

## NORMANTON ALL SAINTS CE (VA) INFANT SCHOOL.

### ADMISSIONS POLICY

The Governing Body of Normanton All Saints CE (VA) Infant School is the admissions authority for the school, not the Local Authority.

#### **Making an application**

1. Applications for admission to the school must be made on the common application form enclosed with the Local Authority's brochure between the 1<sup>st</sup> September 2009 and the closing date of 16<sup>th</sup> November 2009.
2. In order for the School to consider your application under its Oversubscription Criteria you should obtain a copy of the Schools Information Form (SIF) from the School and return the SIF to the School by the same closing date of the 16<sup>th</sup> November 2009.

#### **Admission procedures**

The Planned Admission Limit for admission to the Upper Foundation classes in the school year commencing September 2010 will be a maximum of 90. This arrangement follows consultation between the Governing Body, the Diocesan Board of Education, Local Authorities and other admission authorities in the area. The Governing Body will not place any restrictions on admissions to Upper Foundation Classes unless the number of children for whom admission is sought exceeds this number. By law no infant class may contain more than 30 children.

The Local Authority operates a co-ordinated admissions scheme and administers a system of equal preferences under which all applications are considered equally and the schools Governing Body allocates available places in accordance with its published admissions policy.

In the event that there are more applications than places available the Governing Body will allocate places using the following Oversubscription Criteria which are listed in order of priority. The Local Authority will inform parents of the offer of a place on the 2nd April 2010.

#### **Special Educational Needs**

The admission of pupils with a Statement of Special Educational Need is dealt with by a completely separate procedure. Normanton All Saints CE (VA) Infant School will admit children with Statements of Special Educational Needs in which The School is named on the Statement, in accordance with Section 324 of the Education Act 1996.

### **Oversubscription criteria.**

**If the number of applicants exceed the admissions limit then the following oversubscription criteria will be used in order of priority :-**

1. 'Looked After Children' defined as children who are in the care of a Local Authority ( in accordance with Section 22 of the Children Act 1989)
2. Children whose parents or guardians are regular and frequent worshipping members of Normanton Parish Church and whose names are entered on the roll of Church membership.
3. Children whose parents or guardians are regular and frequent worshipping members of another Anglican Church, and whose names are entered on that Church's roll of membership.
4. Children whose parents or guardians are regular and frequent worshipping members of another Christian Church, and whose names are entered on the roll of membership of that Church.

**( Please note that to be considered under any of categories 2, 3, or 4, a letter of support is required from your Vicar or Minister. Please also note that a Christian Church is one holding a Trinitarian doctrine of faith.)**

5. Children with brothers or sisters attending Main School at the proposed date of admission to Main School.
6. Children resident within the Admissions Priority Area of the school.  
**(Details of the Admissions Priority Area are available at the School)**
7. Children resident within the Parish of All Saints, Normanton.
8. Children resident outside the Parish.

**General note:- that for the oversubscription criteria, 'resident' refers to the child's permanent home at the proposed date of admission. Further that where the above criteria are not adequate to distinguish between requests for admission within each category, those living nearest will be given priority. The method of measurement used will be the radial distance rather than walking distance between the child's permanent home and the school main gate.**

### **Appeals**

Where the Governors are unable to offer a place because the school is over subscribed, parents have the right to appeal to an independent admission appeal

panel, set up under the School Standards and Framework Act 1998, as amended by the Education Act 2002.

Parents who intend to appeal against the *Governing Body's* decision to refuse admission must submit a notice of appeal to :

The Clerk to Aided School Appeal Panel  
Wakefield Diocesan Board of Education  
Church House  
1 South Parade  
Wakefield  
WF1 1LP  
Telephone 01924 371802

Within twenty one days of receiving the refusal letter.

Normally an appeal hearing will be held within six weeks of the closing date for receiving the notice of appeal.

Please note that this right of appeal against the *Governor's* decision does not prevent you from making an appeal in respect of any other school.

School Information Form (to be completed and returned to the School )

**APPLICATION FOR ADMISSION TO  
NORMANTON ALL SAINTS CE (A) INFANT SCHOOL**

**HIGH STREET, NORMANTON,  
WEST YORKSHIRE. WF6 1NR**

**Tele: (01924) 302540**

CHILD'S NAME \_\_\_\_\_ ADDRESS \_\_\_\_\_  
DATE OF BIRTH \_\_\_\_\_  
TELEPHONE NO. \_\_\_\_\_  
NAME OF PARENTS OR GUARDIANS \_\_\_\_\_

**SHOULD THE NUMBER OF APPLICATIONS EXCEED THE SCHOOLS ADMISSIONS LIMIT OF 90 PUPILS WILL YOU PLEASE ASSIST US BY ANSWERING THE FOLLOWING QUESTIONS SO THAT WE MAY USE THE SCHOOLS ADMISSIONS POLICY TO ALLOCATE PLACES.**

1. Are you caring for the child on behalf of the Local Authority ?  
**Yes / No**
2. Are you a regular and frequent worshipping member of the Parish Church and on the role of membership ?  
**Yes / No**
3. Are you a regular and frequent worshipping member of another Anglican Church and on its role of membership ?  
**Yes / No**
4. Are you a regular and frequent worshipping member of another Christian Church and on its role of membership ?

**Yes / No**

(# If your answer is **Yes** to 2,3, or 4 will you please complete the details of the name and address of your Vicar or Minister in the space provided below.)

5. Will your child have a brother or sister attending Main School at the proposed date of admission to Main School ?

**Yes / No**

BROTHER OR SISTERS NAME: \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_

# **QUESTIONS 2,3 OR 4** Please add here the name and address of your Vicar or Minister to whom reference may be sought to support of this application. \_\_\_\_\_

**SIGNED** \_\_\_\_\_ **DATE** \_\_\_\_\_

