



Shepeau Stow and Gedney Hill Primary Schools

Admissions Policy

Introduction

The governing body of Shepeau Stow and Gedney Hill Schools applies the regulations on admissions fairly and equally to all those who wish to attend. The School Standards and Framework Act 1998 introduced a new framework for school admissions as of September 2000. This policy conforms to the regulations that are set out in that Act and also further explained in the statutory School Admissions Code of Practice and the statutory Appeals Code of Practice.

Aims and objectives

We are inclusive schools that welcome children from all backgrounds and abilities.

All applications will be treated on merit and in a sensitive manner.

The only restriction we place on entry is that of number. If the number of children applying for entry exceeds the places available, we enforce the procedure set out below to determine whether a child is accepted or not. It is our wish to allow parents the right to have a place at the school of their choice. However, this is not always possible, due to the excess demand on the school places available.

The level of ability of a child or any special needs that s/he may have plays no part in the admissions policy of the schools.

How parents can apply for their child to be admitted to our schools

The County Council has delegated to individual community schools the decisions about which pupils to admit. The school must, however, apply the County Council's Admissions Policy in every respect. In particular, schools which have more applicants than places available will apply the oversubscription criteria detailed below.

Oversubscription criteria:

- In accordance with Code of Practice for Special Education Needs, the allocation of school places for pupils with a Statement of Special Education Needs will take place before schools allocate other places as part of the annual admissions process.
- Where a school has more applications than places, they must apply the following criteria in the order listed.
 - The school is one preferred by the parents.
 - The child is in the care of the Local Authority.
 - There is a sibling who will still be attending the school when the child is due to start.

- Access to the school. The following will be taken into consideration in the order below.
Whether this is the school closest to the home address (measured below).
Driving distance from home to school (the distance is measured electronically by the LA from the post office address point of the home to the post office address point of the school).

Notes

- Sibling: A full brother or full sister, whether or not resident in the same household; another child normally resident for the majority of term time in the same household, for whom an adult in the household has parental responsibility as defined in the Children Act 1989.

In the case of twins (or two siblings in the same age cohort) and where there is only one place available in the school, both will be considered together as one application. The school will be authorised to exceed its PAN by one, except if this breaches infant class size regulations.

In this case, parents will be given the choice, either to accept the one place available and a place in a different school for the other twin (or sibling) or to accept places in the nearest school with two places. In the latter instance, the County Council will provide free transport for both children, provided the distance from to school qualifies.

- Distance from home to school: driving distance from home to school. The distance is measured electronically by the School Admissions Team from the post office address point of the home to the post office address point of the school.
- Home address ("place of residence"): this is the address where the child lives for the majority of the school term time with a parent who has parental responsibility as defined in the Children Act 1989 and a parent includes a person who is not a parent but who has responsibility for her/him.

This could include a pupil's guardians but will not usually include other relatives such as grandparents, aunts, uncles etc. unless they have all the rights, duties, powers and responsibilities and authority which by law a parent of a child has in relation to the child and her/his property.

As our schools are community schools, the school determines the admission arrangements in agreement with the LEA. The LEA is therefore the 'Admissions Authority' for our school. The regulations for entry to each school, where the Admissions Authority is the LEA, are published each year by the LEA. Parents can receive a copy of these regulations directly from the LEA.

The LEA publishes a composite admissions prospectus each year, which gives information about how parents can apply for a place in the school of their choice. Parents have a right to express preference for the school of their choice and they should do so on the application form. Expressing a preference does not, in itself, guarantee a place at the school. Application forms can be obtained from the Education Department of the LEA and should be completed by the date stipulated on the forms. The LEA notifies parents about the school place as soon as all the applications have been considered.

In this area, children enter school in the academic year they become five. There is one admissions date per year, early in September (i.e. at the start of the school year). Therefore, parents who would like their child to be admitted to school during the year their child is five should ensure that they complete the necessary application form.

Admission appeals

If we do not offer a child a place, it is because to do so would prejudice the education of other children by allowing the number of children in the school to increase too much.

If parents wish to appeal against a decision to refuse entry, they can do so by applying to the LEA. An independent appeals panel will meet to consider all appeals by parents who have been refused a place and who wish to appeal against his decision. An appeals panel's decision is binding for all parties concerned. If the appeals panel decides that we should admit a child to our school, then we will accept this and continue to do all we can to provide the best education for all the children at the school. (Details of appeal arrangements are set out in the Code of Practice on School Admissions Appeals, which came into force in September 1999).

The standard number (PAN)

The PAN is the number of children the school can accommodate in each year group. The Governors have agreed if necessary to exceed the capacity to accommodate additional pupils. Children can start school the September after their fourth birthday. The PAN for our schools is 15. We keep this number under review and the governors will apply to change the number if circumstances allow.

Infant class size

We teach infant children (aged five to seven) in classes that have a maximum number of 30 children.

Review

This policy will be reviewed annually with the Admissions Authority in the light of any changed circumstances in our schools or the local area.