

**Admissions Policy - Early Years - 4 year olds.**

At Friskney All Saints Primary School children start school in the term following their fourth birthday, that is September 1<sup>st</sup>, January 1<sup>st</sup>, and April 1<sup>st</sup>

Parents are able to put their child's name down at school expressing an interest (this does not mean a place has been offered) at any time up to these closing dates: February 28th for following September admission, August 1<sup>st</sup> for following January admission, December 1<sup>st</sup> for following April admission. Letters offering places will be sent out within two weeks of these dates. For those families that have been unsuccessful, appeals procedures will be detailed in a letter.

The planned admission number for the school is 28. If this number is exceeded then the places are allocated based on the following priorities:

- Governors will meet their legal obligation to children with statements of Special Educational Needs and/or children in the care of the Local Education Authority (LEA).

Hereafter in allocating places the following priorities will be applied in the order they are set out below.

- All applications where parents expressed a preference for the school will be considered first
- Parental first choice of schools
- Whether a sibling<sup>1</sup> attends the school
- Priority will be given where there is evidence of a clear religious affiliation. This will be assessed using the following criteria in this order:
  - Parents are faithful and regular worshippers at a Christian Church. (Applicants are asked to provide written evidence of their commitment from their priest or minister)
  - The child is transferring from a Christian school and parents wish to maintain the continuity of a Church school ethos in their child's education
  - Parents, though worshipping in another faith, wish to attend a Christian school because of its Religious emphasis and ethos (applicants are asked to submit in writing their reasons for application on these grounds).

- Convenience of access including:
  - Distance<sup>2</sup> of applicants home address<sup>3</sup> from school with the child living closer to the school having priority
  - Whether the child lives in the school's designated area
  - The availability of transport\*
  - The nature of the route from the applicant's residence to the school
  - Extent to which if not admitted, there is an alternative school which is similarly accessible

For families who have been unsuccessful, appeals procedures will be detailed in a letter; any appeal is to an Independent Appeal Panel.

### **Admissions Policy - Statutory School Age Children.**

Children become statutory school age the term after their fifth birthday. For children who are not admitted as Early Years children, applications must be made for places before the last day in February of the school year in which admission is sought. Letters offering places will be sent out within two weeks of this date.

The planned admission number for the school is 28. If this number is exceeded then the places are allocated based on the priorities stated above in "Admissions Policy - Early Years - 4 year olds".

For families who have been unsuccessful, appeals procedures will be detailed in a letter; any appeal is to an Independent Appeal Panel.

The date of admission for children reaching statutory school age is September 1<sup>st</sup>. Advice about when to apply for these places must be sought from the school well in advance of February 1<sup>st</sup> each year.

Children attending as Early Years children (4 year olds) cannot be guaranteed a place in Reception and applications for these children should be submitted in the normal way.

Early Years children will not be admitted in January and April if the class is full. Parents can re-apply for a place for the following September.

### **Explanations and definitions**

#### **<sup>1</sup>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 Admission Number 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 may provide free transport for both children, provided the distance from home to school qualifies.

## <sup>2</sup> Distance from home to school

Measuring in a straight line (“as the crow flies”) from the front gate of the house to the main entrance door to the school, priority will be given to pupils who live nearest to the school. The measurement will be taken from an Ordnance Survey map or town plan of suitable scale.

The “front gate” of the house is taken to be the nearest point where the path, drive or track from the front door meets the public highway, including an unadopted road.

## <sup>3</sup> 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.

Where a child lives normally and habitually during the school week with more than one parent at different addresses, the home address for the purposes school admissions will be that of the parent who lives closest, as the crow flies, to the school in question.

Equally, where a family possesses more than one home, the School will take as the home address (place of residence) the address where the family and child habitually and normally live for the majority of the school term time.

The School has the right to investigate any concerns it may have with respect to the accuracy of information provided by parents on an application form and to withdraw the offer of a school place if there is evidence that parents have made fraudulent claims e.g. concerning parental responsibility or place of residence.

**\*Designated Area for School Transport**

The County Council's policy on the provision of school transport determines to which schools parents are entitled to free transport for their children. Parents are informed of these schools in the letter sent to them about admission to primary and secondary schools. At other times, parents should check this carefully with the Pupil and School Services Group of the Education Authority.