

**Peterborough Diocese Board of Education
Hackleton CEVA Primary School**

Admissions Policy 2018

The Governing Body is the Admission Authority in this Voluntary Aided School and is responsible for all admissions.

The Governing Body will admit up to **30** pupils into each year group.

The Governing Body will admit children with an Education Healthcare Plan or statement of Special Educational Needs which names the school.

The Governing Body will consider late applications after all the „on time“ applications have been processed. Those refused a place due to the school having admitted up to their admission number of 30, will be advised of their right to appeal.

When there are more applications than there are places available, the Governing Body will admit pupils according to the following criteria which are listed in order of priority.

Oversubscription criteria

1. A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order . 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).
2. Children on social or medical grounds, where professionals have clearly identified that this school will best meet the needs of the child.
These applications must be accompanied by documentary evidence from appropriate professionals within the Health or Social services.
3. Children living with their parent(s)/legal guardian(s) in the civil parish of Hackleton. This includes Piddington, Horton, Preston Deanery and the relevant part of Wootton Fields (Wootton Fields: 1-9 & 2-12 The Ashes, 3-23 & 2-10 The Choakles, 43-45 & 30-42 Long Meadow, 1-37 & 4-60 Milton Bridge, 7-17 Thrupp Bridge. Salcey Lawn – Hartwell. Eakley Lanes – Stoke Goldington)
(see residence definition below)
4. Children who have a sibling attending the school at the time of admission.
(see sibling definition below)
5. Children of parent(s)/legal guardian(s) who worship at St John the Baptist, Piddington.
These applications must be accompanied by form SIF/A available from the school. The completed SIF/A will then be sent to the minister with form SIF/B to verify church allegiance.
6. Children of worshipping members of any Church that is a member of Churches Together in England, this includes the Church of England.
These applications must be accompanied by form SIF/A available from the school. The completed SIF/A will then be sent to the minister with form SIF/B to verify church allegiance.
7. Children of parent(s)/legal guardian(s) of other faiths, or none, who wish their child to be educated in a church school and Christian environment.

Right of Appeal

Governors will admit up to the published admission number. For any child subsequently refused a place, parent(s)/legal guardian(s) will have the right to appeal against the decision, to an independent Appeals Panel. Parents wishing to appeal should write to:

The Clerk to the Appeals Panel
Diocesan Board of Education
Bouverie Court
6 TheLakes
Bedford Road
Northampton NN4 7YD

Deferred entry to school

Applications received will be processed as part of the normal admissions round according to the oversubscription criteria of the school. No additional priority will be given to applications and therefore, the applications may not be successful. If a place is offered, the child will be placed in the Reception class.

Waiting lists

All parents who are refused a place at the school at any time may wish to place their child's name on a Waiting List.

The Waiting List is kept for all year groups throughout the school year and for incoming Reception pupils from the date of the allocation of places. Pupils will be placed on the Waiting List in strict order according to the oversubscription criteria on the Admissions Policy. If a place becomes available at the school, places will be allocated according to these criteria.

Parents must contact the school and request that their child's name is placed on the Waiting List. This can be done by telephone 01604 870086, or e-mail: head@hackleton.northants-ecl.gov.uk

The Waiting List will be revised at the time of allocation of places, again in September, January and April.

At the time of allocation of places, parents must contact the school within 7 days to request that their child is placed on the Waiting List. If parents wish their child to remain on the Waiting List they must contact the school in September, January and April.

Parents should contact the school within 10 school days at the beginning of September, January and April. Any places which become available will be allocated after 10 school days at the beginning of September, January and April.

Please note that children who are the subject of a direction by the local authority to admit or who are allowed a place in accordance with Fair Access protocol must take preference over those on the waiting list.

Notes

Tie Breaker

Where there are more applications in any one category, applications will be prioritised on the distance from the child's home to the main entrance of the school.

Distances are measured from the property to the nearest access point to the school grounds. It is measured on a straight line basis, using the Local Authority system which is a Geographical Information System.

Residency definition

The child's place of residence is the address of the parent(s) or legal guardian(s) with whom the child spends the majority of time during the school week.

(Parent(s)/legal guardian(s) may be asked to produce evidence of residency/home address at any time during the admissions process)

Definition of siblings

The definition of a brother or sister sometimes referred to as a sibling;

- a brother or sister sharing the same parent
- a half brother or half sister where 2 children share one common parent
- a step-brother or step sister, where two children are related by a parent's marriage
- adopted children

A brother or sister must be living at the same address when the application is made.

Guidance on the term "worshipping member"

At least one of the parents or guardians of the child is regarded by the priest/minister/worship leader as part of the

worshipping community at the church/worship centre.

This would not necessarily mean that the parent is a "Member" in a technical sense (e.g. through baptism, confirmation or electoral roll) but would imply a pattern of attendance at worship (on Sunday or at other times) that is more than "occasional" and has been sustained for more than a short, very recent period of time.