



Cramlington Village Primary School

Admissions Policy 2017-18



“Empowering everyone to achieve”

Policy Title	Admissions Policy 2017-18
Policies that inter-relate	Nursery Admissions Policy
Legal and Statutory documents linked	The School Admissions Code and Admissions Law
Governor Committee responsibility	Education
Date of last review	April 2016
Reviewer name and position	Education Committee
Date of next review	March 2017
Date approved by Governors	25th April 2016
Audit file updated (date and name)	April 2016



The Admission arrangements of Cramlington Village Primary School fully comply with the School Admissions Code and Admissions Law. The school is open to anyone and is non-selective.

1. Cramlington Village Primary School (CVPS) has an agreed admission number of 30 pupils per year.
2. Responsibility for the admissions of pupils rests with the Governing Body of the school.
3. All applications for places at CVPS will be considered in accordance with the arrangements set out below:

Admission to Reception in September 2017

Agreed admissions number

The school will admit 30 pupils to reception for the academic year 2017-18.

Application form

For admissions for the academic year 2017-18 admissions arrangements are coordinated by Northumberland County Council, the Local Authority.

As part of the process managed by the Local Authority, it is accepted that applications submitted after the closing date will be considered after all other applications that have been received on time. Late applications to the Local Authority will only be considered if there is written evidence of exceptional medical, pastoral or compassionate grounds for the lateness of the application.

Verification of information

A child's permanent address is the place of normal residence during term time. Where parental responsibility is shared, the address where the child has been registered at an NHS doctor will be taken as the permanent address. The Governing Body also reserves the right to seek verification from the Local Authority in which the applicant is resident.

Proof of residence can be requested at any time throughout the admissions process. If false or misleading information is used to gain entry to CVPS, the offer of a place will be withdrawn. There is a right of appeal against this using the procedure listed herein.



Offers of places

Applicants to whom places are offered will be required to inform the Governing Body of their decision whether to accept or reject the offer by the date given in the letter of offer.

Appeal procedure

Parents whose applications for places are unsuccessful will be given an opportunity to appeal against the decision to an Independent Appeal Panel, set up in accordance with the statutory provisions in force at the time.

The appeal panel will be independent of Cramlington Village Primary School. The determination of the Appeal Panel is binding on all parties. The school shall prepare guidance for parents about how the appeals process will work and provide parents with a named contact who can answer any enquiries parents may have about the process. The school may, if it chooses, enter into an agreement with the Local Authority or any other organisation to recruit, train and appoint Appeal Panel members and to arrange for the process to be independently administered and clerked. Full details will be sent to parents with their decision letters.

Reserve list

In addition to the right to appeal, unsuccessful applicants will be offered an opportunity to be placed on the reserve list. The order of the reserve list will be determined in accordance with the order determined by the over-subscription criteria.

The reserve list will be maintained until 31st August 2017.

Vacancies arising between the offer day and the 31st August 2017 will in the first instance be offered to applicants on the reserve list.

Waiting lists

On 1st September 2017 applications on the reserve list will be placed on the waiting list. All applications on the waiting list will be considered for any vacancies occurring during the period between 1st September and 31st December 2017 in accordance with the admission criteria set out below under in-year or casual admissions.



Children with Education and Health Care Plans

Cramlington Village Primary School will admit any pupil whose plan names Cramlington Village Primary School and for whom the school has agreed to be named in the plan.

Oversubscription criteria

If there are more applicants than places, places will be offered in accordance with the following criteria in order of priority:

1. Looked After Children. Children who are looked after, or who have been previously looked after, by a Local Authority in accordance with Section 22 of the Children Act 1989 at the date the relevant application for admission is made, and who the Local Authority has confirmed will continue to be looked after by it in accordance with the said section at the time they are admitted to the school.
2. Pupils with exceptional medical or exceptional social need (evidence must be supported in a written statement by a professionally involved third party, such as a doctor or a social worker). Children for whom it is essential to be admitted to this school because of special circumstances to do with significant medical or social needs evidenced by written professional advice, explaining why these needs can realistically only be met by Cramlington Village Primary School. The definition of what constitutes medical or social needs for this purpose will be set out in the school's prospectus.
3. Pupils whose parents are regarded as 'founding members' and who continue to be actively involved in the leadership of the school at the start of term in September 2017.
4. Pupils who, on the date of admission, will have a sibling already enrolled in the school. (For the purpose of admissions siblings are deemed to be brothers and sisters, stepbrothers and stepsisters, adopted brothers and sisters and other children who reside permanently in the household and are treated as siblings.)
5. Priority for 5 of the remaining places per class, will be given to children who are entitled to free school meals at the time of application and who have successfully applied to the Local Authority and who have received written confirmation of their child's entitlement to free school meals. This amounts to 16% of the overall intake per class, in line with the average for the town. These places will be awarded by random allocation at a meeting monitored by an independent adjudicator.



6. After places have been filled using the criteria above any remaining places will be awarded by random allocation to pupils within a 10-mile radius of the school entrance doors at a meeting monitored by an independent adjudicator.
7. Where applications are received from twins, triplets or same-year siblings, the following procedure will be followed. If one child is selected for a place the twin/triplet/same-year sibling will automatically be selected. If school places are oversubscribed the family name will be entered into the list available for random allocation rather than individual children's names because when one child is allocated a place it automatically secures a place for the other child(ren).

Other admissions (in-year or casual admissions)

Applications for vacancies that arise outside the normal annual admission round for Reception class intakes will be considered at any time during the year. Information and application forms may be obtained from the school. Where there is more than one application for a vacant place, the offer of a place will be determined in accordance with the listed oversubscription criteria below:

1. Children with Educational Health Care Plans in which Cramlington Village Primary School is named in the plan.
2. Looked After Children. Children who are looked after by a Local Authority in accordance with Section 22 of the Children Act 1989 at the date the relevant application for admission is made, and who the Local Authority has confirmed will continue to be looked after by it in accordance with the said section at the time they are admitted to the school.
3. Pupils with exceptional medical or exceptional social need (evidence must be supported in a written statement by a professionally involved third party, such as a doctor or a social worker). Children for whom it is essential to be admitted to this school because of special circumstances to do with significant medical or social needs evidenced by written professional advice, explaining why these needs can realistically only be met by Cramlington Village Primary School. The definition of what constitutes medical or social needs for this purpose will be set out in the school's prospectus.
4. Pupils who on the date of admission, have a sibling already enrolled in the school. (For the purpose of admissions siblings are deemed to be brothers and sisters, stepbrothers and stepsisters, adopted brothers and sisters and other children who reside permanently in the household and are treated as siblings.)



5. Pupils whose parents are regarded as ‘founding members’ and who continue to be actively involved in the leadership of the school at the start of term in September 2016.
6. Pupils who, on the date of admission, will have a sibling already enrolled in the school. (For the purpose of admissions siblings are deemed to be brothers and sisters, stepbrothers and sisters, adopted brothers and sisters and other children who reside permanently in the household and are treated as siblings.)
7. Those who are placed on the waiting list will be contacted and all those who are still interested in a place will be pooled and places will be awarded by random allocation at a meeting monitored by an independent adjudicator.
8. Where applications are received from twins, triplets or same-year siblings, the following procedure will be followed. If one child is selected for a place the twin/triplet/same-year sibling will automatically be selected. If school places are oversubscribed the family name will be entered into the list available for random allocation rather than individual children’s names because when one child is allocated a place it automatically secures a place for the other child(ren).

CVPS may refuse admission to applicants who have been permanently excluded from two or more other schools. The ability to refuse admissions runs for a period of two years since the last exclusion. Exclusions which took place before the child concerned reached compulsory school age do not count for this purpose. CVPS will consult and co-ordinate its arrangements, including the rapid re-integration of children who have been excluded from other schools and who arrive in an area after the normal admissions round, in accordance with local in-year fair access protocols for securing school places for unplaced children.

Nursery Admission Policy – 2017-18

Cramlington Village Primary School is an Academy Trust and so it has its own admissions policies for Nursery and for full-time school. Our Governing Body is responsible for admissions. We have agreed our admissions policy as outlined below.



We can currently offer Nursery places to 13 pupils, on a part-time basis. This means that 15 hours a week are available for funded Nursery education at CVPS.

We will offer Nursery places in the following order, to children aged four years during the academic year 2017 / 2018:

If a child is allocated and takes up a place in the previous academic year (the year in which they are 3 years old) they will automatically be allocated a place for the year in which they are four years old.

Children who have exceptional circumstances, including special educational needs, social or medical reasons, where our Nursery is the named Early Years setting, will be given first priority.

If there are more applications than places available priority will be given in the following order:

1. A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order.
2. Children who will have a sibling at the school in the term when they are due to start.
3. Children whose home address is within the admission zone of the school (the admission zone is within a radius of ten miles from the school).
4. Children whose parents want them to go to our nursery.

If places remain unallocated we will offer places in the following order to children aged three years during the academic year 2015 / 2016:

1. Children whose home address is within the admission zone of the school and are considered to have exceptional circumstances (as above).
2. Children whose home address is not within the admission zone of the school and are considered to have exceptional circumstances (as above).
3. Children whose home address is within the admission zone of the school and have a brother or sister at the school when the child begins.
4. Children whose home address is not within the admission zone of the school and have a brother or sister at the school when the child begins.



5. Children whose home address is within the admission zone of the school,
6. Children whose home address is not within the admission zone of the school

Notes

- Within each criteria above, if there are more people applying than there are places available, we will offer the remaining places to the oldest children.
- We define brother or sister as follows.
 1. A brother, sister, stepbrother, stepsister, adopted brother or sister, or children of people who are living at the same address as a family. (In all cases, the parent who receives the Child Benefit for those children must permanently live at that address with the children.)
 2. We will consider brothers or sisters who live in separate households because the parents are separated and have shared responsibility for the children under conditions covering exceptional circumstances.
 3. For twins, triplets and so on admissions policy as for reception places will apply
 4. If there are other family situations where there are different carers, e.g., aunts, uncles or grandparents, each individual case will be considered.
- The allocation and acceptance of a place within our Nursery does not guarantee that a place will be offered for Reception. A separate admission application process applies to Reception admissions as listed separately in this admissions policy. Details can be obtained from the school or the Local Authority.

More detailed definitions about these criteria e.g. sibling, distance etc, can be found in the School's admissions policy at the start of this document.

Procedure

The school maintains a 'waiting list' for Nursery admission. Parents can place their child's name on the list at any time. Places are not allocated on a 'first come, first served' basis.

If there are more applications than we have places available by the Wednesday before school Easter holiday starts then the 'waiting list' will be closed for September 2017



Nursery Admission on that date, and the allocation of places will be made after this date, in line with the criteria listed above.

The school will write to parents of children to be offered places as soon as possible after this date confirming the offer of a Nursery place, and detailing the flexibility available in the provision.

Parents are given two weeks to accept the offer. After this time, if no acceptance is received or the offer is declined, the place will become vacant and it will be offered to the next child in priority order. This process will continue until all places are full or all children on the 'waiting list' have been offered places.

If there are fewer applications by the closing date (the Wednesday before school Easter holiday starts) than places available we will continue to offer places to eligible new applicants as they are received, until Nursery is full.