



# Sir John Cass's Foundation Primary School

## ADMISSIONS POLICY FOR SEPTEMBER 2017 TO AUGUST 2018 RECEPTION AND IN-YEAR ADMISSIONS

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## **Our mission**

At Sir John Cass's Foundation Primary School we aim to provide an exceptional education for every child in a safe, stimulating environment where everyone is valued and respected. We believe education is a partnership between home and school. We encourage the spiritual development of the children and the knowledge of God and the world.

## **We provide:**

- A stimulating, broad and balanced curriculum for every child.
- A religious education according to the principles and practices of the Church of England in a context where everyone is valued and respected.
- Excellent teaching and carefully targeted support to ensure every child is challenged to excel and achievements are celebrated.
- Staff development to ensure our staff are well trained.
- A safe, disciplined environment where all members of our school community are expected to treat each other with courtesy and respect.

# SIR JOHN CASS'S FOUNDATION PRIMARY SCHOOL ADMISSIONS POLICY FOR RECEPTION AND IN YEAR APPLICATIONS

For Academic Year 2017/2018

Sir John Cass's Foundation Primary School is a Church of England Voluntary Aided primary school. The responsibility for the admission of pupils rests with the governing body. The school's current maximum admission number is 30, with 30 children in each class. These arrangements and the admissions criteria (below) are reviewed annually. When there are more applications than there are places available the Governors will admit pupils according to the following criteria, which are listed in order of priority.

Priority will be given to children with statements of special education needs where this school is named in the statement or Education and Health Care Plan.

1. Children 'Looked After' by a Local Authority.
2. Children whose parent(s) worship fortnightly and continuously and have done so for the previous two years, in the Parish Church of St Botolph's, Aldgate.
3. Children for whom this is the nearest Church of England school in order of proximity of home to school, measured in a straight line distance, whose parent(s) worship fortnightly and continuously in an adjoining Anglican church and have done so for the previous two years.
4. Children for whom this is the nearest Church of England school in order of proximity of home to school, measured in a straight line distance, whose parent(s) worship fortnightly and continuously in churches of other Christian denominations, (such denominations being members of Churches Together in Britain and Ireland (CTBI) and the Evangelical Alliance), and have done so for the previous two years.
5. Children with a sibling attending the school in the academic year of admission.
6. Children who have a place in the Nursery Class of the Cass Child and Family Centre.
7. Children living in the Admissions Priority Area in order of proximity of home to school, measured in a straight line distance.
8. Children of members of staff will have 8th priority in the oversubscription criteria if the staff member is filling a post for which there is a demonstrable skill shortage. The Head teacher's designation of such posts will be submitted to the governing body for approval. Priority will be limited to one place for each form of entry in any year.
9. Any other children in order of proximity of home to school, measured in a straight line distance.

## **Terminology, definitions and notes on the oversubscription criteria**

- a) If there are more applicants than places in any of the above categories, priority will be given to applicants living nearest the school, in order of proximity of home to school, measured in a straight line distance.
- b) Highest priority must be given to 'Looked After' children and 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). Further references to previously looked after children in this Code means children who were adopted (or subject to residence orders or special guardianship orders) immediately following having been looked after.
- c) A Parent is a person who has parental responsibility for, or is the legal guardian of the child.
- d) Attendance at the church must be two years by the application closing date. If you are applying under criteria 2,3 or 4 a completed supplementary information form (SIF) should be sent to the school directly and you should obtain a receipt confirming the date the form was received by the school. You should contact the school if you do not receive a receipt within 10 schools days as it may mean we have not received your SIF. If we do not receive your SIF by the deadline date, we will not be able to apply your application to criteria's 2,3 or 4 and will be applied to either criterion 7 or 9 as applicable instead.
- e) Sir John Cass's Foundation Primary School will use the City of London's Geographical Information System (GIS) to measure straight line distance to prioritise applicants for admission. The distance will be measured from the address point as indicated within the Local Land and Property Gazetteer (LLPG) to the address point of the school within the LLPG as a straight line. Measurements by alternative systems and/or to other points will not be taken into account in any circumstances. Where applicants have

identical distance measurements, priority amongst them will be determined at random.

- f) Sibling refers to brother or sister, adopted brother or sister, step brother or sister or foster siblings of the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as the sibling.
- g) Children attending nursery class at Cass Child and Family Centre will not gain automatic entry into the reception class. Parents must re-apply for a reception class place.

#### **Other information and policy**

- h) **Fraudulent Information:** If the allocation of a place has been made on the basis of fraudulent or intentionally misleading information, the governors reserve the right to withdraw the place.
- i) **Applicants must apply through their home local authority:** The application deadline date is 15 January 2017. Applicants can apply for a reception class place if their child's date of birth falls between 1<sup>st</sup> September, 2012 and 31<sup>st</sup> August, 2013.
- j) There is only one intake in September 2017 and it is the policy of the Governors for admission to the Reception Class in September only.
- k) **Tie Break:** In the case where there are several applicants for one place, distance from home to school will be used to resolve the tie break using the method detailed above (e). Where two or more applicants have the same distance, random allocation in the presence of an independent witness will be used.
- l) **Infant Class Size:** Infant classes (those where the majority of children will reach the age of 5, 6 or 7 during the school year) must not contain more than 30 pupils with a single school teacher. However, under exceptional circumstances the school will be able to exceed this number in cases where one twins or multiple birth siblings is ranked at number 30
- m) **Split Residency:** Where a child lives with parents with shared responsibility, each for part of a week, the address where the child lives is determined using a joint declaration from the parents stating the pattern of residence. If a child's residence is split equally between both parents, then parents will be asked to determine which the residential address is for the purposes of admission to school. If the residence is not split equally between both parents then the address used will be the address where the child spends the majority of the school week.
- n) **Supplementary Information Form:** If applicants are applying for a school place under criteria 2, 3 or 4 of the oversubscription criteria, they should also complete a Supplementary Information Form (available from the school) so that the governors may consider their application fully, and must return it to the school office by 15 January 2017.
- o) **In-Year Admissions:** Applicants must complete the School's In-Year application form. In-Year application form and name Sir John Cass's Foundation Primary School as one of their preferences. Places cannot be offered if there are no vacant places available within the year group however, you have the right to appeal any decision. You will be offered the opportunity of being placed on a waiting list. This waiting list will be maintained by the governing body in the order of the oversubscription criteria and not in the order in which the applications are received. When a place becomes available the governing body will decide who is at the top of the list so that the LA can inform the parent that the school is making an offer.
- p) **Late Applications:** Late applications will only be considered after all on-time applications have been processed.
- q) **Waiting List:** Children who are not offered a place can be put on the waiting list by contacting the school.

- r) **Proof of Home Address:** Proof of permanent home address will be required and will include current council tax statements, child benefit letter or any other documentation considered appropriate. Documents will only be used for the purpose of verifying an applicant's home address.
- s) **Independent Admissions Appeal Committee:** Parents who are not offered a place for their child in the Reception Class (30 places) are entitled to appeal under the School Standards and Framework Act 1998. The appeals panel will consider all the following matters, 1) whether the admission of an additional child/additional children would breach the infant class size limit; 2) whether the admission arrangements (including the area's co-ordinated admission arrangements) complied with the mandatory requirements of the School Admissions Code and Part 3 of the School Standards and Framework Act 1998; 3) whether the admission arrangements were correctly and impartially applied in the case(s) in question; and 4) whether the decision to refuse admission was one which a reasonable admission authority would have made in the circumstances of the case.
- t) If parents would like to make an appeal, the published appeals timetable sets out the appeals process and is available to view from the Sir John Cass's Foundation Primary School's website <http://www.sirjohncassprimary.org>.
- u) **Parents Right To Withdraw Pupils:** Under the School Standards and Framework Act 1998 as amended by the Education Act 2002 parents have the right to withdraw their child/children from Worship and RE. Under Section 404 of the Education Act 1996 parents have the right to withdraw their child/children from any part of the school's Sex Education programme (other than those in the Science National Curriculum). The Governors hope that parents will support the education provided and not withdraw their children.
- v) **Admission of children outside their normal age group:** If you would like your child to be educated outside their normal age group the governing body will consider your request according to your child's circumstances. You must state clearly why you feel admission to a different year group is in your child's best interest and provide evidence to support this. Parents are advised to contact the School at the earliest opportunity for advice.
- w) **Part time places:** The typical arrangements are for all Reception age children to attend their reception class full-time throughout the year. Where parents wish, they can request in writing that their child may attend part-time until - but not beyond - the point at which they reach compulsory school age.
- x) **Deferred entry:** While most parents are happy for their child to start school in the September following their fourth birthday, some parents will have concerns about whether their child will be ready for school at this point, and will consider delaying their entry until compulsory school age. It is important that they know all the options available to them and are able to make an informed decision. They should note that, whilst evidence shows that, statistically speaking, summer born children tend to perform less well in school tests, this does not mean that all children born in the summer term will struggle at school. Teachers are skilled at differentiating the curriculum to meet a diverse range of needs. Before deciding to delay their child's entry to school, we would recommend that parents discuss this matter with school. The teachers will be able to explain the provision on offer to children in the reception class, how it is tailored to meet the needs of the youngest pupils and how the needs of these pupils will continue to be met as they move up through the school. They may also be able to allay any concerns the parent may have about their child's readiness for school. Deferred entry only applies up to time that your child is of statutory school age.
- y) Applications to the Nursery and / or Cass Child and Family Centre: This policy does not apply to children requiring all year round places in the Cass Child & Family Centre, which has a separate admissions policy. A copy of this policy is available from the school website [www.sirjohncassprimary.org](http://www.sirjohncassprimary.org).
- z) **Admissions Priority Area (see over):** The governing body have determined the following admissions priority area for the school which will be used in relation to oversubscription criteria 7. A more detailed map can be found on our school website- [www.sirjohncassprimary.org](http://www.sirjohncassprimary.org)

## Admissions Priority Area

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