Bury C of E Primary School

Admissions Policy



Date for review: February 2022

Head Teacher's signature _____

Chair of governor's signature _____

Admissions Policy

Bury CE Primary School is a Church of England Voluntary Aided Primary School in the Diocese of Chichester. The school provides a distinctively Christian education for children aged 4 to 11 years. Historically, the majority of Church of England schools were established to provide an education for the children of the local parish in accordance with the principles of the Church of England. The two aims of being 'distinctively Christian' and 'serving the local community' are reflected in the school's admission criteria.

Bury School is a Voluntary Aided Primary School in which the Governing Body is the Admission Authority and responsible for admissions. It is guided in that responsibility by the requirements of the law, the school's trust deed, advice from the Chichester Diocesan Board of Education and its duty to the local community.

The published admission number for 2021/2022 is 10.

Please contact the school office on 01798 831502 if you require assistance or a Supplementary Information Form.

Making an Application

All applications must be made by completing a Local Authority Common Application Form. You can find details at https://www.westsussex.gov.uk/education-children-and-families/schools-and-colleges/school-places or by calling 03330 142 903.

In addition to the Local Authority form you are asked to complete a Supplementary Information Form. This is not an application form for admission to school but will be used by the governors when applying the admissions criteria. The Supplementary Information Forms are available on line from our website http://www.bury.w- sussex.sch.uk and from the school office.

Oversubscription Criteria

Where there are more applications for admission than the published admission number, the Governing Body will apply the following criteria in strict order of priority. Please note that children who have a statement of special educational need will be treated in accordance with the relevant legislation.

1. Looked After Children or previously Looked After Children.

A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order* including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).

**An adoption order is an order under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders). A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).*

LIVING WITHIN THE PARISH OF BURY WITH HOUGHTON:

2. Children who reside in the parish of Bury with Houghton and whose parents regularly attend the parish church of St John the Evangelist, Bury.
3. Children who reside in the parish of Bury with Houghton and who have an elder sibling attending the school at the time of anticipated admission.
4. Children who reside in the parish of Bury with Houghton who do not qualify under one of the

criteria above.

LIVING OUTSIDE THE PARISH OF BURY WITH HOUGHTON:

5. Children who reside outside the parish of Bury with Houghton and who have an elder sibling attending the school at the time of anticipated admission.
6. Children who reside outside the parish of Bury with Houghton and whose parents regularly attend a Christian denomination participating in 'Churches Together in England'.
7. All other children.

Should the admission number be reached mid-category, applications in that category will be prioritised on the shortest distance measured in a straight line from the child's home address to the school, using the Local Authority's computerised measuring system, with those living closer to the school receiving higher priority.

In the event of two or more children living equidistant from the school, the place will be decided by drawing lots. The first name drawn will be offered the place.

Notes

Definitions

Statements

Children who have a statement of special educational need and the school is named as the most appropriate school for the child's specific needs.

Looked After Children and previously Looked After Children

A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order* including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).

Special Guardianship Order

Made under section 14A of the Children Act 1989 (as amended by the Adoption and Children Act 2002)

Residence Order

Made under Section 8 of the Children Act 1989

Parish of Bury with Houghton

The ecclesiastical parish of Bury with Houghton. A map of the parish boundary may be viewed at the school office.

Place of residence

The child's ordinary place of residence will normally be a residential property at which the parent or person or persons with parental responsibility for the child resides at the closing date for receiving applications for admission to the school.

Where parental responsibility is held by more than one person and those persons reside in separate properties, the child's ordinary place of residence will normally be the property at which the child resides with the parent or person or persons with parental responsibility, for the greater part of the week.

Parent

Any person who has parental responsibility or care of the child.

Regular Church Attendance

Regular church attendance by parents is defined as attendance at a church service at least twice a month over the past 6 months. It is sufficient for just one parent to attend.

Sibling

Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent's partner, and in every case, the child should be living in the same family unit at the same address. Wherever possible the governors will endeavour to keep siblings together.

Multiple Births

Where possible the governors will admit all the children of a multiple birth (i.e. twins, triplets etc.).

Late Applications

Applications received after the deadline set by the Local Education Authority will be considered after places have been allocated to those applications received on time.

Waiting List

Children refused a place can, at their parent's request, be placed on a waiting list.

The waiting list is determined according to the Governing Body's priority of admission over-subscription criteria. This will mean a position will change if a later application is received from someone with higher priority according to the over-subscription criteria. The existence of a waiting list does not remove the right of appeal against any refusal of a place from any unsuccessful applicant.

Appeals against the Governing Body's decision to refuse admission

Parents have a right of appeal to an independent panel against the decision of the Governing Body to refuse application for a school place. Details of the appeals procedure are sent out with all refusal letters.

False Information

1. Where the Governing Body has made an offer of a place at this school on the basis of a fraudulent or intentionally misleading application from a parent which has effectively denied a place to a child witha stronger claim to a place at the school, the offer of a place will be withdrawn.
2. Where a child starts attending the school on the basis of fraudulent and intentionally misleading information the place may be withdrawn depending on the length of time that the child has been at the school.
3. Where a place or an offer has been withdrawn, the application will be re-considered and a right of independent appeal offered if the place is refused.

In Year Applications

All applications outside the normal admissions round must be made by completing a Local Authority Common Application Form and the Supplementary Information Form. This must be sent to the Local Authority, who will deal with the Application in accordance with the Local AuthorityScheme.

Note: Subject to the above policy and the relevant appeals procedure, decisions regarding admissions will be the responsibility of the Governing Body.