# **The Priory Parish C of E Primary School**



# **Admissions Policy for**

# **Pre - School**

**Priory CE Primary School Admission Policy 2019/2020**

Parents should be aware before applying that in this school collective worship and our whole ethos are based on the teachings of the Church of England. Applications for admission to the pre - school should be made on the common application form which is accessible via the school office.

Letters informing parents of whether or not their child has been allocated a place will be sent out by the school by 10th June 2019. Parents of children not admitted will be informed in writing by the school.

The number of places available for admission to the pre – school is based upon the ratios for 3 to 4 year olds and 2 to 3 year olds. In 2019 there will be 24, 3 to 4 year old children in the morning session plus 8 children who attend school under the 30 hours agreement. The afternoon session will be limited to 20 2 to 3 year old children.

The Governing Body operates a system of equal preferences under which they consider all applications equally and allocates places according to its policy. In the event that there are more applicants than places, the Governing Body will allocate places using the following criteria, which are listed in order of priority:

1. Looked after children and previously looked after children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).

 2. Children with special medical or social circumstances whose needs can only be met at this school. (see note a).

3. Preference will be given to children on a waiting list based upon date of registration i.e. completing and submitting admission forms to the school.

 4. Children whose parents are faithful and regular worshippers in the Parish Church of Christ the King, Birkenhead or The Priory Chapel. (see note b)

5. Children who have a sibling in school who will be attending school the following academic year. (see note c)

6. Children whose parents are faithful and regular worshippers in a neighbouring Anglican Church for whom this is the closest Church of England School, measuring the distance from home to the school gate nearest to the child’s home using the shortest road route unless it is possible to use a footpath which we consider to be a safe walking route. (see note b)

7. Children whose parents are faithful and regular worshippers of another Christian denomination, as recognised by Churches Together in Britain and Ireland and for whom this is the closest Church of England school, measuring the distance from home to the school gate nearest to the child’s home using the shortest road route unless it is possible to use a footpath which we consider to be a safe walking route. (see note b)

8. Children whose parents are faithful and regular worshippers in other religious faiths. (see note b)

9. Children who live nearest to the school, measuring the distance from home to the school gate nearest to the child’s home using the shortest road route unless it is possible to use a footpath which we consider to be a safe walking route.

If there are not enough places to admit all applicants meeting any one criterion, the governors will apply the subsequent criteria, in order of priority, to all these applicants.

Notes (a) Professional supporting evidence from eg. a doctor, psychologist, social worker, is essential if admission is to be made under the criterion for special medical or social circumstances and such evidence must set out the particular reasons why the school is the most suitable school and the difficulties which would be caused if the child had to attend another school.

 (b) By “faithful and regular” we mean attendance at a minimum of one service per month for at least six months prior to the closing date for applications. A letter from your incumbent or minister or other officer will be required as proof of attendance.

(c) A parent is any person who has parental responsibility or care of the child. Where admission arrangements refer to a “parent’s attendance at church”, it is sufficient for just one parent to attend.

(d) Siblings include step, half, foster, adopted brothers and sisters living at the same address and full brother and sister living apart.

Children with statements Section 324 of the Education Act 1996 requires the governing bodies of all maintained schools to admit a child with a Statement of Special Educational Needs that names their school.

Address of pupil

The address used on the school’s admission form must be the current one at the time of application. If the address changes subsequently, the parents should notify the school. Where the parents live at different addresses, the current-at-the-time-of-application, normal address of the child will be the one used. This will normally be the one where the child wakes up for the majority of Monday to Friday mornings. Parents may be asked to show evidence of the claim that is being made for the address, eg. utility bills of various sorts showing the child’s address as the one claimed. Where there is dispute about the correct address to use, the governors reserve the right to make enquiries of any relevant third parties, eg. the child’s GP. For children of UK service personnel and other Crown Servants returning to the area proof of the posting is all that is required.

In year admissions

The school coordinates in year admissions. These will be considered only if there are places that do not affect the ratio of staff to children as outlined in the operational guidance document for Early Years settings.

Appeals

Where governors are unable to offer a place because the school is oversubscribed, parents should discuss this with the headteacher. The school operates a waiting list and parents can state whether or not they would like to go on this. If a place becomes available the school will contact the parents at the top of the waiting list to see if they still want the place. They will work down this list until either a child fills the place or no one wants it.

Fraudulent Applications

Where the governing body discovers that a child has been awarded a place as the result of an intentionally misleading application from a parent (for example a false claim to residence or of involvement in a place of worship) which effectively denies a place to a child with a stronger claim, then the governing body is required to withdraw the offer of a place. The application will be considered afresh.

Deferred admission

We cannot hold places until a child reaches the age to join. Parents should fill in a form which will be held by the school. However, it is their responsibility to check in to see if a place is available. The form will be considered with other applications at the time of deciding places.