



## Culworth Primary Academy

### Admission Policy

Governor/Committee Responsible	Curriculum Committee
Review Period	Annual
Date Approved by Committee	September 2018
Date Approved by Governing Body	September 2018
Date for Proposed Review	September 2019

### **Applying for a place at Culworth C of E Primary Academy**

Northamptonshire County Council (the local authority) co-ordinates applications for places in this School.

In order to submit an application, please refer to the local authority's website - [admissions@northamptonshire.gov.uk](mailto:admissions@northamptonshire.gov.uk)

The Governing Board (GB) is the Admission Authority for this Voluntary Aided School and is therefore responsible for the admission of children to the School.

Culworth C of E Primary is an Academy within Peterborough Diocese Education Trust. The Trust is the Admission Authority and has responsibility for setting the Admission Policy, but the policy is administered by the Local Governing Board (LGB).]

The Published Admission Number (PAN) for the Reception year of entry is 27.

The GB will admit children with a statement of special educational needs (SEN)/Education, Health and Care Plan (EHC Plan) which names the School.

#### **Oversubscription criteria**

Where there are more applications than there are places available, children will be admitted according to the following criteria, which are listed in order of priority:

1. Looked after children and children who were previously looked after but immediately after being looked after were adopted or became subject to a child arrangements order, or special guardianship order. (See definition below).
2. The governors will admit 'Looked After Children' and 'Previously Looked After Children', that is Children who are or who have been in Local Authority care.
3. The governors will admit pupils on social or medical grounds, where professionals have clearly identified that the 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.
4. Children living with their parent(s)/legal guardian(s) in the villages of Culworth, Moreton Pinkney, Sulgrave and Thorpe Mandeville (See residence definition below).
5. Children who have a sibling attending the school at the time of admission.

(See sibling definition below)

6. Children of worshipping members of St. Mary the Virgin, Culworth; St. James the Less, Sulgrave; St. John Baptist, Thorpe Mandeville; St. Peter & St. Paul, Chipping Warden; St. James, Edgcote; and St. Mary the Virgin Moreton Pinkney. *These applications must be accompanied by form SIF/A available from the School. The details on form SIF/A will then be sent to the minister with form*

SIF/B to verify church allegiance.

7. 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.

8. 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.

[NB - if any of the criteria refer to SIF A/B, you must ensure that reference is made to the notes below.]

### **Tiebreaker**

If the admission number is exceeded within any criterion, priority will be given to those who live closest to the School. (As to how this distance is measured - see "Distance Measurements" below).

### **Notes and Definitions**

#### **Children in Care i.e. Looked After Children (LAC) and Previously Looked After Children**

Looked after children are children who are (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) at the time of application to a school.

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).

#### **Distance Measurements**

Distances are measured on a straight line basis from the address point of the child's home to the address point of the School, using a geographical information system. Each address has a unique address point established by the most valuable

elements from the National Land and Property Gazetteer (NPLG), Ordnance Survey Master Map, Royal Mail Postal Address File and The Valuation Office Agency. The address point for a property does not change.

In the case where there are multiple applications from the same shared dwelling (e.g. Flats) or where there are two homes where the distance from the address point of the home to the address point of the school (using the system referred to above) is identical, random allocation, supervised by a suitable independent person, will be used to decide the priority in which applicants are selected in the event of a tiebreaker.

#### Definition of child's home address/residence

The child's home address means the permanent residence of the child at the time of application. Parents/carers may be asked to provide proof of a claim of residence at any time during the admission process.

The address must be the child's only or main residence that is either:

- ❖ Owned by the child's parent(s) or carer(s);
- ❖ Leased to or rented by the child's parent(s) or carer(s) under a lease or written rental agreement of not less than 6 months duration. The property leased must be where the family lives.

Please note - if false or misleading information is used to try and gain a place, this may lead the [GB] [LGB] to reject the application or to withdraw the offer of a place.

#### Children of "worshipping members"

For parents/carers to be worshipping members, at least one of the parents/carers of the child needs to be regarded by the priest/minister/worship leader as being part of the worshipping community at the church/worship centre. This would not necessarily mean that the parent/carer is a "Member" in the 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.

#### SIF A/B

If parents/carers wish their application to be considered in criterion 7, they must complete form SIF/A which is available from the School and return it to the School (not the local authority). This must be done by the deadline. The School will submit the completed form SIF/A to the relevant minister with form SIF/B to verify the information. As SIF/B needs to be returned to the School in time for the School to rank admissions, it is very important to submit form SIF/A to the School as soon as possible.

### Definition of Sibling

A brother or sister living at the same address as the applicant (i.e. within a family unit) including:

- ❖ a brother or sister sharing the same parents;
- ❖ a half brother or half sister where two children share one common parent;
- ❖ a step brother or step sister, where two children are related by a parents' marriage/civil partnership;
- ❖ A child who has been adopted or is fostered by parents/carers who have other children.

### Separated parents

If a child lives with separated parents, the home address will be treated as the place where the child sleeps for most of the school week (i.e. Sunday night - Thursday night inclusive). If the child spends an equal amount of time at 2 addresses, the parents must decide which address they wish to use as the child's main address for the application. Please note - if false or misleading information is used to try and gain a school place, this may lead [GBs] [LGBs] to reject the application or to withdraw the offer of a place.

### Late applications

Late applications are any application forms (known as Common Application Forms (CAFs)/Preference Forms) received by the local authority after its deadline. Late applicants will not receive an offer of a school place by the local authority on offer day but their application will be processed in the next round of allocations (for details of when these are - refer to the local authority's composite prospectus).

### Waiting lists

All parents/carers who are unsuccessful at gaining a place for their child at the School may wish to place their child's name on the waiting list. To do so, parents/carers must contact the School and request that their child's name is placed on the waiting list. This should be done by email/in writing [insert details]. If a place becomes available at the School, it will be allocated according to the oversubscription criteria (see above), not on a first come, first served basis. A child's name will remain on the waiting list until the end of the School term in which the application was made. If parents/carers wish their child's name to stay on the waiting list for the remainder of the academic year, they must email/write to the School at the beginning of each term to renew their interest i.e. in January and /or following the Easter break (April/May). Please note a new application form will have to be completed if parents/carers want their child's name to remain on the waiting list in the following academic year.

Please note - placing a child's name on the waiting list does not affect parents'/carers' right to appeal.

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

Right of appeal

If a parent/carer is refused a place at the School, they have the right to appeal against the decision to an independent Admission Appeals Panel. Those wishing to appeal should write to or email as follows:

The Clerk to the Appeals Panel  
Bouverie Court  
6 The Lakes  
Bedford Road  
Northampton  
NN4 7YD

Email - [education@peterborough-diocese](mailto:education@peterborough-diocese)