

Great Ponton Church of England School **Admissions Policy 2018**

This school was founded to provide education for children of the parish of Great Ponton and the surrounding area. It is a school for the whole community whilst it seeks to offer a Christian based education to all children; grounded in the Diocesan vision of “excellence, exploration and encouragement within the love of God”. The school values the involvement of all parents in supporting the school’s Christian ethos.

Great Ponton School is a Church of England Voluntary Aided Primary School for children aged 4 to 11 years. It is small village primary school catering for all pupils in Great Ponton, surrounding villages, and the Grantham area. Its Voluntary Aided status means that we have very close links with our local church, clergy and the Diocese of Lincoln. Whilst attending Great Ponton School, children will learn about the different world faiths in Religious Education. Collective Worship and festival celebrations will emphasise the Christian nature of our foundation and ethos.

How to apply for a place at Great Ponton CE Primary School

Arrangements for applications for places at Great Ponton CE Primary School will be made in accordance with Lincolnshire County Council's co-ordinated admission arrangements; parents resident in Lincolnshire can apply online at www.lincolnshire.gov.uk/schooladmissions, they can also apply by telephone, or ask for a hard copy application form, by telephoning 01522 782030. Parents resident in other areas must apply through their home local authority. Great Ponton CE Primary School will use the Lincolnshire County Council's timetable published online for these applications and the relevant Local Authority will make the offers of places on their behalf as required by the School Admissions Code.

Each school has a Published Admission Number (PAN), determining how many pupils can be admitted into each year group. The admission limit for Great Ponton School is ten. As an aided primary school, the Governing Body is deemed the Admission Authority. The governors will accept applications for children in any school year group (inc mid year) as long as there is a place available. Our PAN per year group is 10 pupils.

If the demand for places exceeds the Published Admission Number, the Governors have to decide which children will be admitted and will use the over subscription criteria listed below.

In the event of over subscription, applications received after the closing date for admissions prior to the child starting school may not be considered.

CRITERIA FOR ADMISSION

The school will meet its statutory duty to admit children with a statement of Special Educational Needs or Educational Health and Care Plan (EHC) where the school is named.

Allocating Places

Thereafter in cases of over subscription the allocation of places will be considered using the following priorities that will be applied in the order they are set out below:

1. A child in public care - (a child in public care is sometimes referred to as 'looked-after' is a child who is in the care of a local authority or provided with accommodation by them in accordance with section 22 of the Children Act 1989 at the time of the application). This may also include children who were formerly in care but have since been adopted or have become subject of a special placement order or special guardianship order.
2. Whether a brother* or sister* already attends the school;
(at date of admission, not registration);
3. Convenience of access (Shortest Driving distance measured between the Post office address point of the home and the Post office address point of the school).

(Driving distance is measured electronically as a final tie-breaker whenever two or more applicants are equal in other respects, with the applicant living closer being offered the place - if two or more children are tied for the last place because the distance is the same there will be a random allocation conducted by an independent person for these children only).

(* brother or sister includes step-brother and step-sister and any other children living with the main carer as part of the family unit who usually resides permanently at the applicant's residence.)

Twins and other siblings from a multiple birth:

In these cases all the children will be considered together as one application. If one or more can be admitted within the published admission number, the school will be allowed to go above its admission number as necessary to admit all the children, unless this would make the class too large. The Government's school admissions code makes an exception to the infant class limit in this situation.

Brothers and sisters in the same year group

Where there is only one place available in the school the children will be considered together as one application. The school will be allowed to go above its admission number as necessary to admit all the children except in cases where infant class regulations prevent this from happening. If this happens we can only legally offer one place because the government's school admissions code makes no exception to

the infant class size limit for siblings in the same year group. We will offer the parent one place for one child and a different school for the other child or children.

Admission of children below compulsory school age and deferred entry to school –

a) parents can request that the date their child is admitted to school is deferred until later in the academic year or until the term in which the child reaches compulsory school age, and

b) parents can request that their child takes up the place part-time until the child reaches compulsory school age.

Service Families

The School Admission Code states that admission authorities must ensure that arrangements in their area support the Government's commitment to removing disadvantage for service children.

The following statement seeks to do this without offering service personnel an advantage in the admission arrangements. It will help the majority of service personnel but there may be circumstances where schools cannot admit because of organisational or curriculum difficulties:

For late intake applications and mid year applications we will aim to remove any disadvantage to UK service personnel by applying the schools oversubscription criteria. We will check to see if the address is within the distance of the last child admitted in the last admission round that was oversubscribed on offer day. If the address is within the distance the governors will consider admitting providing all children in public care and siblings have already been admitted. This will be irrespective of the fact that the school has had appeals heard or appeals currently being scheduled.

It maybe that we still cannot admit because of organisational or curriculum difficulties within the school, if this is the case we will inform the Local Authority and ask them to consider your second and third preferences.

We will need the notice of posting or official government letter and posting address before we can consider the application under these arrangements. We will allocate a school as soon as possible by applying the policies and practices that we normally follow but including the statement given above.

Admission of children outside their normal age group

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health.

Parents wishing to make these requests must contact their home local authority for guidance on the procedure to follow.

It is important for parents to note that they will have the opportunity and responsibility to provide whatever evidence they wish to support their request.

Great Ponton CE Primary School will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned.

This will include taking account of:

- the parent's views;
- any available information about the child's academic, social and emotional development;
- where relevant, their medical history and the views of a medical professional;
- whether they have previously been educated out of their normal age group;
- any evidence that the child may naturally have fallen into a lower age group if it were not for being born prematurely
- the views of the head teacher

Fraudulent or misleading applications

As an admission authority we have the right to investigate any concerns we may have about your application and to withdraw the offer of a place if we consider there is evidence that you have made a fraudulent claim or provided misleading information, for example a false address was given which denied a place to a child with a stronger claim.

We reserve the right to check any address and other information provided so we can apply the oversubscription criteria accurately and fairly.

Mid Year Admissions

The governors will accept admissions into other year groups unless this would cause an infant class to be unlawfully large or prejudice to the provision of efficient education or the efficient use of resources. If there are more applications than places then the oversubscription criteria will be used to decide who should be offered the place. If there are no places then you will be told of the independent appeal system. Parents can apply online at:

www.lincolnshire.gov.uk/schooladmissions

Reserve list

For admission into reception the governors will keep a waiting list which we call a reserve list. If you were not offered a place and you named us as a higher preference, your child is automatically put on the reserve list above the one you were offered. This list is in the order of the oversubscription criteria. Names can move down the list if someone moves into the area and is higher placed on the oversubscription criteria. The list is kept by the Schools Admission Team until the

end of August. After this the School Admissions Code requires that admission authorities keep the reserve list until the end of the autumn term.

We are not required to keep any lists for any other year groups. If you wish your child to join the school at other times please contact the school direct.

Please visit www.lincolnshire.gov/admissions for more information

The government has stated that all local authorities must have a Fair Access agreement that allows hard to place children, for example, those that have been permanently excluded, to be given a place before any over-subscription criteria are applied and before anyone is considered from the reserve list. Such children are shared out to make sure no one school has to take too many of these children.

Date Agreed: October 2016

Signed: *J Clack*