



St Gabriel's Church of England Academy

Admissions Policy

2018-19

1. Introduction

This document sets out the Policy of **St Gabriel's Church of England Academy** with respect to Admissions. Houlton Church of England Multi Academy Trust is the Admission Authority for the academy. The Local Governing Body is delegated to act in respect of admissions on behalf of the Trust.

Recognising its Church of England Foundation, the academy will develop and preserve its religious character in accordance with the principles of the Church of England and in partnership with the church at local and diocesan level.

The academy aims to serve its community by providing an education of the highest quality within the context of Christian faith and practice. It encourages an understanding of the meaning and significance of faith, and promotes Christian values through the experience it offers to all its pupils.

In accordance with government legislation, the Local Governing Body consults with the Academy Trust, Diocesan Board of Education, the Local Authority, other local academies, parents and other relevant persons in respect of its admissions arrangements.

2. Aims

The overriding aim of this policy is that it should work for the benefit of all children and parents/carers in our area. It should be simple to use and assist parents/carers to make the best decisions for their children.

3. Published Admission Number (PAN)

Every year the Local Governing Body will review and publish information concerning the academy's admission policy. This will confirm the maximum number of children to be admitted to the academy for the year of intake. The academy's published admission number for year **2018 is 30**. If the number of applications is lower than the academy's published admission number, all applicants will be admitted. If there are more applications than places available then all applications will be given a priority from the oversubscription criteria and places will be offered in priority order.

4. Priority area

The priority area for the school is the area designated for a sustainable urban extension (SUE) to Rugby on the Rugby Radio Station site for, amongst other things, up to 6,200 dwellings. **St Gabriel's Church of England Academy** will have a priority area for admissions currently identified as Key Phase 1 on the wider development site as indicated on the Site Map included with this document (Appendix 1 and Appendix 2).

5. Over-subscription Criteria

Where more applications have been received than places available or where to admit would conflict with the academy fulfilling class size legislation, the following priorities shall apply in order: *(after consideration given in Note 1 below)*

a) Looked After Children

Children within Local Authority care as defined in Section 22 of the Children's Act 1989, for example children in residential homes or foster care, and also children who were looked after, but ceased to be so because they were adopted (under the terms of the Adoption &

Children's Act 2002) or because they became subject to a child arrangement order or special guardianship order (under the terms of the Children's Act 1989).

b) Siblings who live in the priority area of the academy

A child is considered in this category if a sibling* is attending the academy at the time of application and will continue to do so at the time of admission i.e. at the start of the new academic year and where the child lives within the priority area at the same address as the sibling. **See note 2 below*

c) Other children who live within the priority area of the academy **See note 4 below*

d) Siblings who live outside the priority area of the academy **See note 4 below*

e) Other children who live outside the priority area of the academy **See note 4 below*

Note 1

Children with a Statement of Special Educational Needs or Education, Health and Care Plan that name **St Gabriel's Church of England Academy** will be offered a place **first**. This will reduce the number of places available.

Note 2

The definition of sibling is:

- ☐ A brother or sister sharing the same parents;
- ☐ Half-brother or half-sister, where two children have one common parent;
- ☐ A stepbrother or stepsister, where two children are related by a parent's marriage or civil partnership;
- ☐ An adopted or fostered brother or sister.

The children must be living permanently in the same household.

- ☐ Priority is **not** given if the brother or sister attends the nursery unit.

Note 3

The address for admission purposes is the place where the child is permanently resident with his or her parent or parents or legal guardian(s). Where a child lives with parents with shared responsibility, the home address will be considered to be the address where the child sleeps for the majority of the week. If the child spends exactly equal amounts of time with each parent or guardian, it is the responsibility of the parents to decide which address is the home

address for admission purposes. Parents should not assume that a place will automatically be allocated to their child.

Note 4

If the academy is oversubscribed within any category above, the determining factor will be the distance from the child's home address to the academy (priority being given to the shorter measurement).

Note 5

The Local Governing Body will give careful consideration to offering places above the Admission Number to applications from individuals with parental responsibility for children whose twin or sibling from a multiple birth is admitted even when there are no vacant places and the twin or sibling has been given the last place in the year group.

6. Distance

Distance will be calculated by the straight line measurement from the centre of the applicant's home address location to the centre point ('centroid') of **St Gabriel's Church of England Academy**.

If two or more children with the same priority for admission live an indistinguishable distance from the academy, but cannot both be admitted, then the places will be decided by the drawing of lots. This process will be independently verified.

7. Starting at the Academy

An academy place in the Reception class is available for children from the September following their 4th birthday. Where a place has already been allocated, parents can defer the date their child is admitted to the academy until later in the academic year but not beyond the point at which they reach compulsory academy age** and not beyond the beginning of the final term of the academic year for which it was made. Where parents wish, a child below compulsory academy age may attend part-time until later in the academic year but not beyond the point at which they reach compulsory academy age. Once a place has been allocated, parents should make their wishes regarding deferment or part-time attendance clear to the admissions authority.

**compulsory academy age – a child reaches compulsory academy age on the prescribed day following his or her 5th birthday (or on his or her 5th birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

Applications for children to be admitted into a class outside their normal age group

Parents may seek a place for their child outside their normal age group, for example, if the child is gifted or talented, has experienced problems such as ill health or the parents are moving from overseas and their child has not been educated in the English school system.

Parents should contact the Headteacher of **St Gabriel's Church of England Academy** to discuss any such request with all relevant information taken into account. Parents may also wish to submit other information in support of their request; for example from professionals who have worked with their child. Each request will be looked at on an individual basis with any decision taken on the basis of what is considered to be in the child's best interests.

In addition, the parents of a **summer born child** (those born from 01 April to 31 August) may choose not to send that child to school until the September following their 5th birthday and may request that they are admitted out of their normal age group – to Reception rather than Year 1. In such cases, the following process should be followed in order:

a) Parents should make the request by 01 December of the year before the child turns 4. This will provide time for requests to be processed, and where a request is not agreed, for the family to have adequate time to make an application before the published closing date given by the Local Authority.

b) Parents should submit to Warwickshire County Council their reasons for wishing to defer applying for a school place. This should include confirmation of agreement to the proposal from the Headteacher of **St Gabriel's Church of England Academy**. On receiving the supporting evidence, and on the recommendation of the Headteacher, Warwickshire's Admissions Service will write to the parent to agree that the application can be processed for the following year. However, the letter will highlight the potential risks / impact of this deferral which include:

- i) Whilst **St Gabriel's Church of England Academy** has agreed to the deferral, there is no guarantee that the child will be allocated a place at that school the following year;
- ii) Should it not be possible to allocate a place at **St Gabriel's Church of England Academy**, the following year, the local authority will make every effort to allocate a Reception place, rather than a Year 1 place. However, it may not be possible to do this. Decisions on which year group a child is admitted to are taken by a school's admission authority; this is not always the local authority and the admission authority of alternative schools may not be in agreement with deferred entry.
- iii) Parents will also be made aware that deferring entry will have an impact on their child's score should they sit the 11+ test. This is due to the age standardisation process.

iv) Attention will also be drawn to the fact that when the child moves to a different schools (eg primary to secondary, or due to a different school due to a house move) that the admission authority of the new school will be responsible for deciding which year group the child will be placed in. This could result in a child being required to 'skip' a year.

c) If the request is not agreed, the parent will receive a letter detailing the reasons why.

d) A copy of the letter sent to the parent will be sent to the Headteacher of **St Gabriel's Church of England Academy**.

e) The parent may still change their mind regarding deferred entry by a whole school year, and submit an application in the normal way. If an application is received then the parent's previous request to defer until the following year would no longer apply. This will offer the following options to the parent:

i) Their child starts school in the September following their 4th birthday;

ii) They can consider deferring the child's start date in Reception until later in the school year;

iii) They can discuss part-time arrangements with the allocated school, as detailed above.

f) A parent who chooses to defer entry by a whole school year will need to apply for a school place in the admissions round for the following year in the normal way. Their application will then be considered in exactly the same way as all others submitted during that application year.

If a parent who has applied by the published closing date given by the Local Authority later changes their mind and wishes to defer their child's entry to Reception, they should discuss this and other options with the Headteacher of the allocated school. Requests to defer will not be agreed if the only reason is that a place has not been offered at one of the preferred schools.

These applications for admission outside normal age group will be considered alongside all other applications in accordance with the Local Authority co-ordinated admissions scheme. Parents have a statutory right to appeal against the refusal of a place at the academy for which they have applied. This right does not apply if they have been offered a place at the academy but it is not in their preferred age group.

8. Normal admissions round application process

Application for the normal admissions round is via a Common Application Form (CAF), which can be accessed and submitted online through **Warwickshire County Council** or hard copies are available from the Local Authority or the academy. The Common Application Form should be returned to **Warwickshire County Council** by the date given by the Local Authority.

Applications from families moving into the area will be considered as on time if they are submitted and accompanied by proof of address by the date given by the Local Authority. Late applications i.e. those received after the deadline for the normal admissions round will not be considered until after all of those which were received on time have been processed.

St Gabriel's Church of England Academy cannot guarantee places for children when there are no places available as a result of late applications for the normal year of entry or any application that relates to a different year group.

Once an offer has been made, it may only be lawfully withdrawn in very limited circumstances, which include an offer of a place based upon a fraudulent or misleading application. Where an offer of place is withdrawn, an application may be made afresh, and a right of appeal taken up if an offer of place is refused.

9. Waiting Lists

In the normal admissions round, it is necessary to complete a Local Authority Common Application Form to apply for a school place. Registering interest with the school before the admissions round guarantees neither a place nor priority within the oversubscription criteria. Offers of places will be made by the Local Authority on the school's behalf in the normal admissions round.

If the academy is oversubscribed following the normal admissions round, a waiting list will be maintained, until 31 December of that year. The position on the list will be determined by applying the published over-subscription criteria and not by date of receipt. This will mean a position will change if a later application is received from someone with higher priority according to the over-subscription criteria. The existence of a waiting list does not remove the right of appeal against any refusal of a place from any unsuccessful applicant.

Names will only be removed from the list if a written request is received or if the offer of a place that becomes available is taken up or declined. The waiting list will close at the end of the autumn term. At that time parents of pupils on existing lists must confirm in writing their wish to be placed on a newly constructed waiting (or continued interest) list, which will operate for the remainder of that academic year. Non-receipt of written confirmation will result in not being placed on the newly constructed list.

10. Multiple Births

If possible, places will be offered at the academy to twins, triplets and children from other multiple births. For infant classes, a child whose twin or sibling from a multiple birth is admitted (other than as an excepted pupil) will be a legal exception to infant class size limits.

11. Equal Opportunities Policy

The admissions policy of **St Gabriel's Church of England Academy** is, while there are adequate places, to offer a place to all applicants irrespective of gender, religion, ethnicity or country of origin, disability or academic ability. Where applications exceed places available, offers will be made in accordance with the oversubscription criteria.

12. In-Year Admissions

Parents should apply directly to their home Local Authority who co-ordinate admissions through the course of the year. If there are more applications than places available in the year group concerned, the Local Governing Body will apply the oversubscription criteria to all the applications and inform the Local Authority if a place is available. The Local Authority will notify parents of the outcome.

13. Fair Access (In-Year Fair Access Protocol - IYFA)

The Local Governing Body recognises its duty to work with the Local Authority during the course of the year to provide fair access for 'hard to place' children, even where the academy has already reached its published admission number (except where the infant class size limit of 30 pupils would be breached by doing so). These pupils may include children who have

previously been permanently excluded from a school, children of Traveller families, refugees and asylum seekers, and children on the Child Protection register. The protocol established by the Local Authority for this purpose is designed to ensure that such pupils are shared equally between schools in an area.

14. Appeals Procedure

Parents have a right of appeal to the Independent Admission Appeals Panel against the decision of the Local Governing Body to refuse application for an academy place. An Independent Admission Appeals Panel will be arranged by the academy with details of the appeals procedure available if needed.

Enquiries or comments about this policy should be addressed to:

The Chair of Governors

St Gabriel's Church of England Academy

c/o Coventry Diocesan Board of Education

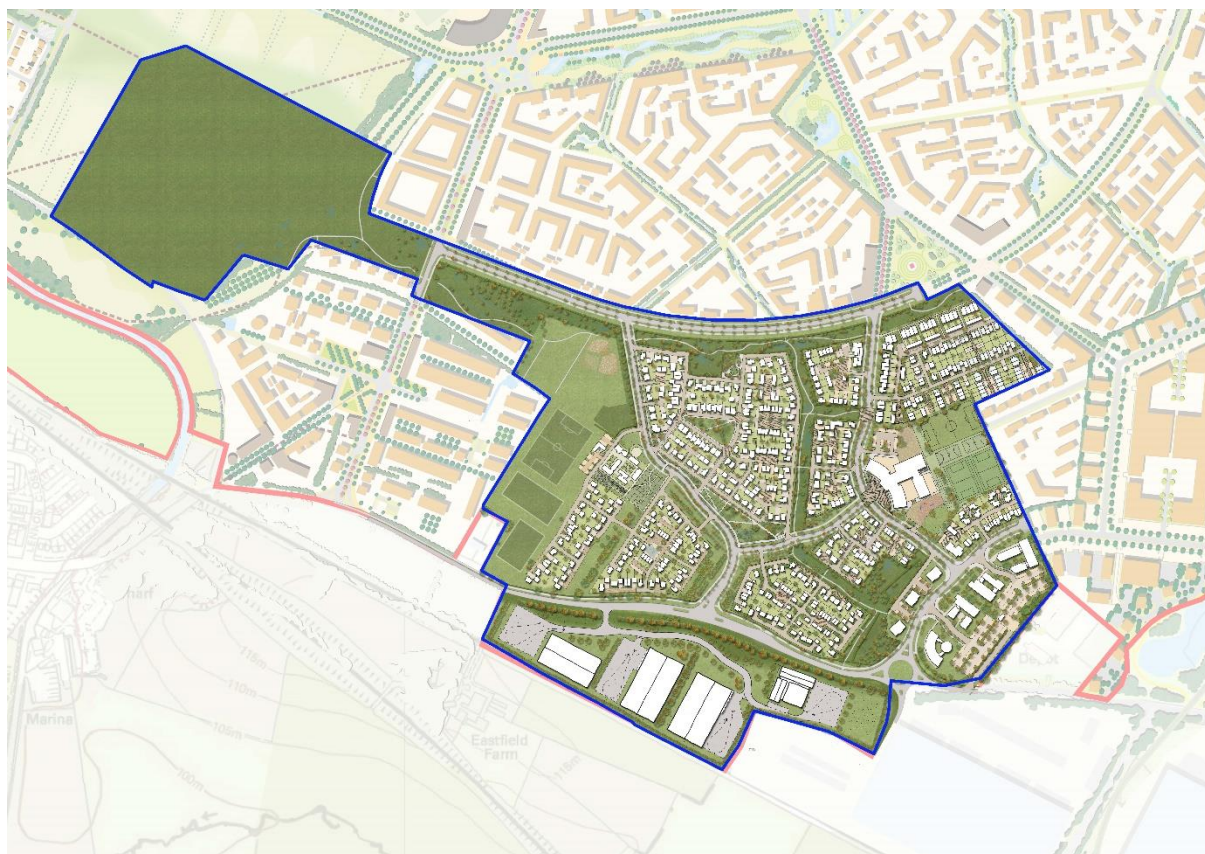
The Benn Education Centre

Claremont Road

Rugby

CV21 3LU

Appendix 1 - Priority area – Key Phase 1 of Houlton development



Appendix 2 – Masterplan of Houlton



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