



Embleton Vincent Edwards C of E Primary School

Policy	Admissions
Ratification Date	28 March 17
Review Date	Spring 18
Signed	

Chair of
Governors

A schedule for the review of this, and all other policy documents is set out in the school's cycle of policy reviews.

The governing body of Embleton Vincent Edwards Voluntary Aided Church of England School is the admissions authority for the school and they intend to admit up to 12 pupils to the reception year group in September 2017.

It is, furthermore, the admissions authority for the nursery class within the school, where children are eligible for a place at the start of the term following their third birthday. Children are usually admitted termly. Places will be offered if spaces are available within the class.

This arrangement follows consultation between the governing body, the LA, all other schools in the area and all other Admission Authorities in the area. The school is open to receive applications for admissions from the parents of all children. We must give priority to children who are currently or who have ever been in the care of the local authority (looked after children) and those with a statement of special educational needs or Education, Health and Care (EHCP) plan, which names the school. After the priority children have been given a place, and in the event of the number of applications exceeding the number of places available further priority will be given to applications in the order indicated below.

Over-subscription Criteria

1. Children with a brother or sister at the school at the time they would be admitted to the school.
2. Children of parents worshipping regularly and frequently at the Parish Churches of Embleton, Rock, Rennington, Newton and Craster.
3. Children who live in the Parishes of Embleton, Rock, Rennington, Newton and Craster.
4. Children of parents worshipping in another Christian Church who wish their child to attend this school because of its Christian foundation.
5. Children who have special medical needs or other special circumstances (supported by medical/ professional opinion).
6. Other children.

Tie Breaker

Where there are places available for some, but not all applicants within a particular criterion, distance from the home address to the school entrance will be the deciding factor. Distance will be measured in a straight line (as the crow flies) from the front door of the child's address (including flats) to the main entrance of the school, using the Local Authority's computerised measuring system with those living closer to the school receiving the higher priority.

Waiting List

The school office will maintain a waiting list of applicants. In the event of a place becoming available in the appropriate class during this time and there being more applicants on the

waiting list than places available, the selection criteria and tie breaker indicated above will apply.

Appeals

If you would like to appeal a decision made regarding admissions, please write to the Chair of Governors at Embleton VE Primary School. Appeals will be heard by the Appeals Body.

General Information

The Published Admission Number of each school for entry in September 2017 is published in the LA Admissions Handbook. Full admission arrangements can be found on the Northumberland County Council website.

Supporting evidence should set out the particular reasons why the school in question is the most suitable school and must be submitted at the time of application.

For the purpose of admissions siblings are deemed to be brothers and sisters, step brothers and sisters, adopted brothers and sisters and other children who reside permanently in the household and are treated as siblings.

Parents will be asked to provide evidence of residency if the requested school is oversubscribed.

The Local Authority also reserve the right to withdraw a place at a school if information relating to address or any other matter is found to be false.

The Governing Body reserves the right to vary these criteria to take account of revisions to legislation or its interpretation by the courts.

In cases when an application for a place has been unsuccessful, the child's name will be placed on a reserve list for the school in question under the appropriate Coordinated Scheme. Under the Coordinated Scheme, reserve lists will be maintained until the end of the first term of the school year to which they relate. No further arrangements will be made to maintain reserve lists after 31 December 2017.

Those parents whose application to a school has been unsuccessful will be notified of their right of appeal to an Independent Appeal Panel. The School Standards and Framework Act 1998, gives this right to all parents whose application for a school has been unsuccessful. The decision of an Appeal Panel is binding on both the Admission Authority and the school. The School Admissions Appeals Code can be found on the DfE website at: www.DfE.gov.uk.

Coordinated Arrangements

The following arrangements come under the auspices of the relevant Coordinated Scheme and are common to all admission authorities in Northumberland and neighbouring local authorities. The last date for receipt of requests for places for September 2017 will be determined by the relevant Coordinated Scheme.

Application forms submitted after the closing dates will result in late offers being made.

In line with the Coordinated Scheme for First or Primary Schools, parents of children starting in Reception at a First and Primary School will be informed of the outcome of their application in April 2017. Parents applying for places in other year groups in all schools will be notified under the arrangements of the relevant Coordinated Scheme.

The parents of all pupils who are starting school must complete a parental preference form. This is referred to in the Co-ordinated Scheme as the COMMON APPLICATION FORM. This also includes anyone living in the catchment area of school or whose children are already attending a pre-school/nursery setting attached to a school.

Parents should complete only one common application form but may make a request for more than one school on that form. They should rank the schools in order of preference, setting out the reasons for their preferences in accordance with the criteria used for prioritising applications. Some Admission Authorities (Governing Bodies of Voluntary Aided schools, Academies, Foundation or Trust Schools) may require parents to complete a supplementary form, but only if the additional information is necessary for the school to apply its admission arrangements. Parents may make requests for more than one school, but will only be offered one school place.

Paper copies of the application form can be requested from 01670624889

Follow the following link for how to apply on line:

<http://www.northumberland.gov.uk/NorthumberlandCountyCouncil/media/Document-store/School%20admissions/Online-Admissions-Leaflet-2017-2018-PH.pdf>

Key Dates

1st November 2016: E-admissions portal opens

15th January 2017: Closing Date for Applications: E-admission portal closes

16th April 2017: Parents notified of the outcome of their applications for school places.