

## **Cheselbourne Village School Admissions Policy**

**Please read this policy in conjunction with the  
Child Protection and Safeguarding Policies**

### **Introduction**

The governing body of Cheselbourne Village School applies the regulations on admissions fairly and equally to all those who wish to attend this school. The School Standards and Framework Act 1998 introduced a new framework for school admissions as of September 2000. This policy conforms to the regulations that are set out in that Act and also further explained in the statutory School Admissions Code of Practice and the statutory Appeals Code of Practice.

### **Aims and objectives**

We are an inclusive school that welcomes children from all backgrounds and abilities. All applications will be treated on merit and in a sensitive manner.

The only restriction we place on entry is that of number. If the number of children applying for entry exceeds the places available, we enforce the procedure set out below in order to determine whether a child is accepted or not. It is our wish to allow parents the right to have a place at the school of their choice. However, this is not always possible, due to the excess demand on the school places available.

The level of ability of a child or any special needs that s/he may have plays no part in the admissions policy of this school.

### **How parents can apply for their child to be admitted to our school**

The school determines the admission arrangements in agreement with the LEA. The LEA is therefore the 'Admissions Authority' for our school.

Parents have a right to express a preference for the school of their choice and they should do so on the application form. Expressing a preference does not, in itself, guarantee a place at this school. Application forms can be obtained from the Education Department of the LEA and should be completed by the date stipulated on the forms. The school notifies parents about the school place as soon as all the applications have been considered.

### **Admission appeals**

If we do not offer a child a place at this school, it is because to do so would prejudice the education of other children by allowing the numbers of children in the school to increase too much.

If parents wish to appeal against a decision to refuse entry, they can do so by applying to the LEA. An independent appeals panel then meets to consider all appeals by parents who have been refused a place at our school and who wish to appeal against this decision. An appeals panel's decision is binding for all parties concerned.

If the appeals panel decides that we should admit a child to our school, then we will accept this and continue to do all we can to provide the best education for all the children at our school. (Details of appeal arrangements are set out in the Code of Practice on School Admissions Appeals, which came into force in September 1999.)

### **The standard number**

The standard number is the number of children that county deem the school can accommodate in each year group. The standard number for our school is 10. We keep this number under review and the governors will apply to change this if circumstances allow. We teach infant children (aged four to seven) in a class that has a maximum number of 30 children.

### **Review**

This policy will be reviewed annually with the Admissions Authority in the light of any changes in circumstances in our school or the local area.

### **Code of Practice**

Governors consult with the LEA before introducing or changing arrangements.

### **Criteria for Admission**

Parents or carers can apply directly to the school or on line. Applications are usually made between September and November for the following school year.

Children start school from the September following their fourth birthday. Children have a statutory right to be admitted to school full-time at the start of the school term following their fifth birthday. All children will start by having an initial period of part-time attendance before increasing to full-time. The school governors have the discretion to determine whether attendance should be full or part-time during the Autumn Term.

Children will be admitted to school using the following criteria:-

- a) living in catchment area and living in that area at start of September term;
- b) living outside catchment area in the following order:
  - sibling already attending the school
  - proximity to school in local area or medical reasons,
  - social/compassionate grounds, parents who advance particular reasons which in Governors view deserve priority;

Spare places will be decided by reference to:

- a) standard number/admission number set for year group
- b) number of children attending school in particular class/teaching group
- c) total accommodation available/total number on roll/staffing available.

Four year olds - all children will start by having an initial period of part-time attendance.

Parents who are dissatisfied with the Governors' decision have the right to appeal to a panel by writing to the Clerk to the Governors, with the grounds for complaint clearly stated. The appeal committee will be conducted according to DFEE guidance. Parents will not have the right to appeal when their child has been permanently excluded from two or more schools and at least one of the exclusions took place within the previous two years.