



# CHURCHDOWN PARTON MANOR SCHOOLS' FEDERATION ADMISSIONS POLICY

<b>Staff responsible</b>	<b>Head teacher</b>
<b>Reviewed</b>	<b>Summer 2024</b>
<b>Next review</b>	<b>Summer 2025</b>

## **Equalities Statement**

Churchdown Parton Manor Schools' Federation provides an education for all, acknowledges the society in which we live, and is enriched by the ethnic, cultural and religious diversity of its citizens. The school strives to ensure that the culture and ethos of the school are such that, whatever the heritage, origins, faith, age, gender, sexuality and ability of members of the school community, everyone has the right to equal chances, is equally valued and treats one another with respect so that all pupils and staff are encouraged and supported in achieving their full potential. We provide pupils with opportunities to experience, understand and celebrate diversity, actively tackle all instances of unlawful discrimination and strive for equality of opportunity and good relationships to permeate all aspects of school life:

- attainment, progress and assessment
- behaviour, discipline and exclusion
- admission and attendance
- curriculum
- personal development and pastoral care
- teaching and learning
- working with parents / carers and communities
- staff recruitment and professional development

## **Safeguarding Statement**

The named person with responsibility for child protection (Designated Safeguarding Lead – DSL) in our school is the Assistant Head Teacher, who liaises with a named Governor. If the DSL is not available we have a number of Deputy Designated safeguarding Leads (DDSLs). We will follow the procedures for child protection drawn up by the Local Authority (LA) and the Governing Body.

If any person suspects that a child in the school may be the victim of abuse, they should not try to investigate, but should immediately inform the Assistant Head Teacher about their concerns.

When investigating incidents or suspicions, the person responsible in the school for child protection works closely with social care, and with the Gloucestershire Safeguarding Children Partnership (GSCP). We handle all such cases with sensitivity, and we attach paramount importance to the interests of the child.

We require all adults who work in school to have their application vetted by the police, in order to check that there is no evidence of offences involving children or abuse. (DBS, Barred and Prohibition Checks).

All the adults in our school share responsibility for keeping our children safe. We may, on occasion, report concerns which, on investigation, prove unfounded. It is better to be safe than sorry and we trust that parents and carers, while they will naturally be upset, will nevertheless accept that the school acted in the child's best interests.

## **Accessibility Statement**

We will strive to ensure that the ethos of the school is such that everyone is equally valued and treated with respect. Pupils will be provided with opportunities to experience, understand and value diversity.

All pupils should have access to an appropriate education that gives them the opportunity to achieve their personal potential, whatever their abilities and needs might be.

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### **1. Introduction**

Churchdown Parton Manor Schools' Federation follow the criteria and timescale set by the Local Authority (LA) in determining admissions. This can be found via the following link <https://www.gloucestershire.gov.uk/education-and-learning/school-admissions/>

### **2. Common Application Form**

In the Autumn, the Local Authority Schools Admission Team will send a letter to parents/carers allocating the child's unique pupil number and inviting them to apply for a school place online. If completed online, an e-mail confirmation will be sent to confirm the Local Authority (LA) received it. If they do not have access to a computer, they can use a paper copy of the application form, available from the Admission Team on 01452 425407.

All parents/ carers will be invited to state up to a maximum of four ranked preferences on a common application form, regardless of the status of the schools for which they wish to apply. The form will provide an opportunity for parents to give reasons for their preferences. All completed forms should be sent directly to the LA by the stated date (usually the following January).

### **3. Admission Number**

Each school has a set Published Admission Number. This is the number it is obliged to admit into each year group. The number is based upon a capacity assessment, which takes into account the area of teaching and non-teaching space available, ensuring that health and safety is not compromised, nor the quality of teaching and learning in the school affected adversely. The Junior school and the Infant school both have a Published Admission Number of 60.

### **4. Allocation Day**

Up to 60 children will be offered a place at Churchdown Parton Manor Infant School and at Churchdown Parton Manor Junior School by the LA on the allocation date set each year (usually in April).

### **5. Admission Criteria**

The LA then allocates places according to the following criteria in priority order:

1. A Looked After Child/ Child in Care (LAC/CIC) or a child who was previously looked after/ in care but immediately after being looked after/ in care became subject to an adoption, residence, or special guardianship order. A LAC/CIC 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. Children who will have siblings attending Churchdown Parton Manor Infant School or Churchdown Parton Manor Junior School at the time the applicant child is admitted. For this purpose, sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner as well as children who are brought together as a family by a same sex civil partnership. In every case, the child must be living in the same family unit at the same address, at the time of application.
3. Children with the strongest geographical claim, measured in a straight line from the Ordnance Survey address point of the child's home address (including flats) to the Ordnance Survey address point of the school, using the Local Authority's computerised measuring system, with those living closer to the school receiving the higher priority.

Where any particular category at points 1-2 above is oversubscribed, criterion 3 (strongest geographical claim based on straight line distance) will be used to determine which child is offered a place.

In the event of a tie between two or more children when applying criterion 3 (strongest geographical claim based on straight line distance) where there are not enough places available to offer all children a place at the school, a process of random allocation will be followed by the Local Authority. This will be in the form of a manual process which is overseen by an independent person from the Legal Services & Monitoring Team. Where twins or children from multiple births are part of a random allocation process they will be considered as one applicant.

## **6. Oversubscription Criteria**

Where the school is oversubscribed (i.e. there are more applications than places available) initial applications will be made in accordance with the admission criteria. Where an application for a school place has been received 'late' i.e. after the relevant closing date for that round of allocations, the application will only be considered by the Local Authority once children from all the 'on-time' applications have been allocated a school place.

## **7. Appeals**

Where an application for a place at the school is unsuccessful, parents will have the legal right to appeal. Appeal paperwork will be sent automatically from the LA with the letter advising that the school is full and this should be completed and returned to the Democratic Service's Unit as stated in the letter. Parents may also contact the Access to Education Team (0-16) to request appeal paperwork if this is necessary.

## **8. Open Day**

Churchdown Parton Manor Schools' Federation holds Open Days in the Autumn term. This will be advertised in the local press and in the local area.

## **9. New Parents' Meeting**

Parents who have been offered a place are then invited by letter to a meeting at school in June. At this meeting, parents will receive all the information necessary for their child to start school.

## **10. Starting Infant school**

Children begin school on a part time basis, starting with either morning or afternoon sessions. They will build up to staying for lunch. Children will usually start full time at the beginning of the third or fourth week, unless there are individual circumstances which lead us to delay full-time attendance. In these circumstances school will work closely with parents to ensure the best induction to school for all involved.

It is hoped that this carefully planned programme for children will ensure a happy, eager, confident and exciting start to their education.

## **11. In-Year Admission**

Any application for a school place made 'in-year' for children who move into the area during their education and need to find a school place or for those who wish to change school, should contact the school in the first instance.

Pupils can be offered a school place 15 school days prior to starting (This can be increased to 2 short terms before if the pupil is from a Services family and posting orders have been received).

For further information on admissions please use the link below to Gloucester County Council admissions page

<https://www.gloucestershire.gov.uk/education-and-learning/school-admissions/>

## **12. Review**

This policy will be reviewed annually.