



Curry Rivel C of E Primary School Admissions Policy 2020

Introduction

As a church school, we believe that everyone should be treated fairly and with respect, with equality of opportunity and positive attitudes. We strive to create a stimulating environment where everyone's spiritual and our moral beliefs are nurtured. In approving this policy, the governors have considered their responsibilities to achieve these aims.

Key dates

Admission generally takes place in September. In Somerset, children are admitted into school in the year of their fifth birthday. The closing date for applications for Autumn 2020 is 15th January 2020. For more information about the process and registration forms are available from the Somerset County Council's website: <https://www.somerset.gov.uk/education-and-families/apply-to-start-school/>

Contact: Admissions and Entitlements Team. Address: County Hall, Taunton, **Somerset**, TA1 4DY.

Email: schooladmissions@somerset.gov.uk.

Phone: 0300 123 2224

Procedures

Prospective parents are welcome to visit the school and meet the headteacher at any point during the year. The school serves the villages of Curry Rivel, Fivehead and Drayton and admits children within this area up to its pupil admission limit (currently 21).

<https://www.somerset.gov.uk/education-and-families/primary-admissions-guide/>

The parents or carers of any child wishing to enter our school in any year other than that in which they are five have to apply to the school via County admissions:

https://secure1.somerset.gov.uk/forms/PortalShowForm.asp?fm_formalias=SchoolAdmissions%20%20

The admissions team at County will inform the school of any applications and any child who is to be enrolled on the school register.

Our school has a nursery on site called Little Pips. The liaison between the nursery and school ensures that children have a smooth and confident transition. Pre-school children and Reception children meet and play together through joint, planned, activities. These activities enable pre-school children to become very familiar with the school and its teachers.

Our school holds an open morning in the Autumn term to give parents and carers the opportunity to visit the school whilst children are in class and to see examples for the activities and learning that the school provides. An information evening is held in the Summer Term for parents whose children are starting school in September. Parents and carers with their children are invited to school events during that term. We have a useful booklet that gives suggestions for supporting your child in the months before they start school. We often arrange special events using local experts and specialist teachers to give exciting learning opportunities to our youngest children.

In-Year Admissions

The in-year process and policy is agreed by the Local Authority for LA maintained schools. As an LA school you just need to follow the process here -

1. Parents will be advised to contact their preferred school/s direct in order to apply for a place. For further information on advice given to parents please see link below to the In Year School Admissions page on our website.

<https://www.somerset.gov.uk/education-and-families/in-year-school-admissions/>

2. Parents will obtain an application form from the school or SCC website, complete all sections, sign and return to the school. Please note that while we can encourage parents to complete sections 8 and 9, we are not able to make this compulsory. **All parents should be asked for their consent before contact is made with a current or previous school.**
3. School must fax the completed application form to (01823) 358272 or preferably scan the form or if an emailed form has been received it can be forwarded to coredatateam@somerset.gov.uk in order that the Core Data Team can add or update child records. This must be done as soon as possible within **48 hours** after receipt of the completed form. This is important for safeguarding purposes, regardless of whether there is an outcome for the application at this stage.
4. Places cannot be allocated more than 6 weeks in advance. If the application received is requesting a place more than 6 weeks in advance of the proposed start date please send the attached letter. The school should hold the application and process in the normal way at the appropriate time.

5. It is very important you take into account waiting lists for all year groups which are held by the Local Authority until the end of the academic year when considering an application
6. **If the school has a place available within the Admission Number/Limit for the year group:**
 - a. The standard offer letter (attached) should be sent within 10 days of the date of receipt of the application. Schools may wish to add other local information about school such as uniform etc to the text.
 - b. The child's name, date of birth, year group and intended start date must be emailed to schooladmissions@somerset.gov.uk informing the LA that a place has been allocated in order that the LA can update the child records and monitor how many spare places are available in the area. Please also let us know in the email if the parent has ticked a Fair Access vulnerability category and you wish to be accredited for accepting the pupil. If so please state this and which category so these can be verified and recorded as an admission to the school for equitable share purposes.
7. **If the school has no place available within the Admission Number/Limit for the year group:**
 - a. Email schooladmissions@somerset.gov.uk with the child's name, date of birth and year group confirming the refusal to admit. It would be helpful if the Headteacher/Governing Body could indicate whether they may be willing / able to admit the child over the admission number/limit. However this must not be communicated to the parent as the final decision will be taken by the LA as the admissions authority based on a range of factors.
 - b. If the LA agrees the admission over AN, the school will be contacted and asked to send an offer letter to the parent. Otherwise the LA will send the parent a refusal letter and appeal form.
 - c. Where an application has been refused in any year group, the child will be placed on a waiting list. This will be kept strictly in order of oversubscription criteria by the Local Authority, as the Admission Authority, and the child will remain on the waiting list until the end of the academic year in which the application was refused. Parents are responsible for informing the Admission Authority of any changes in their circumstances, which could affect their place on the waiting list.
8. **If the Governing Body wishes to refuse the admission on under Fair Access:**
 - a. Head Teacher to contact William Rochford wrochford@soemrset.gov.uk or Georgia Humphrey ghumphrey@somerset.gov.uk indicating that the school wishes to refuse the admission on the basis that the child has challenging behaviour and the Governing Body feel the year group already has a high proportion of children with challenging behaviour in comparison with other local schools along with any other pertinent details within 5 days of receipt of the application. It will be necessary for the school to provide evidence

that the child has challenging behaviour before any decision to refuse can be made and the number of children they have who have challenging behaviour.

- b. Governing Bodies and Academy Trusts should note that Children in Care cannot be referred under Fair Access and the Local Authority can only take action under Fair Access if the child is considered unplaced. It is also worth noting that parents wishing to appeal for their preferred school cannot be considered under Fair Access until completion of the appeal process. The in year admissions/appeals process cannot run alongside the Fair Access process.

The Role of the Governing Body

- consults with parents, local schools and the LA in drafting the policy
- reviews the admission arrangements annually, consulting on changes with all other admission authorities
- publishes the admission arrangements in the school prospectus
- ensures an admissions register is kept up to date
- reviews the net capacity formula annually, communicating proposed variations to the LA's School Organisation Committee
- receives a termly report from the Headteacher of the number of pupils on roll
reviews the policy annually.