

ADMISSIONS POLICY

Chapel en le Frith C of E VC Primary School

DATE AGREED	REVIEWED ON	NEXT REVIEW	COMMITTEE	MINUTE NO	SIGNED
25.05.04	05.05.16	T5 2019	Resources Management	14ii	
	08.03.18		Content reviewed in consultation with School Admissions & Transport Team @ DCC		
	02.05.18	T5 2021	Resource Management	20	
	21.09.21	T5 2024	Full Governing Body	9.4	

Chapel-en-le-Frith C of E VC Primary School

ADMISSIONS POLICY

The Governors of Chapel-en-le-Frith C of E VC Primary School welcome requests for places at Chapel-en-le-Frith C of E VC Primary School from all parents of children living within the community; aged between 3 and 11. Chapel-en-le-Frith C of E VC Primary School is a Church of England voluntary controlled school, and admits children of all denominations and beliefs.

The school may admit up to 60 pupils in any year. The school has 30 places currently for children with a Statement of Special Educational Needs or Educational Health Care plan which names the school. These places are allocated by the Local Authority in consultation with the school.

Reception Admissions

Admissions into Reception are completed through the Co-ordinated Admissions of Primary Schools within the Local Authority. Pupils are admitted into school (Reception) in September.

You can apply for a primary school place for your child at:

<https://www.derbyshire.gov.uk/education/schools/school-places/apply-for-a-school-place.aspx>

You must apply for a primary school place even if your child already attends our Nursery setting. In line with legislation, class sizes must not exceed 30, within Foundation Stage and Key Stage 1.

For admissions into Reception, the Governors of Chapel-en-le-Frith C of E VC Primary School have adopted the Derbyshire County Council Admissions Criteria, which can be found in 'How to apply for a Primary School Place – A guide for Parents'. The criteria are as follows:

Oversubscription criteria for community and controlled schools

For all community and controlled schools, individual pupils who have a Statement of Special Educational Needs or Education Health Care plan which names the school will be admitted.

In deciding on admissions to all community and voluntary controlled schools in Derbyshire, the following order of priority will be adopted.

Oversubscription criteria

1. Looked after children and children who were looked after but ceased to be so because they were adopted (or became subject to a child arrangement order or special guardianship order).
2. Children living in the normal area served by the school at the time of application and admission who have brothers or sisters attending the school at the time of application and admission
3. Children living in the normal area served by the school at the time of application and admission
4. Children not living in the normal area served by the school but who have brothers or sisters attending the school at the time of application and admission
5. In the case of voluntary controlled church schools, children whose parents request a place on religious grounds
6. Other children whose parents have requested a place.

When in the case of 2, 3, 4, 5 or 6 above, choices have to be made between children satisfying the same criteria, those children living nearest to the school (measured by straight line distance) will be given preference.

Mid-Year Admissions

Pupils moving into the area with their families are admitted at any time, as long as there are vacancies in the appropriate year group. These applications can be made online at www.derbyshire.gov.uk or by calling 01629 533190.

Nursery Admissions

Admissions Criteria

For admissions into Nursery, the Governors of Chapel-en-le-Frith C of E VC Primary School have adopted the Derbyshire County Council Admissions Criteria, detailed above. Please note that admission into our Nursery does not guarantee a place at reception age or give higher priority to admission into Reception.

Children are offered 5 daily sessions per week, either mornings or afternoons. These sessions provide 15 hours of funding to families once the child has turned 3 years old. It is at the discretion of the school as to which sessions they choose to offer each year and there may be times when only a morning OR afternoon session are offered to families who wish to access 15 hours funding. Sessions cannot be taken flexibly over full days. This is reflected by demand for places and staffing structures across the school. Preferred sessions are allocated as far as possible, otherwise allocation of sessions is carried out in the same order as the Admissions Criteria above. The option to request a change of session time (if space is available at the beginning of September and January) will be considered, if submitted in writing to the Headteacher.

We also have a 30-hour option (term time only) so families with an eligible code can access this fulltime provision. This is inclusive of a lunchtime. Families must choose which lunch options they prefer. The choice of a hot dinner prepared in the school kitchen can be arranged and payable by the family – details of menu and price can be found on the website. (Nursery children are not eligible for a universal school meal) A packed lunch can instead be sent into school.

All families will be offered a home visit from the Early Years Team, once their child has been allocated a place as part of the transition package we offer. Children will also be invited to a short session before their admission date.

Once a child has a Nursery place, every effort will be made to respond flexibly to changing needs each term e.g. to support changes in circumstances or expired 30 hour codes. We are not able to offer extra sessions to accommodate demand.

Funding Arrangements

As we are a Local Authority Nursery, Regulations require us to allocate 5 sessions to every child starting at Chapel-en-le-Frith C of E VC Primary School. The child will not be required to take up all five sessions immediately if parents prefer him/her to be introduced to the Nursery gradually. This is usually to support sudden changes such as the birth of a new baby or family living changes. Where it is in the interest of the child to have a phased start this will be considered.

Chapel-en-le-Frith C of E VC Primary School does not share funding with other providers, therefore parents will be unable to accept a funded place in any other setting.

Definitions

Living in the normal area is defined as the child having settled residence in a property which is the child's only or main residence. Documentary evidence, including proof of residence at the property concerned, may be required e.g. council tax/utility bills, sale/rental agreements. The County Council reserves the right to withdraw any offer of a school place which has been obtained as a result of misleading or fraudulent information.

Please note a place cannot be guaranteed for any child, even those living in a school's normal/local area

The term brother or sister includes:

- (a) a half-brother and/or a half-sister
- (b) a legally adopted child being regarded as a brother or sister
- (c) a step-brother and/or step-sister residing in the same family unit

Parents seeking a place at a voluntary controlled school on religious grounds need to have a supplementary form completed by a Minister, Priest or Pastor or Religious leader if the child is a member of another Christian Church or world Faith, who know the family and can confirm regular attendance at public worship (Regular worship is defined as attendance at public worship at least once a month). The form is available from the Admissions and Transport Team or online and should be returned to the Admissions and Transport Team. Baptismal certificates, where appropriate, should also be supplied. Exceptional circumstances will be considered if explained in writing by the relevant religious leader.

Route Measurement the Children's Services Department has a Geographic Information System (GIS) to measure the straight line distance. It is measured by a standard straight line distance calculated to within two metres. This measurement is taken from the postal address file, normally the house front door. For schools the grid reference is taken from the postal address file and will normally be the centre of the school for primary phase schools or the nearest gate or entrance for secondary phase schools.