

# Thurlaston CE (Aided) Primary School



## **Admission Policies**

**First Time Admissions Policy** – for pupils starting school for the first time

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B – Request for admission under exceptional circumstances

# THURLASTON CHURCH OF ENGLAND (AIDED) PRIMARY SCHOOL

## FIRST TIME ADMISSIONS POLICY FOR SCHOOL YEAR 2019-20

### Mission Statement

At Thurlaston CE Primary School, we are committed to:

- Teaching and living the Christian way of life
- Providing quality education for every child
- Developing respect and consideration for all members of the community.

### Admissions Policy

Thurlaston CE Primary School is a Voluntary Aided Church of England School. The Governors are the admission authority, and welcome applications for places from all families. We are inclusive of all pupils of any faith or none but expect all pupils and parents to support the Christian ethos of the school. We put our Christian values at the heart of all that the school does.

Our normal planned admission number is 16.

Where there are more applications than places in school, places are allocated in accordance with the following order of criteria:

1. Children who are 'looked after' (i.e. in the care of the local authority pursuant to Section 31, 3c of the Children Act 1989 or children accommodated by a local authority pursuant to Section 20 of the Children Act 1989) or were 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 residence order or special guardianship order.)*
2. Children who live in the school catchment area.
3. Children whose siblings attend the school at the time of admission. *[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 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 who attend a Christian Church regularly. *(The accepted evidence of this will be provided by their minister using the attached supplementary form)*
5. All other children.

N.B. If within any category, the number of places available is insufficient, places will be allocated on the basis of proximity to the school, by measurement of distance in a straight line from the point that the home property's front entrance meets a public highway to the school's main designated front gate, using a computerised mapping system. In a very few cases, it may not be possible to decide between the applications of those pupils who are the final qualifiers for a place (e.g. children who live at the same address [flats] or have the same distance measurement). If there is no other way of separating the applications and if to admit both or all of the children would cause the legal limit to be exceeded, then the child (or children) who will be offered the place(s) will be randomly selected by drawing lots.

## **Admissions Process**

Admission applications **must** be made to the Local Authority's by 15<sup>th</sup> January 2019. Parents should apply online at [www.leics.gov.uk/admissions](http://www.leics.gov.uk/admissions). Parents who wish to be considered under criteria 1 need to provide proof of entitlement directly to the school: Parents applying under criteria 4 should use the attached supplementary form directly to the school.

Admission decisions will be sent to parents by the Local Authority on 16<sup>th</sup> April 2019.

School will operate a waiting list for Firsts Time Admissions.

Appeals against refusal of admission are to be submitted to the Diocesan Director of Education, St Martins House, 7 Peacock Lane, Leicester, LE1 5PZ. (See Appeals Policy)

# THURLASTON CHURCH OF ENGLAND (AIDED) PRIMARY SCHOOL

## ADMISSIONS OTHER THAN AT THE NORMAL TIME

Thurlaston CE Primary School is a Voluntary Aided School, supported by both the LA and Diocese of Leicester. The Governing Body is the admission authority, and welcome applications for places from all families.

### Principles of the policy

The principles underpinning this policy are that the school wishes to ensure that the education of the children that are already in school is not adversely affected by new pupils being admitted to the school making the class sizes too large. Given our planned admission number of 16 at first time admissions the governors wish all classes to remain below 32 and KS1 classes to remain below the legal limit for them of 30. The governors would like children from within the village to have a place at their local school and the policy is written to give them a priority but not a right to a place.

### Criteria for Admission.

The following criteria will be applied in order.

- 1) Admissions to Year R will follow the normal admissions procedure. Parents who apply after the deadline but before the start date will need to use the appeals procedure if the year group is oversubscribed. If they apply after the autumn term start date the procedure steps 2 to 5 will be applied.
- 2) Children who move into the catchment area after the normal start date for compulsory schooling will be accepted for a place at the school into the relevant year group provided that when the year group is combined with the year group below it is not greater than 32 and when the year group is combined with the year group above it is not greater than 32. This is subject to the application happening within 2 school weeks of moving house and requires proof of residency.
- 3) Children who were in the catchment area at the time of first application for first time admissions and chose another school, or who do not chose to apply within 2 weeks of moving into the village, will not be considered for a place unless the year group is below our Planned Admission Number of 16 **AND** when the year group is combined with the year group below it is not greater than 32 **AND** when the year group is combined with the year group above it is not greater than 32.
- 4) Children who live out of the catchment area will be accepted if the year group is below our Planned Admission Number of 16 **AND** when the year group is combined with the year group below it is not greater than 32 **AND** when the year group is combined with the year group above it is not greater than 32.
- 5) If more than one child requests a place at the same time the criteria from the first time admissions policy will be applied in order to judge who should be allocated a place.

Legal requirements mean that admission applications must be co-ordinated by the Local Authority. The LA admissions form must be completed. They will inform the school of a request. The headteacher will contact the admissions panel of the governing body with details of applications. The panel will allocate places. Following a decision, the LA will contact applicants with the outcome.

The school will not operate a waiting list for admissions other than the normal time.

Appeals against refusal of admission are to be submitted to the Diocesan Director of Education within 20 days of the notification in writing. (See Appeals Policy)

## **Admissions - Supplementary Policies**

At this school we believe all children should be admitted to their normal age group and at the normal start time for our school. We believe this is in the best interests of the child: socially, emotionally and academically. However we recognise that there may be exceptional circumstances. These supplementary policies are written to address these issues.

Changes to admission in any of these circumstances should be requested on the form in the appendix.

### **Children not of compulsory school age.**

Compulsory school age is the term after a child's fifth birthday. Children in Leicestershire start the autumn after they turn 4.

We believe that children not of compulsory school age should still start school at the same time as their normal age group with a full-time timetable. This allows for them to make friends with their peers and to start learning at the same rate and pace. However, the law allows for these children to start later (but "not beyond the start of the final term of the school year" – School Admissions Code of Practice section 2.16b.) As school operates 3 terms this would be the start of the summer term after the Easter holidays.

Children not of compulsory school age are allowed to start on a part-time timetable until compulsory school age. Where this has been agreed it will be formally reviewed half termly. We recommend that the part-time timetable should be every day and usually the mornings. It may include lunchtimes and should be considered only if in the best interests of the child. We strongly recommend all children start fulltime.

### **Summer Born children**

These will be covered by the above options but parents may also consider deferring entry by 1 year with the child being taught in the year group below throughout the school and leaving school a year later than their normal year group. Presently this can cause many difficulties and can only be considered in exceptional circumstances and with documentary proof. Exceptional circumstances that may be considered are medical needs or if the child was born prematurely and if they had not, would have been born in the lower year group. The school will make its decision on what it believes to be the best interest of the child.

Difficulties that could arise are that this admissions authority's decision cannot be guaranteed with another admission authority so transition times between schools could prove difficult. Parents could choose later to move the child to their own age group which may not be possible because of class sizes and would mean the child missing a year of education.

Should a parent wish to request their child is taught in a year group below they must do this before the normal admission time for their child so that they can apply for normal admission time should they be refused. (We would need requests before 1<sup>st</sup> December prior to the year of normal age admission to have time to consider the request properly.) Should permission be granted in exceptional circumstances they will need to apply with the first time admission round for the year group into which they wish to join. They will not be granted any preferential treatment and therefore cannot be guaranteed a place. (Parents must bear this in mind.)

### **Gifted and talented children**

Admission to an older age group would only be granted in exceptional circumstances and with documentary proof. The child would need to be gifted and talented in all areas. As a school we would also need to carefully consider the social implications for the child. Should they not be granted permission to enter an older age group they may sometimes and for some subjects be taught with an older age group as deemed appropriate by the school.

# Admission Appeals Policy

This appeals procedure is purely for cases where a place has not been allocated by the school for a child.

1. Appeals should be sent to Diocesan Director of Education, St. Martins House, 7 Peacock Lane, Leicester, LE1 5PZ. The appeal must be in writing on the relevant form which can be obtained from Mrs Kerry Miller, Diocesan Board of Education, St. Martins House, 7 Peacock Lane, Leicester, LE1 5PZ. [kerry.miller@leccofe.org](mailto:kerry.miller@leccofe.org)

2. Appeals against first time admission must be made by 17<sup>th</sup> May in writing on the relevant form, and appeals will be heard during the summer term, within 40 school days of this date. Appeals lodged after this deadline, like appeals for in-year admissions, will be heard within 30 school days of the appeal being lodged. In all cases, appellants will receive at least 10 days' written notice of the appeal hearing. They may submit additional evidence in writing by 12 noon the day before the hearing. Decision letters are sent to the school and appellant within 5 days of the hearing.



**THURLASTON CHURCH OF ENGLAND  
(AIDED) PRIMARY SCHOOL**  
**Headteacher: Mr Gavin Beetham**  
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**Thurlaston**  
**Leicester**  
**LE9 7TE**  
**Telephone: 01455 888243**  
**email: [office@thurlaston.leics.sch.uk](mailto:office@thurlaston.leics.sch.uk)**  
**website: [www.thurlaston.leics.sch.uk](http://www.thurlaston.leics.sch.uk)**

**Evidence of Regular Attendance at Church**

If you would like your application to be considered on the grounds of church attendance (criteria 4), please ask your minister to complete this form and forward it to school as part of the admission process.

Dear minister,

The parents of .....

wish for their child to be considered for admission to our school based on the criteria of church attendance. We believe you are best placed to decide on what is regular attendance given your knowledge of the family and their individual circumstances however most people normally consider attendance of once per fortnight as regular. Please could you complete the reverse of this letter and return it to us.

Thank you for your assistance in this matter.

Yours sincerely,

Gavin Beetham



# Thurlaston CE (Aided) Primary School

Teaching and living the Christian way of life

Supplementary Application Form

Church Attendance Evidence

Name of Child .....

- The above child attends regularly.
- The above child does not attend regularly.  
*Please tick one box.*

Signed .....

Name of Minister.....

Name of church.....



**Thurlaston CE (Aided) Primary School**

**Form for requesting alternative admission arrangements in exceptional circumstances.**

**Name of child** ..... **Date of Birth** .....

**Address**  
.....

**Parent or guardian details**

**Name/s**  
.....

**Address if different to above**.....

**Type of request** (please tick box and complete details)

**Defer start**

Normal start date: autumn ..... Requested start date : term .....  
year.....

**Part time timetable**

Please tick morning or afternoon on each day

- |                                  |                                  |                                   |                                 |
|----------------------------------|----------------------------------|-----------------------------------|---------------------------------|
| <input type="checkbox"/> Mon am  | <input type="checkbox"/> Tues pm | <input type="checkbox"/> Thurs am | <input type="checkbox"/> Fri pm |
| <input type="checkbox"/> Mon pm  | <input type="checkbox"/> Wed am  | <input type="checkbox"/> Thurs pm |                                 |
| <input type="checkbox"/> Tues am | <input type="checkbox"/> Wed pm  | <input type="checkbox"/> Fri am   |                                 |

**Admission to lower year group**

Normal start date: autumn ..... Requested start date : autumn .....

**Admission to higher year group**

Normal start date: autumn ..... Requested year group: .....

Please complete a letter stating your reasons and attach any documentary evidence you wish to be considered. Thank you.