involved in the work and worship of a church we mean named on the electoral roll/membership register of the church. It is sufficient for just one parent to be involved. Parents wishing to inform the school of their commitment to the church should complete the supplementary form attached to this policy. This information will be verified with your incumbent or minister or other church officer.

Admissions information:

Last year the school was able to admit all pupils whose parents applied.

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.

Deferred Admission

Where parents wish to defer entry the child's place will be held until later in the school year. Parents are not normally able to defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the academic year for which the original application

was accepted. However where a parent feels that their child is not ready for school (usually but not exclusively because the child is summer born) they can apply to 'back class' and defer their child's entry until the following year. Please see [https://www.gov.uk/.../Summer born admissions advice Dec 2014.pdf](https://www.gov.uk/.../Summer_born_admissions_advice_Dec_2014.pdf) for further advice and information and contact the school directly to discuss individual circumstances.

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 be held until the end of the autumn term.

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 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.

Non-routine admissions

It sometimes happens that a child needs to change school other than at the "normal" time; such admissions are known as in-year admissions. Parents wishing their child to attend this school are welcome to visit the school. Applications should be made through the Local Authority not directly to the school. If there is a place in the appropriate class, then the governors will arrange for the admission to take place. If there is no place, then the admissions committee will consider the application and information about how to appeal against the refusal will be provided. Appeals for children moving into the area will not be considered until there is evidence of a permanent address, e.g. exchange of contracts or tenancy agreement with rent book.

Please note that you cannot re-apply for a place at a school within the same school year unless there has been relevant, significant and material change in the family circumstances.

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. As the school is aided and the governors are the admissions authority this panel will be made up of an impartial group of governors. **Parents should notify the local authority admissions team within 20 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 of 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.

Exceeding the Statutory Limit

Governors will only allow the numbers of pupils in an infant class to exceed the statutory limit in the following circumstances:

- children with statements of special educational needs admitted outside the normal admission round;
- looked after children and previously looked after children admitted outside the normal admission round;
- children admitted, after initial allocation of places, because of a procedural error made by the admission authority or local authority in the original application process;
- children admitted after an independent appeals panel upholds an appeal;
- children who move into the area outside the normal admission round for whom there is no other available school within reasonable distance;
- children of UK service personnel admitted outside the normal admission round;
- twins and children from multiple births when one of the siblings is the 30th child admitted;

Supplementary Form

Please complete this form **only if you wish to inform the school of your commitment to a church**. This information will only be taken into account if there are insufficient places for all applicants.

Name of child:

Surname	Christian names
Date of birth	Boy <input type="checkbox"/> Girl <input type="checkbox"/>

Name of parent/guardian

Address

Post code

Telephone

Mobile

Place of worship one of parents / guardians regularly attends:

Name of place of worship

Address

Name of vicar / priest / minister / faith leader / church officer

Address

Post code

Telephone

Are you on the electoral roll / membership list of this church?

☐

Yes

☐

No

Your faith leader will be contacted in order to confirm this information.