



PENCOMBE
C.E. SCHOOL

Admissions Policy For the year 2022/23

We aspire that, through the love of Jesus, everyone should have
"life" and live it to the full (John 10:10)

Next Review Due: Autumn 2022

Introduction

Pencombe Church of England Primary School is a Voluntary Aided School in the Diocese of Hereford. The provided school for a child is the one regarded by the Local Authority as serving the area in which he or she resides.

As Pencombe Primary is a Voluntary Aided School, it means that the Governing Body is the Admissions Authority, and must publish a policy setting out all the arrangements for admissions. The Governing Body works with the Local Authority and the Diocese adhering to their statutory arrangements and criteria.

This policy has been made in accordance with the Sex Discrimination Act, the Race Relations Act, the Human Rights Act 1995 and 2006 and the Equality Act 2006. The implementation of this policy will be administered fairly and impartially. The decision to admit, or otherwise, is the sole responsibility of the Governing Body.

The information following is correct for the academic year 2018/19 onwards, but could be altered for future years. All applications are made by parents or carers for their child or children.

Admissions

Every school has a limit set for admissions during the year in accordance with the Education Reform Act 1988. This is called the planned admissions number (PAN). For Pencombe CE Primary School a limit of 8 places has been set for the Reception group (aged 4-5). There is one intake in the September of each year.

As a Voluntary Aided school the governors can, in very exceptional circumstances, choose to admit more than the planned admission limit, but they must be able to ensure that doing so does not adversely affect the education of the children in the school. Pencombe CE Primary School has mixed-year classes therefore year groups do not have fixed limits but are based on class sizes. (For example, if the number admitted one year is very low, and groups need to be balanced, then the number admitted may rise).

The Local Authority operates a timetabled co-ordinated admissions procedure for all primary schools in line with Government legislation. The LA co-ordinates the admissions process on behalf of the school according to the scheme published in their Admissions Booklet for that year – but it is still the Governing Body for this school which will allocate the available places in line with this policy.

For parents requesting a church place, the Supplementary Information Form in Appendix 1 must be completed by both parents and clergy and returned to the school by the deadline for applications.

It should be noted that pupils whose statement of special educational needs (SEN) or Education, Health and Care (EHC) plan names the school, will be admitted regardless of PAN or oversubscription criteria.

Over subscription criteria (in order of priority)

Children with a Statement of Special Education Needs or an Educational, Health & Care Plan which names a particular school will be allocated places, after which places are allocated according to an agreed set of criteria, in strict order of priority.

Priority 1 - Looked After, Previously Looked After and Internationally Adopted Previously Looked After Children.

A "Looked After Child" (LAC) 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) at the time of making an application to a school.

A "Previously Looked After Child" (PLAC) is a child who was looked after but ceased to be so because they were adopted or became subject to a child arrangements order or special guardianship order immediately following having been looked after.

An "Internationally Adopted Previously Looked After Child (IAPLAC) is a child who appears (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.

Priority 2 - Siblings living within a defined catchment area (see below for defined catchment area) of pupils attending the school at the time of application. A sibling refers to a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or a child of the parents/carer's partner, and in every case the child must be living in the same family unit at the same address. For children who have a sibling at the school they should still be in attendance not only at the time of application but also when the new child is due to start;

Priority 3 - Children living within the defined catchment area* of the school. Copies of catchment area maps, if required are available from the LA, or can be viewed in schools. To find the catchment school for a postcode please visit <https://www.herefordshire.gov.uk/schools-education/find-school>

Priority 4 – Out of catchment sibling – a sibling of a child already attending the school whose address is not within the defined catchment area for example a child previously in catchment who has now moved out of catchment but continued to attend the school. For children who have a sibling at the school, they should still be in attendance not only at the time of application but also when the new child is due to start;

Priority 5 - Faith based Practising member of any religious faith (monthly church attendance during the previous 2 academic years)

Membership and practice of the faith will be established by information provided on the Supplementary Information Form (appendix 1) completed by a designated faith leader of the relevant faith.

In the event that during the period specified for attendance at worship the church or, in relation to those of other faiths, relevant place of worship, has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admissions arrangements in relation to attendance will only apply to the period when the church, or in relation to those of other faiths, relevant place of worship, or alternative premises have been available for public worship.

For parents requesting a church place, the Supplementary Information Form in Appendix 1 must be completed by both parents and clergy and returned to the school by the deadline for applications.

Priority 6 – Out of catchment Church – Children who attend a church out of the defined catchment area but who have attended their church (out of catchment) at least monthly during the previous 2 academic years.

Priority 7 - Distance^{***} - Children who live nearest to the school by the shortest available walking route. Proximity to the school with those living closest to the school having priority calculated by: ^{***} Distance will be measured by the shortest available walking route using a road and/or made up footpath from the front door of the child's address (including flats) to the main entrance of the school, using the Local authority's computerised digital map measuring system, with those living closer to the school receiving the higher priority. The child's home address will be determined by: A child residing with his/her Parent(s)/or carer(s) at his/her normal and genuine place of residence for the majority of the time".

Out of catchment church (monthly church attendance during the previous 2 academic years)

Out of catchment distance from school

Right of appeal

The closing date for applications, set by the LA, is in January preceding the relevant academic year. A committee of the governing body will meet annually, after the deadline, to consider applications. If it appears to the committee that the number of applications will exceed the number of places available, recommendations will be made to the full governing body and a final decision will be taken at a full governing body meeting. Parents will be informed as soon as practicably possible. If a place is refused, then under the 1996 Education Act, a parent has the right of appeal, for

which application should be made in writing to the Diocesan Director of Education, The Diocesan Office, The Palace, Hereford HR4 9BL. The procedure and process can be obtained from the Local Authority.

In-year applications

If parents wish to transfer their child to Pencombe from another school, into another year group apart from Reception, the matter will need to be discussed with the Head teacher of the pupil's present school in the first instance. If it is then decided to make a formal request for transfer, this request should be made in writing using the standard LA In-year transfer form.

Within the school's admission limits of 8 pupils per year group, the allocation of places which become available during the year will be made on the basis of the Oversubscription Criteria but, bearing in mind that mixed age classes exist at Pencombe, it may be possible to be flexible if a particular year group only has very few children.

Admission decision

Reception parents will be notified of the Governors' decision on the date published by the Local Authority. If you are offered a place at Pencombe CE Primary School, you will be given more information and your child will be invited to visit the school during the latter part of the summer term. There are welcome and induction sessions for new parents and children.

Admissions Policy Addendum – July 2020

In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.

APPENDIX 1

PENCOMBE CE PRIMARY SCHOOL SUPPLEMENTARY INFORMATION FORM

SCHOOL FORM FOR ADMISSIONS TO PENCOMBE CE PRIMARY SCHOOL	
Parents should fill in this form when applying for a place at the school and should ensure that they have a copy of the admission policy prior to completing the form and returning it to the school by the published LA deadline	
Pupil Information	
Surname of child:	Other name(s):
Date of birth:	
Parent/Guardian Information	
Name of parent(s)/guardian(s):	
Home address	
Home telephone:	
Mobile:	
Church Information	
Name and denomination of church which family attends:	
Please supply evidence of your commitment to your church/place of worship	
Name of Church of England parish in which you live:	
Name of Minister (who can confirm your church attendance):	
Address of Minister:	
NB: If you have moved recently, please give the name & address of your previous minister	
Signed:	(Parent/guardian)
Date:	

FORM TO BE COMPLETED BY MEMBER OF CLERGY

PENCOMBE CE PRIMARY SCHOOL

The parents/guardians of the child named below have applied for a place at Pencombe CE Primary School and have given your name as a referee. Would you kindly complete and return this form to the parent. Thank you for your help.

Surname of child:

Other name(s):

Date of birth:

Name of parent(s)/guardians(s):

Address:

Name and address of place of worship:

Is your church Anglican? Yes/No

If no, is your church either a full or associate member of Churches together in England, Churches Together in Britain and Ireland, the Evangelical Alliance or Affinity? – Full member/associate member

For how long have the family worshipped at your church?

How frequently do they attend church worship?

Signature of parent/guardian:

Date:

Signature of Minister/Incumbent:

Date: