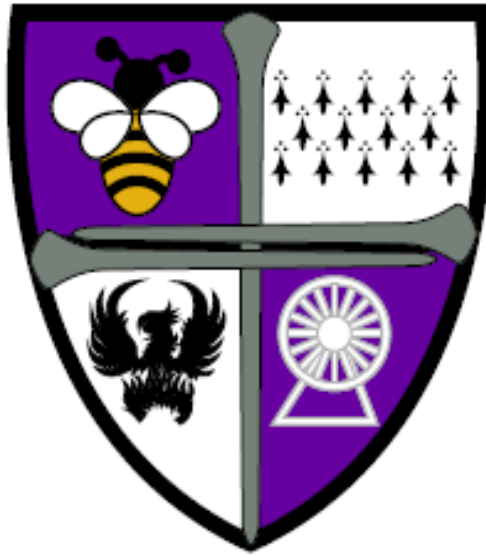


THE CANONS C of E PRIMARY SCHOOL



ADMISSIONS POLICY 2024 - 2025

Signed

Head Teacher

Chair

Dated

Review Date

The Canons C. of E. (Voluntary Aided) Primary School, Bedworth

Admission Policy

The school is a Voluntary Aided School, the Governors are responsible for admissions and setting the admissions arrangements. In determining their policy the Governors have endeavoured to serve families of the local community whilst seeking to preserve the ethos of this Church of England Voluntary Aided School. The policy will be reviewed annually by the school's governing body.

As a primary school, children are usually admitted at the start of the school year (September) following their fourth birthday. Children attend The Canons Primary School for a period of 7 years (age 4 – 11) until they reach the age they transfer to secondary school. Most children come from the surrounding area, but others attend because of the Christian ethos, Christian nature and Church of England links.

The priority area of the school is defined as the area between Mill Street (South side, shared with Race Leys Infant School), Newtown Road (even numbers, south side), Bedworth Bypass to the disused Mineral Railway and Coventry Road (West side) to the junction but excluding High street indicated in the diagram in appendix I.

Parents who would like their child to be considered for a place in the year of entry (Reception) must apply through their home local authority (LA) by means of an online application form *which names the school as a preferred choice*. All applications are considered together by a committee set up by the Governors within the timetable set by the Local Authority, using information supplied by the Local Authority. Deadline for application to Reception is 15th January.

The School has an agreed **published admissions number** of 90. However if the 90th place falls to one of a set of twins/triplets etc. then we will accept the sibling who resides at the same address at the time of admission.

We are an inclusive school, Places are considered together and subsequently offered in the first instance on 16th April for the following September as per the co-ordinated admissions process. (see Appeals documentation).

When the school has more applications than there are places, places will be offered according to the following oversubscription criteria in the following order of priority:

If a child has an Educational Health Care Plan (EHCP) naming The Canons Primary School, the Governors recognise their duty to admit the child. It is expected that the admission of a child with an EHCP will reduce the amount of places available to other applications

1. looked after children and all previously looked after children, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted (Note 1)
2. Children with a sibling in the school at the time of admission – priority order is given to those in a, b, c as below
3. Children living in the priority area of the school at the time of admission – priority order is given to those in a, b, c as below
4. Children living outside the priority area at the time of admission – priority order is given to those in a, b, c as below

The order of priority within each criterion will be given where children and at least one parent can demonstrate regular attendance at public worship:

- a) All Saints Parish Church, Bedworth or St Andrews Parish Church, Bedworth
- b) A Christian church. Where 'church' refers to any Church of England or Roman Catholic Church, or a church that is a member church of the 'Evangelical Alliance', 'Fellowship of Independent Evangelical Churches', 'Churches Together in England', 'Churches Together in Britain and Ireland'.
- c) other children, where no faith commitment is evidenced

Proximity to home address will be used to decide the order of allocation of places within each of the criterion above.

Tie Break Where the distance from home to school is identical for two or more applicants within the same oversubscription criteria individual priority will be determined by random allocation using a random number generator. The allocation will be carried out by two officers of the local authority of the Admissions Service in the presence of a local authority solicitor. The result of the draw will be recorded and countersigned at the time by all parties involved. Applicants will be notified of the outcome in writing.

Regular attendance. Confirmation from the faith leader using the attached form (found in Appendix II) confirming evidence of Christian faith commitment on the basis of a minimum of 2 attendances a month for at least 12 months preceding the application for a school place is required for categories a and b. Parents are responsible for ensuring that this form is completed and submitted at the time of application.

Should a family move into the area then school will require the same written evidence from a faith leader over the same time period.

The evidence of regular attendance should be based on a register maintained by the religious organisation concerned.

Priority will be given within each of these categories (a-c) to children living nearest to the school

In the event that during the period specified for attendance at worship the church [or, in relation to those of other faiths, relevant place of worship] has been closed for public worship and has not provided alternative premises for that worship, the requirements of these [admissions] arrangements in relation to attendance will only apply to the period when the church [or in relation to those of other faiths, relevant place of worship] or alternative premises have been available for public worship

Admission of children below compulsory school age and deferred entry to school

Admission authorities are required to provide for the admission of all children in the September following their fourth birthday. Children offered a place in Reception are entitled to a full-time place in the September following their fourth birthday. However, parents can defer the date their child is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age (the term after their fifth birthday) and not beyond the beginning of the final term of the school year for which it was made. Where parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age. In both cases, an application for a school place must be made in line with the coordinated admissions process for the relevant year of entry. Once a school place is offered parents or carers can request that entry is deferred or for their child to attend part-time. This request is made directly to the school where the child has been offered a place.

Admission of children outside their normal age group

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, parents of a summer born child may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to reception rather than year 1. To apply for a child to be educated outside of their normal age group a request must be made in writing to the Head Teacher and this should be made in good time in order for a decision to be made prior to a formal application to the local authority by the 15th January

Parents/carers will be notified once a decision is reached, along with the reasons for the decision. Parents will also be notified of the potential risks of a child being taught out of year group and it will be made clear that, when the child moves schools, the admission authority of the new school will be responsible for deciding in which year group the child will be placed. This could result in a child being required to skip or repeat a year. Being granted a Delayed Entry place does not guarantee a place at any school. The normal admission criteria still apply. Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school, but it is not in their preferred age group.

Note 1

Definition of Previously Looked After Child

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). All references to previously looked after children in this Policy mean such children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after and those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

Definition of sibling/brother or sister:

The definition of a sibling/brother or sister attending the school at the time of admission is brother or sister (including half brother or half sister, adopted, step brother or step sister) living at the same home address as the child applying for the place.

A sibling connection will not be accepted if the original place was obtained by using fraudulent or false information.

Note 2

Twins, triplets etc:

Twins/ triplet are defined as sharing in a common genetic inheritance and resulting from a shared single pregnancy.

Where the final place in a year group is offered to one of twins (or triplets etc) it is our policy to admit the other twin unless it would be prejudicial to the efficient education or the efficient use of resources for the existing children.

Note 3

Definition of home address:

A home address is where a child normally resides/sleeps when s/he attends school. Addresses involved in child minding arrangements (professional or with relatives) are excluded.

Where a place is allocated on the basis of an address which is subsequently found to be different from the child's home address that place is liable to be withdrawn.

Note 4

When a child lives between two addresses (separated parents):

Where a child lives with two parents in separate addresses the qualifying address will be that where the child spends (i.e. sleeps) the majority of the school week. If the child spends exactly equal amount of time in the two addresses the parents themselves will need to nominate which address they wish to be the child's main address for school admission purposes.

Where a school place is allocated on the basis of an address which is subsequently found to be different from the child's home address that place is liable to be withdrawn.

Note 5

When applicants move house

If your move involves the purchase of a property, you will need to provide appropriate written evidence in the form of a letter from your Solicitors detailing your exchange of contracts and the actual completion date. A letter of intention to purchase is not sufficient.

If your move involves the renting of a property, you will need to provide appropriate independent written evidence (e.g. from an Estate Agent or Solicitor) of the tenancy agreement or lease including the start and end date. Where relevant, you will also need to provide appropriate written evidence (in the form of a letter from your Solicitor or Estate Agent) confirming the sale of your existing property.

Rental arrangements must be to a date beyond the start of the school year.

If your move involves you returning to live in a property that you already own, you will need to provide appropriate written evidence of the date that you will resume living in the property and that you intend to remain living there for the foreseeable future. If you have rented this property out, please provide evidence that you have given your tenants notice to leave.

If your move involves you residing with a member of your family, we will need to see your child benefit book or the letter of notification, showing that the child is resident at the relevant address.

Failure to provide written evidence that proves, to the satisfaction of the Governors, that the family have moved or will have moved by the start of the Autumn Term to the claimed address, will result in the governors being unable to consider the application from that address.

Note 6

Late Applications for Year of Entry:

Applications received by the deadline set by the LA will be treated as on time. Parents are advised to obtain a certificate of posting.

Late applications received after the specified date in January due to a house move will be treated as on time, up to and including the specified date in February, as long as evidence has been provided to verify your new property (see note 7 below).

All other late applications received after the specified date in January will be considered after all those who applied on time and will not be processed until after offers have been posted to parents.

Applications received after the offer date in February will be placed on the relevant waiting lists and offered places in criteria order where possible.

Note 7

Appeals

If a child is refused admission to the school, the parents have formal rights of appeal against the Governors' decision. Parents who wish to appeal against the decision of the Governors may apply in writing stating their reasons for the appeal. (A form is available from school to complete an appeal application).

The appeal will be heard by an independent diocesan appeals panel of at least three people, independent of the school. Parents will be informed of the date and time of the hearing and will have the opportunity to attend the hearing to support their appeal. After the appeal has been heard, a letter will be sent informing parents of the outcome. The decision is binding to the school.

Further information about the procedure may be obtained from the school or website.

The independent diocesan panel will not consider another appeal in the same year unless there has been an important and relevant change in circumstances since the original appeal.

The Canons C.E. Primary School will not consider repeat applications in the same academic year, unless there has been a significant change in circumstances, relevant to the application.

Note 8

Waiting lists – Year of Entry

If our school is over subscribed the Local Authority will hold a waiting list for children initially unable to secure a place. Places, which have become available, will be offered using the admissions criteria, in order of priority, as previously stated. The list will be maintained until the 31st December. The amount of time the child's name has been on the waiting list is not relevant. Parents should be aware that the priority order of children on the list can alter.

Note 9

In – Year Transfers

Offers will not normally be made more than 5 weeks in advance of the child taking up the place.

Applications forms for admission during the school year are available from the school. This process is coordinated by the local Authority

- i) If the school has a place available in the Year group required when such an 'in year' application is made, the place will be offered to the applicant – except in the case of an applicant who has been excluded twice from previous schools.
- ii) Applications are refused if the admission authority feel that an additional child would prejudice the provision of efficient education or the efficient use of resources for children currently in the school.
- iii) If a child is refused admission, in this case, the parents have formal rights of appeal against the Governors' decision. Details of the procedure are above in note 8.

Applications made in-year for places are held on a reserve (waiting) list that operates for the whole of the school year. Parents should refresh their interest in the list on a termly basis.

If a vacancy in an appropriate year group becomes available, the admission criteria above are applied to all applicants and an offer will be made to the child with the highest priority.

Note 10

Children in Care

Moves of care placements can occur outside the normal admission round. We will admit without appeal looked after children from within the priority area even if the admission limit has already been reached or exceeded.

Note 11

In Year Fair Access Protocol

The governors recognise their duty to work with Warwickshire Local Authority through its "In Year Fair Access Protocol" to find places for "hard to place" children – even where the school may have reached its published admission number already.

These pupils may include children who have been permanently excluded from a school, children of Traveller Families, refugees and asylum seekers, and children on the Child Protection Register. The protocol allows for such pupils to be shared equally between schools in an area.

Note 12

Calculation of distance from home to school

Within each criterion priority is given in order of distance between the child's home and school (shortest distance = highest priority). Distance will be calculated as a straight line measurement and applies equally to those living inside and outside the County boundary.

A straight-line measurement will be made, using a computerised mapping system, from the child's home address to the centre of the school site, on the basis of information provided to the school by the Local Authority. The shortest measurement will have the highest priority.

The home address used must be a residential property that is the child's only or main residence.

As part of the co-ordination process, the home local authority undertakes address checks to ensure that applicants have provided the correct address, including in cases where there is shared parenting.

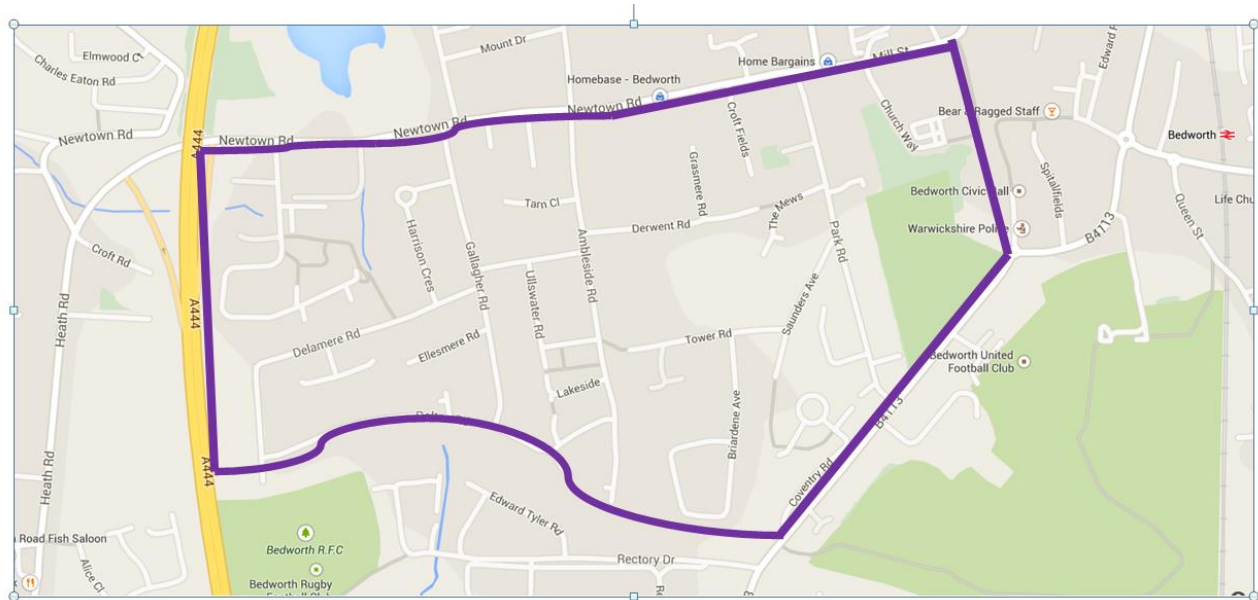
Any place offered on the basis of an address that is subsequently found to be different from the child's normal and permanent home address may be withdrawn.

Enquires or comments about this policy should be addressed to:

The Chair of Governors
C/o The Canons C of E Primary School
Derwent Road, Bedworth, CV12 8RT
Email admin3302@welearn365.com (Marked for the attention of the Chair of Governors)

APPENDIX I

The Canons C of E (Voluntary Aided) Primary School Priority Area



The priority area of the school is defined as the area between Mill Street (South side, shared with Race Leys Infant School), Newtown Road (even numbers, south side), Bedworth Bypass to the disused Mineral Railway and Coventry Road (West side) to the junction but excluding High street.

APPENDIX II

The Canons C of E (Voluntary Aided) Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

THE CANONS C of E PRIMARY SCHOOL

NICHOLAS CHAMBERLAINE'S SCHOOL FOUNDATION

Derwent Road

Bedworth

Warwickshire CV12 8RT

Tel: 024 76 312220

www.thecanonsprimary.co.uk

Head Teacher: Mrs Michaela Fallon

Email: admin3302@welearn365.com

FAITH EVIDENCE

The child listed below is applying for admission into The Canons CoE Primary School and as such we require evidence that the child and at least one parent can demonstrate regular attendance.

In the event that during the period specified for attendance at worship the church [or, in relation to those of other faiths, relevant place of worship] has been closed for public worship and has not provided alternative premises for that worship, the requirements of these [admissions] arrangements in relation to attendance will only apply to the period when the church [or in relation to those of other faiths, relevant place of worship] or alternative premises have been available for public worship

Child's name:		Name of faith:	
Religious Establishment Attended:			
Who does the child attend with?			
How often does the child attend? <i>Eg once a month, twice a month etc</i>			
How long has the child been attending? <i>Eg 1 year, since 2010 etc</i>			
Please state your name and position within the religious establishment:			
Signed:			

Please complete this form and return to the above address.