

ALL SAINTS C.E. JUNIOR SCHOOL
ADMISSIONS POLICY

All Saints CE Junior School is a voluntary aided school, which gives the governing body the responsibility for admitting pupils and stating its policy on admissions and how it will be applied. This policy has been drawn up in consultation with the Diocese of Chichester, East Sussex Children's Service Authority and local primary schools. The policy is effective from August 2010. The Governors have agreed that the Admission Number is 60 children in each year group. The criteria for admissions are attached to this statement.

CASUAL ADMISSIONS

Most of our children come from Dudley Infant School, with a growing number of requests for casual admissions. The admissions criteria will be applied if causal vacancies arise during the school year and there are more applicants than places.

Where a parent has not been offered a place for their child, preference forms will be retained on record for the remainder of the academic year in which they have been submitted. After that time the parent will be asked if they wish the preference to be kept on record for the subsequent school year. Should a place become available it will be allocated according to the admissions criteria and not the length of time on the waiting list.

PROCEDURE FOR UNSUCCESSFUL APPLICANTS

Parents who are not offered a place for a child are entitled to appeal to an independent panel under the provisions of the current School Admissions Appeals Code.

The Governors will write to parents who have been unsuccessful in having a child admitted to the school at the end of Year 2 explaining the reason/s for their decision. Should the parents be resolved to proceed with an Appeal it is suggested that the Headteacher be contacted so that the appeal process can be explained.

Parents wishing to appeal should do so in writing to the Chair of Governors within 14 days from the notification of the decision not to admit.

CHILDREN WITH SPECIAL EDUCATIONAL NEEDS/DISABILITIES

Children are admitted to the school in accordance with the Admissions Criteria. We do not discriminate for or against children with Special Educational Needs or disabilities, and would expect parents to fully inform the school of the nature of any known educational physical, medical or social needs when expressing a preference for the child to attend this school. This information will enable the Governors to ensure that the child's entry into school is made as smooth as possible. It will also help to inform the Governors about the level of provision the school can make to meet the individual needs of the child.

Where a child has a special need or disability the Special Educational Needs Policy or the Disability Equality Scheme should be referred to for more detailed guidance. Because of the physical limitations of the building, we do not have wheelchair access to the first floor. It might be possible, were a wheelchair-using pupil to be admitted to the school, to rearrange classroom and teaching room provisions, but access to the first floor, will not (in the foreseeable future) be possible. This situation is regularly reviewed by the Resources Committee.

Parents who have any concerns about applying for a school place for a child with a disability are encouraged to discuss their child's needs with the school as early as possible. Children with a statement of educational needs that names the school will be allocated a place without reference to the oversubscription criteria, in line with the SEN Code of Practice (see below).

**GOVERNORS' OVERSUBSCRIPTION CRITERIA FOR DECIDING ADMISSION TO
ALL SAINTS C.E. JUNIOR SCHOOL, HASTINGS**

Children with a statement of educational needs that names the school will be allocated a place without reference to the oversubscription criteria, in line with the SEN Code of Practice.

Where the number of applications for a place at the schools exceeds the number of places available, places will be offered by the Governors in the following order of priority:-

1. To looked after children (to include children adopted in the last year).
2. To children attending Dudley Infant School.
3. To other children who have elder siblings* who will still be attending the school at the time of admission.
4. To children with parents** who have been regular worshippers (at least once a month over a period of one year) in the Parish Churches of St. Clement with All Saints or All Souls, subject to the Parish Priest substantiating this connection.
5. To other children whose parents have been regular worshippers (at least once a month over a period of one year) at other churches in the Borough of Hastings that are full members of Churches Together in Britain and Ireland, or the Evangelical Alliance, subject to the support of the Minister or Priest for the child's admission.
6. To other children whose parents have been regular worshippers (at least once a month over a period of one year) at other churches that are full members of Churches Together in Britain and Ireland, or the Evangelical Alliance, subject to the support of the Minister or Priest for the child's admission.
7. To other children living East of Old London Road or in the Old Town.
8. To any other children.

Definitions:

** Siblings - 'A sibling is a full, half or step brother or sister living permanently in the same household, including an adoptive or foster brother or sister.*

*** Parents - Reference to parents includes legal guardians and applies to either or both parents, or a sole parent.*

Should it be necessary to distinguish between children in any of the above categories, the Governors will do so by drawing concentric circles around All Saints Church to draw in children until any remaining places are filled. Distances will be measured from the front door

of All Saints Church building to the front door of the applicant's house. Flats will be prioritised according to the lowest number first (e.g. Flat 1 will take precedence over Flat 2 etc). A map showing how this is done is available for inspection at the school.

Parents who wish their children to be considered for admission to the school on Criteria 3, 4, 5 or 6 above are asked to make this clear in the space provided on the application form.

Parents who wish to appeal against an initial decision to refuse their child admission to All Saints according to the criteria outlined above will have the opportunity of asking in writing for that decision to be explained by the *Governors' Learning & Teaching Sub-Committee*.

With regard to casual admissions during the school year, the *Governors* will follow a standard procedure in which parents will be encouraged to visit the school and speak with the Head prior to any decision about requests for entry being taken.

GOVERNORS' PROCEDURE FOR APPEALS
ALL SAINTS C.E. JUNIOR SCHOOL, HASTINGS

When parents are informed of the outcome of the admissions process, unsuccessful parents are advised of their right to appeal against the decision. Should the parent(s) decide to exercise this right, the governors will organise an appeal meeting, unless a prior solution can be reached causing the parent to withdraw their appeal request.

An appeal meeting is attended by:-

- The Independent Panel;
- The Clerk to the meeting;
- The Governors, or their representative, usually the Headteacher;
- The parent(s) and a friend or representative.

It is the panel who, having listened to and read all the submissions, make the decision as to whether the appeal, should be upheld or not. It is important that it is realised that the panel is independent of the school, the governors and the parent(s). There are usually three panel members, one of whom is the chairman. Their decision to uphold the appeal or not, accordingly, is binding upon both the school and the parent. The role of the Clerk to the meeting, who is appointed and trained by the County Council, is to ensure that the procedure of the meeting is correctly followed and to advise the meeting here appropriate. The Clerk will inform the parent(s) and the Governors of the school regarding the outcome of the meeting.

The parent(s) attending the meeting to present the reason for the appeal can be accompanied by a friend, or representative, if this is helpful. It is quite in order for the friend or representative to present the case for the parent. This is done verbally at the meeting unless the parent makes a written submission. The Governors' case is usually presented by the Headteacher and the reasons for refusing admission are forwarded in writing to the parent prior to the meeting.

Should a parent wish to take independent advice about the appeal process, then this can be done through the:

Advisory Centre for Education (ACE)
1b Aberdeen Studios
22 Highbury Grove
LONDON
N5 2DQ

Telephone helpline: 0207 354 8318/ 0207 354 8321