

# Church Hill C of E Junior School

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



Together Everyone Achieves More

## **Admissions Policy**

Signed by: .....

Date: .....

Approved by Governor

Date: .....

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

Next Review Date: September 2023

This policy will operate for entry September 2022. It will also apply to all mid-term admissions for the school year 2022/24 and for subsequent years until further notice.

Church Hill C of E Junior school's planned admission number (PAN) for 2022-23 is 90 per year group.

#### Admissions Arrangements:

The school has adopted the admission arrangements put in place by Leicestershire County Council and will operate in line with their policies and procedures.

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):

<b>Order of oversubscription criteria</b>	
<b>1<sup>st</sup></b>	Children who are in public care and those children who were previously looked after children. (See note ii).
<b>2<sup>nd</sup></b>	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).
<b>3<sup>rd</sup></b>	Pupils who live in the catchment area. (See note iii).
<b>4<sup>th</sup></b>	Pupils living nearest to the school measured in a straight line distance (home to school front gate). (See note v).
<b>5<sup>th</sup></b>	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.

**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) in state care outside England and have since been adopted or subject the child arrangement or special guardianship orders. Previously looked after children are 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).

**iii.** The child's place of residence is taken to be the parental home. 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 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 and 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 i.e. 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.

### **Appeals**

If your child has been refused a place at Church Hill CofE Junior School, you retain the statutory right to appeal. Church Hill CofE Junior School has engaged the services of the LA to conduct all our appeals. Therefore, you can appeal using the LA's 'Notice of Appeal' available through the following link, <https://www.leicestershire.gov.uk/education-and-children/schools-colleges-and-academies/school-admissions/appeal-a-school-place>

The LA 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**

Church Hill CofE Junior School has engaged the services of the LA to co-ordinate mid-term applications. This is because the LA's online systems operate 24/7, and throughout school holidays. Please see the online application link below:

[https://emsonline.leics.gov.uk/CitizenPortal\\_LIVE/Account/Login?ReturnUrl=%2FCitizenPortal\\_LIVE%2F](https://emsonline.leics.gov.uk/CitizenPortal_LIVE/Account/Login?ReturnUrl=%2FCitizenPortal_LIVE%2F)

If Church Hill CofE Junior School has a space, the LA will offer the place, if there are more applications than places the Governors will rank the applications and inform the LA, who in turn inform parents of outcomes.

### **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.

Admissions should also reference any requests for a child to be educated outside of their normal age group so that they school can process this request.

## Appendix 1 Catchment Area

