

# Admissions Policy

## The Richard Cross Church of England Primary School

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The Directors of The Richard Crosse Church of England Primary School welcomes children from all backgrounds, faiths and no faith. The Directors of the school are committed to developing an inclusive school that reflects the diversity of the local community. Admission to the school is not dependent on being a member of a particular faith community.

As well as being an inclusive neighbourhood school, as a Church school Richard Crosse has a distinctive character and ethos that reflects the teachings of Jesus Christ and Christian values. We ask all parents applying for a place here to respect this ethos and its importance to the school community. We hope that all children in the school will be able to participate (as appropriate) in the religious life of the school (including collective worship and religious education). This does not affect the right of parents who are not Christians to apply for a place. Indeed, through our commitment to inclusivity, we actively welcome families from other faiths and no faiths.

Note: Parents have a statutory right of withdrawal from Collective Worship and Religious Education.

### **Admission Number**

The Board of Directors is responsible for the admission of pupils to the school and admits children each year in accordance with the published admission number for the school. The number is reviewed annually.

For the academic year commencing in September 2019 the number is 15 for compulsory school aged children and 11 per session for part-time Foundation Stage children. The closing date for applications for reception children and for nursery education will be the same as the Local Authority's.

### **Admission Procedure**

Admissions are administered through a co-ordinated admissions scheme. Applications on a single common form may be submitted directly to the school, to Staffordshire Education Authority or submitted on-line.

### **Date of School Entry**

The school has one intake a year and the children start school in the Foundation Class in September of the academic year in which they are four for nursery education.

Or

The children start school in the Foundation Class in September of the academic year in which they are five for reception age education.

**Please note that the offer of part time Foundation Stage education does not guarantee a full time place when the child is of compulsory school age. A separate application for children of compulsory school age must be made the following year.**

### **Admission Criteria**

Children are considered for admission to the school irrespective of gender, race, creed, background or disability within the maximum admission number each year.

The Board of Directors is required to abide by the maximum limits for infant class sizes (5, 6 and 7 year olds) i.e. 30 pupils per class.

When there are more applications than there are places available, the Directors will admit children according to the following criteria, applied in the following order of priority:

1. Children in public care (looked after children), or who have been in public care, whose carer(s)/adoptive parent(s) wish their child/children to attend Richard Crosse school.
2. Children living within the catchment area. The County Council has a search facility on its website to enable you to check the catchment areas for various addresses. Visit [www.staffordshire.gov.uk/localview](http://www.staffordshire.gov.uk/localview) or contact the School Admissions and Transport Service on 01785 278673.
3. Children who at the time of the application have an elder brother or sister (a sibling) already attending the school at the proposed admission date.
4. Children who satisfy both of the following tests:  
Test 1. they are distinguished from the general majority of other applicants either on medical grounds or by other exceptional circumstances.  
Medical grounds must be supported by a medical report (obtained by the parents). It must clearly justify, for health reasons only, why it is better for the child to attend this school rather than any other school.

Exceptional circumstances must relate to the choice of school, i.e. the circumstances of the child, not the specific economic or social circumstances of the parent, and be supported by a professional report, e.g. social worker, justifying why it is better for the child to attend this school rather than any other school.

Test 2. they would suffer hardship if they were unable to attend the school.

5. Children who regularly\* attend a Church of England place of worship. A supporting letter from the relevant local minister will be required.
6. Children who regularly\* attend a place of Christian worship other than the Church of England. A supporting letter from the relevant local minister will be required.
7. Other children arranged in order of priority according to how near their home addresses are to the main gate of the school by the shortest available walking route as measured by the Children and Lifelong Learning Directorate's Geographical Information System.

\*Regularly is to be interpreted as for at least a period of two years prior to entry and the child must have attended worship on at least eight separate occasions per annum.

### **Tie breaker**

In the event that two or more applicants have equal rights to a place under any of the above criteria, The Board of Directors will apply the subsequent criteria, in order of priority, to these applicants.

### **NOTES**

(i) Sibling

For admission purposes, a brother or sister is a child who lives at the same address and either: have one or both natural parents in common; are related by a parent's marriage; are adopted or fostered by a common parent or are unrelated children who live at the same address, whose parents live as partners.

(ii) Home Address

The home address is considered to be the child's along with the parents' main and genuine principal place of residence at the time of the allocation of places i.e. where they are normally

and regularly living. If a child is resident with friends or relatives (for reasons other than legal guardianship) the friend's or relative's address will not be considered.

Where parents have shared responsibility for a child, and the child lives with both parents for part of the school week then the home address will be determined as the address where the child lives for the majority of the school week (i.e. 3 out of 5 school nights available). Parents will be required to provide satisfactory documentary evidence to support the address they wish to be considered for application purposes.

(iii) Waiting Lists

Waiting lists will be held in any year the school receives more applications than there are places available. The waiting list will operate until 31<sup>st</sup> December in the year of admission. It will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application. Children's position on the waiting list will be determined solely in accordance with the criteria set out above. Where places become vacant they will be allocated to children on the waiting list in accordance with the criteria.

(iv) Appeals

Parents who are not offered a place for their child have the right (except for applications to Foundation Stage) to appeal to an independent appeal panel. Further details can be found within the Admissions Appeals Policy. Should some appeals be unsuccessful, The Board of Directors will not consider further applications from those parents within the same academic year unless there have been significant and material changes in their circumstances.

(v) Late Applications

Applications received after the closing date will be considered alongside those applicants who applied on time wherever possible. Where it is not practicable because places have already been allocated, or are shortly to be allocated, then late applicants will be considered only after those applicants who applied by the published closing date.

(vi) Deferred Entry

Parents whose children are allocated places in a Foundation Stage Class may request entry to be deferred to the start of a future term date in the same school year.