

Dunchurch Boughton C of E (VA) Junior School

Admissions Policy 2010-2011

Introduction

This document sets out the Policy of Dunchurch Boughton C of E (VA) Junior School with respect to Admissions. For the purposes of this policy, the Governing Body of Dunchurch Boughton C of E (VA) Junior School is the admission authority.

Recognising its historic foundation, the school will preserve and develop its religious character in accordance with the principles of the Church of England and in partnership with the churches at parish and diocesan level.

The school aims to serve its community by providing an education of the highest quality within the context of Christian belief and practice. It encourages an understanding of the meaning and significance of faith, and promotes Christian values through the experience it offers to all its pupils.

Parents have the right to withdraw their children from the daily Christian act of worship and from Religious Education.

Parents who wish their children to be admitted to the school, should complete the common application form either in hard copy format or "on line" at www.warwickshire.gov.uk/admissions. This is available from infant schools or from Admissions department at Warwickshire LA. (01926 410410). The form should be completed and returned to Warwickshire LA Admissions according to the timetable published in the Eastern area booklet. Offers of places will be made by the Local authority on the schools behalf according to the timetable issued in the Eastern area Admissions booklet.

Every year the governing body will review and publish information concerning the school's admission policy. This will confirm the maximum number of children to be admitted to the school as a whole, the Published Admissions Number (PAN) which is currently 66 and explain how places will be allocated.

In accordance with government legislation, the governing body consults with the Diocesan Board of Education, the Local Authority, other local schools and relevant parents in respect of its admissions arrangements.

Aims

The overriding aim of this policy is that it should work for the benefit of all children and parents/guardians in our area. It should be simple to use and assist parents/guardians to take the best decisions on the preferred school for their children.

Starting Junior School

A school place in Year three is available for children from the September following their 6th birthday.

Deadline for application

Applications for Year three entry for the academic year starting September 2010 need to be formally registered with the Local Authority by the date stated on the Admissions forms, for consideration by the Governors of Dunchurch Boughton C of E Junior School.

Dunchurch Boughton C of E (VA) Junior school cannot guarantee places for children when there are no places available as a result of late applications for the normal year of entry or any application that relates to a different year group.

A decision on the admission of new entrants will be made during the autumn term, a year before the child's admission. The parents or guardians will receive written notification of the outcome from the Local Authority.

Applications from families moving into the area will be considered as on time if they are accompanied by proof of address by the date issued in the Eastern area Admission booklet.

Late applications, i.e. those received after the deadline for the normal admissions round will not be considered until after all of those which were received on time have been processed.

Waiting Lists

If the school is oversubscribed at the start of the autumn term or during the course of the year, parents may request that the names of children for whom a place is unavailable be put on the waiting list by confirming this in writing. This waiting list will operate for the remainder of the school year. The waiting list for children due to start in year three will be maintained by the local authority for the autumn term only. The position on the list will be determined by the application of the oversubscription criteria and not by date of receipt. This will mean a change if a later application is received from someone with a higher priority according to the oversubscription criteria. The existence of a waiting list does not remove the right of appeal against any refusal of a place from any unsuccessful applicant.

Names will only be removed from the list if a written request is received, or if the offer of a place that becomes available is taken up or declined.

Multiple Births

If there are insufficient places to accommodate all the children of a multiple birth (i.e. twins, triplets etc.) the parents of the children will be asked to nominate the child or children to take up the available number of places.

Home Address

The address for admission purposes is the place where the child is permanently resident with his or her parent or parents or legal guardian(s). Where a child lives with parents with shared responsibility, the home address will be considered to be the address where the child sleeps for the majority of the week. If the child spends exactly equal amounts of time with each parent or guardian, it is the responsibility of the parents to decide which address is the home address for admission purposes. Parents should not assume that a place will automatically be allocated to their child.

Policy

The admissions policy of Dunchurch Boughton C of E (VA) Junior school is, while there are adequate places, to offer a place to all applicants irrespective of gender, religion, ethnicity or country of origin, disability or academic ability. Where this school is named in a child's Statement of Special Educational Needs, the governing body recognises a duty to admit the child to the school. Where parents wish to be given preference on the grounds of their faith, within their application for a place at this school they should complete the school's supplementary application form which is available from the school office. This form must be completed and returned to the **school** together with all documentary

evidence by the date stated on the Admissions forms if it is to be considered during the admissions process.

Priority area

Dunchurch Boughton C of E Junior School's published priority area is the Parish of Dunchurch excluding the northern area from a line meeting the boundary of Long Lawford Parish (excluded) to include the Penthouse and to exclude the reservoir, crossing Coventry road (A4071) at the narrow railway bridge and follow a line west to exclude Brickyard Spinney and Cawston Farm, including Fox Covert and following the water course to cross Cawston Lane (including south of that point) and to exclude Cawston house running east to rejoin the boundary of the Dunchurch Parish, excluding Little Scotland Farm. The Parishes of Thurlaston, Willoughby, Grandborough, Leamington Hastings, Birdingbury and Wolfhampcote.

Siblings

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.

Over-subscription Criteria

Where more applications have been received than places are available the following priorities shall apply in order:

1. Children in the care of, or provided with accommodation by, a local authority (under Section 22 of the Children Act 1989) for example, children in residential homes or foster care.
2. Children from within the priority area whose parents or guardians are regular (*monthly*) practising Christians, for six months prior to the date of application, of whatever denomination, at a recognised church or religious group. (A recognised church is one that subscribes to the Churches Together in Britain and Northern Ireland). Confirmation of this will be requested from the relevant priest/pastor.
3. Children with an older sibling attending the school at the deadline date, and who will continue to do so when the sibling is admitted, and where the child lives within the priority area at the same address as the older sibling.
4. Other children resident within the priority area who do not qualify under one of the criteria above.

LIVING OUTSIDE THE SCHOOL'S PRIORITY AREA AS DEFINED ABOVE:

5. Children with an older sibling attending the school at the deadline date, and who will continue to do so when the sibling is admitted, and where the child lives outside the priority area at the same address as the older sibling.
5. Children from outside the priority area whose parents or guardians are regular (*monthly*) practising Christians, for six months prior to the date of application, of whatever denomination, at a recognised church or religious group. (A recognised church is one that subscribes to the Churches Together in Britain and Northern Ireland). Confirmation of this will be requested from the relevant priest/pastor.

7. Children living outside the published priority area with siblings on roll at Dunchurch Infant school or Leamington Hastings C of E Infants school at the time of admission.
8. Other children attending Dunchurch Infant School and Leamington Hastings Church of England School.
9. Children resident outside the priority area who do not qualify under one of the criteria above.

If the school is oversubscribed within any category above, the determining factor will be the distance from the child's home address to the school (priority being given to the shorter measurement).

Distance

Distance will be calculated by the straight line measurement from the applicant's home address location to the centre point ('centroid') of the preferred school. (All measurements are subject to prepositional accuracy changes)"

On entering the address into the Admissions system the address is PAF (Postal Address File) matched against Address-Point® data held in the system. When an address is PAF matched the system looks up a 7 figure grid reference for that property known as an Address-Point® location coordinate (APLC) (e.g. 1234567,1234567).

"An APLC is allocated to a point that falls inside the permanent building structure of an address, as shown in Ordnance Survey Land-Line data; in most cases the point will be within 0.1 metre on the ground of the Land-Line building seed."

The distance from this point to the centroid (another 7 figure grid reference) is then calculated to the nearest 0.001 miles.

The PAF file is updated every 3 months. PAF files are provided by the Post Office via a third party supplier. Address-Point data is provided by Ordnance Survey and updated annually.

If two or more children with the same priority for admission live an indistinguishable distance from the school, but cannot both be admitted, then the available places will be decided by the casting of lots.

The deadline for parents to accept the place offered is detailed in the Eastern Area Admissions booklet. Parents will be asked to reply to the Local Authority. If they do not respond by this date it will be assumed that the place offered has been declined. Once an offer of a school place has been made, it may only be lawfully withdrawn in very limited circumstances, which include an offer of place based upon a fraudulent or misleading application. Where an offer of place is withdrawn, the application will be considered afresh, and a right of appeal offered if an offer of place is refused.

In-Year Admissions

Parents should apply via Warwickshire Local Authority, which coordinates admissions through the course of the year. Application details will be forwarded to the governing body for consideration. If the number of children already admitted to the appropriate year group is lower than the published admission number, a place will be offered. If there are more applications than places available in the year group

concerned, the governing body will apply the admission criteria to all the applications and offer up to the admission number in criteria order.

In-Year Fair Access

The governing body recognises its duty to work with the Local Authority during the course of the year to provide fair access for “hard to place” children, even where the school has already reached its published admission number. These pupils may include children who have previously been permanently excluded from a school, children of Traveller families, refugees and asylum seekers, and children on the Child Protection register. The protocol established by the Local Authority for this purpose is designed to ensure that such pupils are shared equally between schools in an area.

No waiting list is kept in respect of In-Year admissions to the school. If there is no place available in the Year group required, parents have a right of appeal against the Governors’ decision not to offer a place.

Appeals Procedure

Parents have a right of appeal to the Independent Admission Appeals Panel against the decision of the Governing Body to refuse application for a school place. The Independent Admission Appeals Panel is arranged by Coventry Diocesan Board of Education. Details of the appeals procedure are sent out with all refusal letters.

Enquiries or comments about this policy should be addressed to:

The Chair of Governors
Dunchurch Boughton C of E (VA) Junior School
Dew Close
Dunchurch
Rugby
CV22 6NE

Telephone 01788 811028

Email admin3391@we-learn.com

Note: Subject to the above policy and the relevant appeals procedure, decisions regarding admissions will be the responsibility of the Governing Body.

March 11th 2009