



Reviewed February 2021

Leintwardine Endowed C.E. Primary School

Admissions Policy

Agreed admission arrangements for 2022/23

This document is a statement of the policy of Leintwardine Endowed CE Primary School with respect to Admissions. It has been updated and amended in the light of new legislative requirements. The policy is reviewed annually.

Introduction

This policy reflects our Christian foundation and our school ethos which are at the forefront of all that we do.

Our School Ethos:

Whilst truly embedding ourselves in the heart of the church and surrounding community, we provide outstanding learning opportunities for all their children and their families.

“Letting our Light Shine” Matthew 5:16

Our aim is for each child to be kind so that they:

- Achieve their potential
- Become independent
- Connect with the Community
- Demonstrate Resilience

Leintwardine Endowed CE Primary School is a Voluntary Aided School in the Diocese of Hereford. The provided school for a child is the one regarded by the Local Authority as serving the area in which he or she resides (often referred to as the Catchment Area). The school catchment area is shown clearly on the coloured map accompanying this document.

As Leintwardine Endowed CE Primary School is a Voluntary Aided School, it means that the Governing Body is the Admissions Authority, and must publish a policy setting out all the arrangements for admissions. The Governing Body works with the Local Authority and the Diocese adhering to their statutory arrangements and criteria.

This policy has been made in accordance with the Sex Discrimination Act, the Race Relations Act, the Human Rights Act 1995 and 2006 and the Equality Act 2010. The implementation of this policy will be administered fairly and impartially. The decision to admit, or otherwise, is the sole responsibility of the Governing Body.

The information following is correct for the published academic year, but could be altered for future years. All applications are made by parents or carers for their child or children.

Admissions Policy

Every school has a limit set for admissions during the year in accordance with the Education Reform Act 1988. This is called the planned admissions number (PAN). For Leintwardine Endowed CE Primary School a limit of 15 places has been set per year group.

Leintwardine Endowed CE Primary School has mixed-year classes therefore year groups do not have fixed limits but are based on class sizes. A KS1 class will not exceed 30 at the beginning of an academic year.

The Local Authority operates a timetabled co-ordinated admissions procedure for all primary schools in line with Government legislation. The LA co-ordinates the admissions process on behalf of the school according to the scheme published in their Admissions Booklet for that year – but it is still the Governing Body for this school which will allocate the available places in line with this policy.

The parents of each child approaching school age and living in Herefordshire will receive an admissions pack from the Local Authority which will contain information about the admission process and the forms that are required to be completed. The information booklet will help parents complete the application form and will provide the dates for notification to parents of admission decisions and the closing date for accepting places or for lodging any appeals.

Over-subscription Criteria

Admission decisions will be made in the light of the Christian character of the school recognising the need to serve the families in our area.

If there are too many applications for places, the Governors will decide which children would be offered places at Leintwardine Endowed CE Primary School according to the following admissions criteria, taken in the following order:

1. Looked After children and children who were Looked After, but ceased to be because they were adopted or became subject to a residence order or special guardianship order and children with a statement for SEN which names our school from within or outside the UK.
2. Children who already have a sibling at the school
3. Children whose parents work at the school (Any member of staff who has worked for a minimum of 2 years)
4. Children that attend Little Leintwardine Nursery
5. Children whose home address is within the catchment area of the school as defined by the LA and who have the 'shortest available walking route to school'.
6. Children whose home address is outside the catchment area of the school as defined by the LA, who have the 'shortest available route to school'.

Please Note

'Shortest available route to school' is determined by the LA using computer assisted OS maps and post codes to ensure accurate measurement. This measurement will simply be used to differentiate between candidates who fulfil these criteria in the event of oversubscription, rather than being a requirement under the criteria itself.

- ‘Parents’ include all those who have a parental responsibility for a child as set out in the Children Act 1989. Where responsibility is shared, the person receiving Child Benefit is deemed to be the parent responsible for completing application forms and whose address will be used for admission purposes.
- ‘The Home Address’ will be the address used for correspondence related to where ‘Child Benefit’ is paid. In cases where there is doubt of the home address, or where a child lives between two homes (split families) or other relevant circumstances, proof of the home address must be provided to the school to confirm the address on the application form. Home address will be the address that complies with the above at the closing date for applications set by the Local Authority.
- ‘Sibling’ is defined as:
 - A full or half brother or sister
 - A step brother or step sister
 - An adoptive brother or sister
 - Children of parents who are married or cohabiting, where the parents and children live together in the same family household.

The closing date for applications, set by the LA, is in January preceding the relevant academic year. Subsequent to this date the Governors will allocate places in accordance with the admission policy. If a place is refused, then under the 1996 Education Act, a parent has the right of appeal, for which application should be made in writing to the Diocesan Director of Education, The Diocesan Office, The Business Quarter, Ludlow. ST8 1FD

In Year Applications

The allocation of places which become available during the year will be made on the basis of the over subscription criteria but bearing in mind that Leintwardine Primary School has mixed age classes, it may be possible to be flexible if a particular year group has very few children.

Admission decision

Reception parents will be notified of the Governors’ decision on the date published in the Local Authority’s Booklet.

If you are offered a place at Leintwardine Endowed CE Primary School, you will be given more information and your child will be invited to visit the school during the latter part of the summer term. There is a welcome and induction programme for new parents and children.

Waiting List

Currently this school does not have a waiting list.

Appeals

Currently, and in recent years, there have been no appeals made regarding admission arrangements – but the procedure and process is outlined in the Local Authority’s Booklet ‘Information for Parents – Admissions and Transfer to Schools’.

Reviewed Annually