

# Monksmoor Park CE Primary School

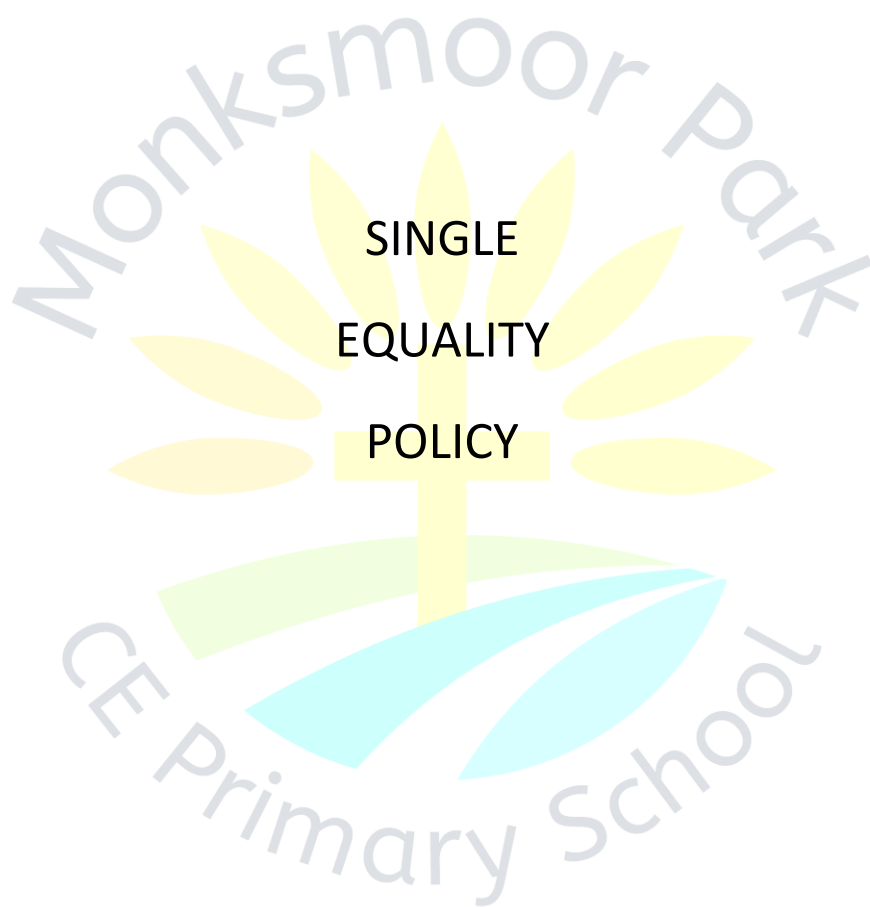
## Admissions Policy

**Date ratified by Governors:**  
4.10.18

**Dates reviewed by Governors:**

1. 18<sup>th</sup> March 2019
- 2.
- 3.

**Note:** This document takes account of the most up to date central government information and guidance, at the time of writing. It is subject to change as guided by government policy.



## LEGAL COMPLIANCE & EQUALITY STATEMENT

At the time of ratifying this policy, the policy owner was satisfied that, to the best of their knowledge, this document complies with all relevant legislation.

The school is committed to the principles of Equality and under this policy no person will be treated less favourably on grounds of race, colour, nationality, ethnic or national origin, disability, gender, marital or parental status, age, religion or belief, sexual orientation, proposed or actual gender re-assignment, economic group, employment status, or any other condition or legally protected characteristic which cannot be shown to be wholly justified in relation to the effective operation of the school.

### Applying for a place at Monksmoor Park CE Primary School

Monksmoor Park is a new school which opened in Sept 2018 with 1 Reception class. Admission into current Reception class is possible through the in-year application process led by Northamptonshire County Council. It is also possible to follow this route if applying for a place in Year 1 in 2019/20.

Please see their website for further information or contact the school 01327 493112.

<https://www3.northamptonshire.gov.uk/councilservices/children-families-education/schools-and-education/school-admissions/in-year-places/Pages/how-to-apply-for-a-school-place-outside-the-normal-transfer-times.aspx>

Admissions for Reception 2019 should be made via the NCC website.

<https://www3.northamptonshire.gov.uk/councilservices/children-families-education/schools-and-education/school-admissions/primary-school-places/Pages/how-to-apply-for-a-primary-school-place.aspx>



## Admissions Policy

### Monksmoor Park CE Primary School

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

The published admission number (PAN) for the school is 30. This means that the Governing Body may admit up to 30 children per year group.

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

#### **Oversubscription criteria:**

When there are more applications than there are places available, the Governors will admit children according to the following admission oversubscription criteria which are listed in order of priority.

1. Children Looked After 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 Pg. 5).
2. Children who have a sibling continuing attendance at the school at the time of admission of the applicant (see sibling definition on page 3):
3. Children for whom Monksmoor Park CE Primary School is the closest Primary/Infant School to their home. (See Pg. 5 for details of how distances are measured):
4. 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 the form SIF/B to verify church allegiance;
5. Other children, whose parents have requested a place.

#### **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 & Definitions

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

**Children Looked After** 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***

Distance calculations are provided to the Governing Board by Northamptonshire County Council.

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 Governing Board to reject the application or to withdraw the offer of a place.

### ***Supplementary Information Form A/B***

If parents/carers wish their application to be considered in criterion 4, 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 of 5pm on 15 January 2019. 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.

### ***Churches together in Great Britain and Ireland***

The following denominations are affiliated to Churches together in Britain and Ireland:

<https://ctbi.org.uk/member-churches/>

African-instituted churches

Anglican churches

Baptistic Churches

Bodies that group churches across different traditions

Congregational churches

Lutheran Churches

Methodist Churches

Orthodox churches

Oriental Orthodox churches

Pentecostal Churches

Reformed Churches

Roman Catholic Church

Other Traditions (Mar Thoma Church, Moravian Church, Religious Society of Friends (Quakers), Religious Society of Friends in Ireland & Salvation Army)

### ***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 the Governing Body 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 of 5pm on 15 January 2019. Late applicants will not receive an offer of a school place by the local authority on offer day (16 April) 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. You will be asked to complete an application form to confirm your request to join the waiting list.

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**

Children are required to start their compulsory education from the beginning of the term following their 5<sup>th</sup> birthday (based on a 3 term year with terms starting in September, January and April). In Monksmoor Park CE Primary School, children are entitled to a full year in Reception i.e. the school place is available from the beginning of the school year in which the child has their 5<sup>th</sup> birthday.

#### **Deferred entry:**

Parents/carers can request that *entry to the School* is deferred until later in the same school year (i.e. a child born in the Autumn term could defer starting school until January and a child born in the Spring or Summer term could defer their start until after Easter). If such a request is made the School is required to *hold the place* for the child; the place cannot be offered to another child but it cannot be kept open beyond the beginning of the Summer term.

Any parents/carers considering deferring their child's admission to school are recommended to discuss this with the Head teacher.

### **Admission of children out of their normal age group**

Parents/carers may seek a place for their child out of their normal age group e.g. if the child is gifted and talented or has experienced problems such as ill health.

Additionally;

Parents/carers of a summer born child (i.e. a child born in the period from 1 April to 31 August) may not want to send their child to school until the September following their 5<sup>th</sup> birthday and may request that they are admitted out of their normal age group – e.g. to Reception rather than to Year

1 – please refer to the section on Summer Born children below.

### **Process for requesting a place out of normal age group (not Summer Born)**

Parents/carers may seek a place for their child out of their normal age group as stated above. If parents/carers wish to do so, they must contact the Head Teacher at the School.

The Admissions Committee of the Governing Board will convene a meeting to consider the request and will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of:

- ❖ the parent's/carer's views;
- ❖ information about the child's academic, social and emotional development;
- ❖ where relevant, the child's medical history and the views of a medical professional;
- ❖ whether the child has previously been educated out of their normal age group;
- ❖ whether the child may naturally have fallen into a lower age group if it were not for being born prematurely;
- ❖ the Head Teacher's views.

**Please note** – if the Admissions Committee does not agree to this request to be admitted out of cohort, there is **no right of appeal** against that decision.

### **Requests for admission out of normal age group (Summer Born children)**

- Parents/carers who wish to apply for a place in Reception out of the normal age group should make a request to the Governing Board, as the Board is the admissions authority which is responsible for administering the admission arrangements at the School. The request needs to be accompanied by reasons for such a request and should be made by **1 December** of the year prior to the year the child should enter Reception if they had not requested to defer applying.
- The Admissions Committee of the Governing Board will convene a meeting to consider the request and will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of:
  - ❖ the parent's/carer's views;
  - ❖ information about the child's academic, social and emotional development;
  - ❖ where relevant, the child's medical history and the views of a medical professional;
  - ❖ whether the child has previously been educated out of their normal age group;
  - ❖ whether the child may naturally have fallen into a lower age group if it were not for being born prematurely;
  - ❖ the Head Teacher's views.

### **What happens next?**

- The Admissions Committee will inform the parents/carers of its decision on the Year group the child should be admitted to when they have to start school (i.e. Reception or Year 1) and will set out clearly the reasons for their decision. *(For details of when a child has to start school - see above - "Admission of children below compulsory school age and deferred entry to*



school”);

- If the Admissions Committee **agrees** to the parent’s/carer’s request to defer the application for a Reception place, they will inform the local authority and the parents/carers will then need to make an application for a place in Reception in the normal round of admissions in the following academic year.  
**Please note** – in this following normal admissions round, if the School is oversubscribed, all applications (including deferred applications) for the School will be ranked in accordance with the School’s oversubscription criteria. If the application is not successful, parents/carers will have the right to appeal but, as the purpose of the appeals process is to consider whether a child should be admitted to a particular school, parents/carers do not have a right of appeal if they have been offered a place and it is not in the year group they would like;
- If the Admissions Committee does **not agree** to the application being deferred, there is **no right of appeal** against that decision and the parents/carers will need to make an application to the local authority for a place in Reception by 15 January or make an in-year application for a Year 1 place at the appropriate time.

### **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.org.uk](mailto:education@peterborough-diocese.org.uk)

## Admission into Monksmoor Park CE Primary School Nursery

The admission of children into the nursery is a process led and managed by the school.

Monksmoor Park CE Primary's nursery is able to offer places for 3 hours a day, term time only.

The sessions offered each day are:

Session Timings

Morning 9:00 am – 12:00 pm

If spaces are available we will admit children after their 3rd birthday.

### Allocation of spaces

The offer of September places will coincide with the Local Authority offer of Reception places, usually the middle of April.

The offer of January places will take place in October with the offer of places for April taking place in January.

In most circumstances we aim to have termly admissions and to encourage children to attend until they get their primary school place. This is in order to minimise disruption and to support induction arrangements. However, if spaces are available and with the agreement of the Headteacher, children may be admitted at any point during each term and may be given a place as soon as they have had their 3rd birthday.

Children will not continue with an allocated nursery place at Monksmoor Park CE Primary nursery beyond the end of the current school year (July) in which they turn 4 years old. At this age, although not necessarily of statutory school age, they must have applied and allocated a school place in order to join the Reception class at Monksmoor Park CE Primary School or another school.

The school may consider offering places to children who have deferred their entry to school until they are 5 due to exceptional circumstances.

If applications for nursery places exceed the number of available places, Monksmoor Park CE Primary Nursery will apply the following criteria in making allocations.

Priority will be given to:

1. Children Looked After 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 Pg. 5).
2. Children who have a sibling continuing attendance at the school at the time of admission of the applicant (see sibling definition on page 3):
3. Children for whom Monksmoor Park CE Primary School is the closest Primary/Infant School to their home. (See Pg. 5 for details of how distances are measured):
4. 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 the form SIF/B to verify church allegiance;
5. Other children, whose parents have requested a place. When filling remaining places mid-term, referral will be made to those children on the previous term's Consideration List that are in receipt of funding.

Any appeals or queries regarding this process should be put in writing to the Chair of Governors at Monksmoor Park CE Primary School.

Applications can be made at any time from birth. A 'Consideration List' will be kept by the school of names, addresses, date of birth, telephone number and date registered for children who are interested. Parents will be asked for the child's birth certificate. Please note that this does not constitute a promise of a place in the nursery. It is the parent's responsibility to ensure that the contact information kept by the school is accurate and up to date.

The Consideration List will not operate places on a 'first come first served' basis. The length of time children are on the Consideration List in no way influences the decision regarding places.

Unsuccessful applicants will be considered with the next group of applicants.

It should be noted that a place in the nursery does not automatically guarantee a place at Monksmoor Park CE Primary School and parents must still go through the Northamptonshire County Council's admissions process for admission into the school.

Parents who accept a place will be expected to commit to taking the place for the rest of the academic year and are encouraged to use every session offered.

Children must attend a minimum of three morning sessions.

If attendance and punctuality are poor or erratic, the nursery leader will talk to parents and remind them that for the child to benefit fully from nursery education, attendance needs to be regular and punctual. This conversation will be recorded and dated in the child's folder. If after a period of two weeks attendance punctuality remains poor, a letter will be sent to parents inviting them to meet with the Headteacher. If, following the meeting, there is no sustained improvement in attendance within an agreed period, the child may lose their place. Parents will be notified of the loss of place in writing.

If a child is absent for a period of three weeks and no mitigating circumstances have been offered, for example an illness certified by a doctor, the child may lose their place and it may be offered to someone else. This will be decided by the Headteacher and a letter explaining the situation will be sent to the parents.