

## **Chacombe CEVA Primary Academy**

### **Admissions Policy for September 2018**

*The Governing Body will admit 15 pupils into each year group.*

*When there are more applications than there are places available, the Governors will admit pupils according to the following criteria which are listed in order of priority.*

*The governors will give priority to children with a statement of Special Educational Needs which names the school.*

#### **Oversubscription criteria**

- 1. Applications for Looked after Children, that is children in Local Authority care.*
- 2. The Governors may admit up to one pupil per year group on social or medical grounds, where professionals have clearly identified that the school can fully meet the needs of the pupil. These applications must be accompanied by documentary evidence from appropriate professionals within the Health or Social Care services.*
- 3. Children living with their parents/legal guardians in the village of Chacombe.*
- 4. Children of worshipping members of either the Church of St Peter & St Paul, Chacombe; the Church of St Lawrence, Marston St Lawrence; the Church of All Saints, Middleton Cheney; the Church of St Peter, Greatworth; the Church of St Mary, Warkworth, the Church of St Mary the Virgin and Thenford. These applications must be accompanied by form AR/1 available from the school. The completed AR/1 will then be sent to the minister with form AR/2 to verify church allegiance.*
- 5. Children who have an older sibling attending the school at the time of admission of the younger child. (see sibling definition below)*
- 6. Children of worshipping members of any Church that is a member of Churches Together in England, this includes the Church of England. These applications must be accompanied by form AR/1 available from the school. The completed AR/1 will then be sent to the minister with form AR/2 to verify church allegiance.*
- 7. Children of parents/legal guardians of other faiths, or none, who wish their child to be educated in a Church school and Christian environment.*

#### **Waiting lists**

- All parents who are refused a place at the school at any time may wish to place their child's name on a Waiting List.*
- Pupils will be placed on the Waiting List in strict order according to the oversubscription criteria on the Admissions Policy. If a place becomes available at the school, places will be allocated according to these criteria and not on a first come first served basis.*
- Parents must contact the school and request that their child's name is placed on the Waiting List. This can be done by telephoning 01295 710835 or by e-mail: head@chacombe-ce.northants-ecl.gov.uk.*
- The Waiting List will be revised at the time of allocation of places, again in September, January and April.*

- *At the time of allocation of places, parents are asked to contact the school within 7 school days to request that their child is placed on the Waiting List. If parents wish their child to remain on the Waiting List they must contact the school in September, January and April.*
- *Any places which become available will be allocated after 10 school days at the beginning of September, January and April.*

*Please note that children who are the subject of a direction by the local authority to admit or who are allocated a place in accordance with a Fair Access protocol must take preference over those on the waiting list.*

*The Governing Body will deal with late applications after all the 'on time' applications have been processed. Those refused a place due to the school having admitted up to the published admission number, will be advised of their right to appeal.*

#### *Right of Appeal*

*Governors will admit up to the published admission number. For any child subsequently refused a place, parents/legal guardians will have the right to appeal against the decision, to an independent Appeals Panel. Parents wishing to appeal should write to:*

*The Clerk to the Appeals Panel  
Diocesan Board of Education  
Bouverie Court  
6 The Lakes  
Bedford Road  
Northampton NN4 7YD*

## Notes

### Tie Breaker

*Where there are more applications in any one category, applications will be prioritised on the distance from the child's home to the main entrance of the school. (This will be determined by the Local Authority using their standard method as described in the published information to parents)*

### The village of Chacombe.

*A map is available on request at the school office which shows the area defined as the village of Chacombe with respect to criteria point 3.*

### Residency definition

*The child's place of residence is the address of the parent or legal guardian with whom the child spends the majority of time during the school week (Parents/legal guardians may be asked to produce evidence of residency/home address at any time during the admissions process).*

### Definition of siblings

*The definition of a brother or sister (sometimes referred to as a sibling);*

- a brother or sister sharing the same parents*
- a half brother or half sister where 2 children share one common parent*
- a step-brother or step sister, where two children are related by a parent's marriage/partnership*
- adopted children*

*A brother or sister must be living at the same address when the application is made.*