



CHOLLERTON CHURCH OF ENGLAND AIDED FIRST SCHOOL

Be the best you can be through:

*challenge, nurture, inspiration, respect, happiness,
inclusion, in a safe, loving Christian family.*

ADMISSIONS POLICY 2023-2024

The Governing Body of Chollerton Voluntary Aided Church of England School is the Admissions Authority for the school and they intend to admit up to 10 pupils to the reception year group in September **2023-2024**. This arrangement follows consultation between the governing body, the LA, all other schools in the area and all other Admission Authorities in the area.

The school is open to receive applications for admissions from the parents of all children. We must give priority to children in the care of local authority (looked after children) and those with special educational needs whose statement names the school. In the event of the number of applications exceeding the number of places available priority will be given to applications in the order of priority indicated below.

Admission arrangements to the Reception Year in September 2023

Parents wishing to apply for the Reception Year in September must complete the common [application form](#) provided by their home local authority (LA). This form must be completed even if your child attends our Early Years Unit or other school nursery /pre-school setting. The home LA is the LA in whose area the parents live at the time of the application. The form must be returned to that LA by the deadline.

Applications received after this date will normally only be considered after all those received on or before the cut-off date. Offers and refusals of places will be posted by the home LA.

Over-subscription Criteria

1. Looked After and previously Looked After children.
2. Children with a brother or sister at the school at the time when they would be admitted to the school
3. Children of parents worshipping regularly and frequently at the Parish Church of St Giles, Chollerton, of St Christopher's, Gunnerton, of St Mary's, Bingfield and of St Giles, Birtley.
4. Children who live in the Parish of Chollerton
5. Children of parents worshipping in another Christian Church who wish their child to attend this school because of its Christian foundation.
6. Children who have special medical needs or other special circumstances, (supported by medical/professional opinion).
7. Other children.

Tie Breaker

Where there are places available for some but not all applicants within a particular criterion, distance from home to school will be the deciding factor, with preference given to those whose principal home address is nearest to the school, when measured in a straight line as the crow flies between the front door of the home and the main gate of school using the Local Authority's computerised measuring system.

In-Year Admissions

Admission to the school during the school year depends on whether or not there are places available. Applications must be made through the LA, [School Application Form](#). Guidance can be found on the [Northumberland County Council Website](#). Admissions outside the normal age group will be dealt with as indicated below.

If there is a vacancy, and there is no child on the relevant waiting list with a higher priority a place will be offered.

In-year admissions or admissions at the beginning of school years other than Reception will only be considered by the Governing Body up to half a term [using the three-term year] in advance of the desired date for entry. For example, for entry in January, the application will not be considered until after the October half-term break.

Waiting List

The school office will maintain a waiting list of applicants until 31 December in each year. In the event of a place becoming available in the appropriate class during the year and there are more applicants on the waiting list than places available, the selection criteria and tiebreaker indicated above will apply.

Multiple births

In cases where there is one place available and the next child on the list is a twin, triplet, etc., we would admit both twins (and all the children in the case of other multiple births) even if this meant exceeding the agreed admission number for Reception or the number of places in other year groups in the relevant admission year.

Notes

1. Parents are asked to let the head teacher know if a place is offered whether their child has a disability. Parents should be assured that the nature of the disability is not grounds for refusing the application. The school will make every reasonable adjustment to ensure that disabled children are not put at a substantial disadvantage in accessing a full curriculum and that they will not be treated less favourably, without reasonable justification, than their able-bodied peers.
2. Brother or sister, half brother or sister, adopted brother or sister, step-brother or sister, or the child of a parent's/carer's partner – in every case the child should be living in the same family unit at the same address.
3. If applicants are seeking admission under the criterion of living in the Parish or worshipping regularly and frequently at a Parish Church as above, they will be asked to provide evidence that they worship regularly and frequently, e.g. a letter from the incumbent. Regularly and frequently is defined as attendance at least once per month over the last twelve months.

4. A map showing the parish boundaries can be inspected at the school office.
5. If applicants are seeking admission under the criterion of special medical needs or other special circumstances, they will be asked to provide appropriate evidence, e.g. a letter from a doctor or specialist. The governors must be satisfied that there is a specified medical reason which makes attendance at this school essential.
6. Nursery admissions are entirely separate and parents are asked to note that attendance at the school's nursery does not guarantee a place in the reception class.
7. Parents who are refused a place have a statutory right of appeal. Further details of the appeals process are available by writing to the Chair of Governors at the school address.
8. If a place is offered on the basis of false information (e.g. address or Church attendance) or if parents do not respond within the stated timescale to the offer of a place the governing body reserves the right to withdraw their offer.

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

The School Admissions Code requires school admission authorities to provide for the admission of all children in the September following their fourth birthday. However, a child is not required to start school until they have reached compulsory school age following their fifth birthday. For summer-born children (those born after 1 April) this can sometimes be almost a full school year after the point at which they could first be admitted.

Some parents may feel that their child is not ready to start school in the September following their fourth birthday. Parents are entitled to request in writing that:-

- their child attends part-time until they reach compulsory school age, or
- that the date their child is admitted to school is deferred until later in the same academic year or until the term in which the child reaches compulsory school age.
- that the date their child is admitted to school is deferred until the term after the child reaches compulsory school age.

The child must, however, start school full-time in the term after their fifth birthday.

The school finds it very helpful to have an early indication of the number of children to be admitted to the reception class the following September. However, it must be stressed that formal written applications for admission must be made on the form provided and returned to the Local Authority by the stated date. Places will then be allocated by strict application of the above criteria, with no reference to the date of application. Parents will be notified as to whether or not their children have been successful in gaining a place by the end of April 2023.

Date approved by the Governing Body:

Signed by -

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This policy was reviewed: Autumn 2021
Date of next review: Autumn 2022