



Clunbury CE (VA) School Admission Policy

January 2017/18 onwards

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Clunbury Primary School is as a Voluntary Aided School and as such its Governing Body has responsibility for its own admissions. If you would like your child to be admitted to Clunbury Primary School, please contact the headteacher in the first instance, giving the name and date of birth of your child/ren. The admissions processes are, however, co-ordinated by Shropshire Council, which is the Local Authority (LA) and we liaise closely with Shropshire Council on all admissions issues.

Shropshire residents should make application for Reception through Shropshire Council's website www.shropshire.gov.uk/schooladmissions by 15th January preceding the beginning of the academic year in which you wish your child to start school. All applications received by the closing date will be considered. Parents will be informed on 16th April if they have been allocated a place for their child.

Children in England are entitled to start school in the September following their fourth birthday and must start their education by the beginning of the term after their fifth birthday. Many parents will be happy for their child to start school in the autumn term, but a small number of parents may have concerns that their child might be too young for mainstream school and may wish to defer until later in the school year.

Please note that when children whose birthdays fall in the summer term defer entry until the following September, the child will then enter Year 1 and not Reception, therefore a separate application has to be made. A place will not be held over from Reception.

See the table below which sets out the timetable.

Born between	Due to start school	Time to apply	Allocations made
1.09.13 and 31.08.14	September 2018 onwards	By 15 January 2018	16 April 2018
01.09.14 – 31.08.15	September 2019 onwards	By 15 January 2019	16 April 2019
01.09.15 – 31.08.16	September 2020 onwards	By 15 January 2020	16 April 2020

Details of applications and allocations made in the previous application round can be found on Shropshire Council's website and in the Council's 'Parents' Guide to Education' booklet available on the website www.shropshire.gov.uk. Reference copies are also available in school.

All schools have an admission limit for each year group. The admissions number for each year is 8 at this school. Children who have a statement of Special Educational Needs or an Educational and Health Care Plan (EHCP) in which Clunbury C.E. (V.A.) Primary School is named as the appropriate school will be offered places first. After which, where applications exceed the admission number, places will be allocated up to the admission number according to the following criteria in order of priority:

1. Looked after children who are in public care and children who were looked after but ceased to be so because they were adopted (or became subject to a child

arrangements order or special guardianship order), as defined in the School Admissions Code.

2. Children living in the designated catchment area and who have an older brother or sister at the school on the date they are due to start.
3. Other children living inside the designated catchment area and whose homes are nearest to the school, measured by a straight line on a computerised mapping system.
4. Children who wish to apply on the grounds of their Christian faith and have supporting information from their priest or minister to state that they are “attached to the church”. (An applicant “attached to the church” would be a regular but not frequent worshipper, by which is meant, for example, one who normally attends a monthly family or church parade service or is regularly involved in a weekday church activity including an element of worship).
5. Children living outside the catchment area and who have an older brother or sister at the school on the day they are due to start and whose homes are nearest to the school, measured as a straight line on a computerised mapping system.
6. Other children living outside the catchment area and whose homes are nearest to the school, measured as a straight line on a computerised mapping system.
7. Children with medical or special circumstances. This will only be considered if parents can provide written medical evidence that Clunbury C.E. (V.A.) School is relevant to the medical well-being of their child. In such cases priority may be given above those children who qualify under priorities 2 - 5.

NOTES:

A sibling connection is defined as a brother or sister, step-brother or step-sister, half-brother or half-sister, living at the same address as part of the same family unit and of compulsory school age (i.e. 5 – 16 years). Fostered and adopted siblings are also included. Older siblings must be attending the school on the date the younger sibling is due to start there. However, cousins or other relatives who take up residence in a home in order to establish an “in catchment area” address will not be given priority under the sibling criterion.

All applications will be considered by the Admissions Committee according to the admissions criteria above. Parents will be notified on 16 April of the decision on the allocation of places by letter from the Admissions Team on behalf of the Chairman of Governors. Should the admission be refused, parents may ask for a review, by writing to the Chairman of Governors at the school, who will refer the request to the Governors’ Appeals Committee. This Committee will not include the Headteacher and the Chairman.

Any applications which do not arrive until after the closing date will not normally be considered until after the allocation date, unless there are exceptional circumstances, such as a house move from another area. Parents are therefore advised that if they do

not apply at the correct time, they may not get a place at their preferred school as it may be filled by other applicants.

Such late applications can be included on a waiting list which will operate until the end of the first term of the new academic year. Where a place becomes available and there are several applicants, the allocation will be made according to the admissions criteria.

If the application is still unsuccessful, parents will have the right to pursue their case through an Independent Appeals Panel which will be arranged by Shropshire Council. This procedure has been agreed with the Shropshire Local Education Authority and the Hereford Diocesan Board of Education and is in accordance with the DfE Code of Practice on School Admissions Appeals. The form required for an Appeal can be obtained via the school.

Where parents move into the school's catchment area at a time other than prior to the child starting in Reception, please arrange to visit the school. You will be informed if there are places in the child's year group and invited to apply if there are places available then arrangements will be made for your child to start. If not then parents should follow the procedure set out in the above paragraph.

Parents are advised that if your child is attending the nursery attached to the school this gives no guarantee or right of admission into the mainstream school. Equally children do not have to attend the nursery school in order to qualify for a place at the school. Parents must complete an application form for the mainstream school.

We recommend that you read Shropshire LA's publication 'Parents Guide to Education in Shropshire' available from the website, www.shropshire.gov.uk or from local libraries. Reference copies are also available in school. The booklet contains important information about making a preference for primary schools and the need to consider making more than one preference, in case we cannot meet your preference for this school. For your information, we liaise closely with Shropshire LA over the admission process.