Church Hill C of E Junior School

'Let Your Light Shine' (Matthew 5:16)

Together Everyone Achieves More

Admissions Policy 2028/2029

Signed by: .....

Date: ..26/11/26.....

Approved by Governor

Date: ..26/11/26.....

Signed on behalf of the Governing body: .....
(Chair of Governors)

Next Review Date: February 28th 2027

This policy will operate for entry September 2028. It will also apply to all mid-term admissions for the school year 2028/29.

Church Hill Church of England Junior School is a warm, family-centred school with a distinctive Christian ethos although we take pride in our inclusive community that welcomes all children of many faiths and none. Through our visions, "Let your light shine," (Matthew 5:16), we aspire for all children to celebrate their strengths and be proud of their achievements, using them to make a positive change in the world. Our ethos is underpinned by seven Christian values and five British values: courage, fairness, koinonia, kindness, truthfulness, thankfulness, responsibility, tolerance, respect, democracy, individual liberty and the rule of law. Each of these has a special focus throughout of curriculum that allows our school community to flourish.

Church Hill C of E Junior school's published admissions number (PAN) for 2028-29 is 65 per year group.

Admissions Arrangements:

The governors are the admitting authority and determine the school's admissions arrangements. The Local Authority (LA) is responsible for coordinating the main admissions round applications on behalf of the governors who will decide which children can be admitted.

If there are too many requests for Church Hill C of E Junior School Academy, priority will be given to children whose parents applied on time, in the following order (see note i below):

	Order of oversubscription criteria
1st	Children who are in public care (looked after children note ii) or those who were previously looked after, including those who appear (to the admissions authority) to have been in state care outside England, but have ceased to be so because they were adopted or became subject to a child arrangement order or special guardianship order.
2nd	Pupils who will have an older brother or sister (who are living at the same address) attending the same school at the same time. (See note iv).
3rd	Pupils who live in the catchment area. (See note iii).
4th	Pupils living nearest to the school measured in a straight-line distance (home to school front gate). (See note v).
5th	Pupils who have a serious medical condition or exceptional social or domestic needs that make it essential they attend the school requested. (Professional documentation confirming the situation must be submitted with the application). (See note vi).

Notes:

i. Combinations of the above criteria are used in priority order. Where the computerised system throws up an equality of distance for more than one child (who do not have the same home address) the final tie breaker will be by drawing lots in the presence on an independent witness.

ii. A 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school (c) by children previously in state care outside of England, we mean children who have been looked after outside of England by a public authority, a religious organisation or another provider of care whose sole purpose is to benefit society. The care may have been provided in orphanages or other settings. Where Governors are unsure about the validity of the application advice will be sought from the Local Authority's "Virtual School Head."

iii. For admission purposes, the home address is the child's permanent address, where the child usually lives with their parent or carer. You must not use any other address on your application, including using the address of a childminder or relative or renting a property for a short period of time as this could be considered as using a fraudulent address.

Only one address can be used on your application for a school place. Where shared care arrangements are in place, both parents must agree which address will be used on the application, and this should be the address where the child lives for the majority of the school week. If no joint declaration is received by the closing date for applications, the address where the child spends the majority of the school week will be used. In instances where the child spends equal time with each parent, the home address will be taken as the address where the child is registered with the doctor.

In addition, where a catchment area has more than one school:

- No one school will be overfilled while another school with the same catchment has places; and,
- If more applications than the number of places are received from within the catchment the oversubscription criteria will be applied for each school in accordance with the admissions policy.

iv. The term "brother or sister" includes half and step brother or sister or legally adopted child being regarded as the brother or sister (and living at the same address).

v. For Criterion 4 above, measurement of distance is in a straight line from the centre point of the home property to the school's main designated front gate, using a computerised mapping system.

vi. If criterion 5 is used, professional supporting documentation from the Lead Professional must be supplied and must be submitted with the application. The following list are the areas that are considered exceptional:

- Crown Servants (serving members of the armed forces).
- Children subject to Child Protection Plans.
- Hard to Place children – who fall under the Fair Access Protocol.
- Parents suffering domestic violence (This is dependent on documentary evidence by a lead professional).
- A child for whom transfer to the catchment area school would involve attending a different school until he/she is the right age for transfer. (This is dependent on the child

having attended the present school for at least a year).
Each case will be assessed on its individual merits.

Normal FTA / Transfer Applications
Church Hill CofE Junior School will participate in full with the LA's FTA / Transfer Co-ordinating Scheme. This means parents must apply through the LA online system or using the LA's common application form. The application forms must be completed and submitted or returned by the national closing date (First time admissions primary - 15 January).

Late Applications
Any applications received after the closing date will be accepted but considered only after those received by the closing date. You are therefore encouraged to ensure that your application is submitted on time. All supplementary information e.g. medical consultant letters to proof of change of address, remains the parent's responsibility to supply.

Oversubscription Criteria
If Church Hill CofE Junior School has more applications than places available, Governors will draw up a ranked list based on the criteria listed above and inform the local authority accordingly. Children who have an Education Health Care Plan (EHCP) that name Church Hill CofE Junior School will be admitted even if the school is full.

Oversubscription (OSL 'Waiting') List
Parents whose children have been refused a place Church Hill CofE Junior School will automatically be added to the Church Hill CofE Junior School OSL (waiting) list. The OSL for admission will remain open until the end of the Autumn Term in the admission year. The OSL is ranked using the oversubscription criteria listed above. The OSL may change, this means that a child's OSL position during the year could go 'up' or 'down'. The OSL makes no distinction between on time or late applications.

Twin and Multiple Birth Applications

Where the last available place is offered to a twin or multiple birth child the other twin or multiple birth sibling(s) will also be admitted.

Education out of the Normal Age Group

A request may be made for a child to be admitted outside of their normal age group for example if the child is gifted and talented or had experienced problems such as ill health. In addition, the parents of a summer born child (a child born between 1st April and 31st August) may request that the child be admitted out of their normal age group, e.g. to year 3 rather than year 4, particularly if they have already been educated out of normal age group in their infant school.

Parents should apply in the normal admission round and also submit a written request addressed to the Chair of Governors specifying why admission out of normal year group is being requested and the year group in which they wish their child to be allocated a place.

When such a request is made, the Governors will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the headteacher and any supporting evidence provided by the parent.

There is no right of appeal against a decision relating to admission out of chronological age.

Appeals

If your child has been refused a place at Church Hill CofE Junior School, you retain the statutory right to appeal. In accordance with the Admissions Appeals Code, applicants who have been refused a place for their child at the school may appeal against the decision to an independent appeals panel at the Diocese Board of Education. Details of how to appeal will be included in the refusal letter. The appeals timetable is available on the school website. Full details may be obtained from the Diocesan Board of Education,
St. Martins House,
7 Peacock Lane,
Leicester
LE1 5PZ
or Admissions & Appeals – Leicester Diocesan Board of Education (leicesterdbe.org) .
E-mail contact can be made for support with the process, to Clerk to the Appeals Panel at OfficeDBE@LeicesterDBE.org. All appeals must be received within 20 days of the receipt of the refusal letter to be heard on time. The Diocese will arrange the appeal on behalf of the governors to be heard by an independent panel, whose decision is binding on all parties.

Applications during the School Year

If you would like to move your child to our school, please contact the school office to arrange a tour and to meet the Headteacher.
Mid-term applications for 2028/29 should be made using the form on the website. You will be notified of the decision within 10 school days. If applicable, you will also be notified of the appeal procedure.

Fraudulent Information

If the allocation of a place has been made on the basis of fraudulent or intentionally misleading information, the governors reserve the right to withdraw the place.

Fair Access Protocol

Church Hill CofE Junior School will participate in full with the LA's *Fair Access Protocol* in order to make sure that the most vulnerable children are offered a place at a suitable school as quickly as possible. This includes admitting children above the published admission number of a school that is already full.

Appendix 1 Catchment Area

