

Cutnall Green Church of England Voluntary Aided First School
School Lane
Cutnall Green

Admissions Policy for the Academic Year 2017/18

Introduction

Cutnall Green School is a first school situated just outside of Droitwich and cover the four square parishes of Cutnall Green, Elmley Lovett, Hampton Lovett and Elmbridge. The Governing Body is responsible for the education and for the admissions policy. Cutnall Green became part of the Rivers C of E Multi Academy trust in October 2014.

The Admission Number for the school from September 2017 will be 26. The Governing Body and the Local Authority, acting in accordance with national legislation have set this number.

The Governors wish to reflect the Christian character of the school and its links with the local Christian community in its admissions practice.

Equality, Diversity and Inclusion

It is the Governors' intention to ensure equality of opportunity for all children seeking places within the school, subject to the criteria listed below, and that the school should reflect the diversity of the local community. All children admitted will be assured of an inclusive education, which respects all religious traditions.

Admissions

Completed admission application forms for Cutnall Green First School SHOULD be made online at www.worcestershire.gov.uk/schooladmissions by the nominated date in order to be considered. You will need an email account. Parents/carers will be notified by the LA on behalf of the Governing Body by letter, of the outcome of their application by or on nominated date.

A child reaches statutory school age at the start of the term after which they reach their fifth birthday. Cutnall Green First School will admit children at the beginning of the academic year in which they are five. Parents can request that their child attends part-time until the child reaches compulsory school age. Alternatively parents whose child has been offered a place are entitled to defer their child's entry until he/she reaches statutory school age. The offered place is kept vacant but must be taken up by the beginning of the Summer Term of the same academic year.

Admissions other than normal

- 1) Parent/Carer to obtain an application form (CA1), if a resident in Worcestershire, from any of the following sources;
 - Child's current school (if in Worcestershire).
 - School being applied for (if in Worcestershire)
 - Worcestershire Hub Centre (Tel 01905 822700)
 - Download form from website (www.worcestershire.gov.uk)
- 2) Parent/Carer to complete the application form and ensure form is counter-signed by current headteacher (if already attending a Worcestershire School).
- 3) In the case of a first preference for a Community or Voluntary Controlled School, the parent should then forward the form onto the Pupil Admissions and Transfers Section to be processed.
- 4) In the case of a first preference for an Academy, Foundation or Voluntary Aided School, or a school in another Local Authority, the parent should forward the form to the individual school.
- 5) The Local Authority or individual school will write to parents, normally within 10 school days, of the form being received to notify of the decision. In the case of an Academy, Foundation or Voluntary Aided school, the school will also notify the Local Authority. Where it is not possible to offer a place, parents will be notified of the right of an appeal by the relevant admission authority and in most cases, an alternative school will be offered.
- 6) If there are insufficient places for all applications received at a time, then priority will be decided in accordance with the published admissions criteria for the school."
- 7) This school supports the In Year Fair Access Protocol.

Parents/Carers completing an application form for 'In Year' transfers, with a first preference for a Community or Voluntary Controlled School in Worcestershire, must forward the application to Worcestershire County Council, Pupil Admissions and Transfers Section. Parents/Carers with a first preference application for 'In Year' transfers into an Academy, Foundation, Voluntary Aided School in Worcestershire or a school in another Local Authority must forward the application to the individual schools.

In line with the Code of Practice, all own admission authority schools must, on receipt of an in-year application, notify the relevant Local Authority of its outcome and inform parents of their right to appeal against a refusal of a place within 14 days of the decision being made.

Applications should be made on:

1. Online www.worcestershire.gov.uk/schooladmissions
2. At Cutnall Green First School on an application form (available from the School Office)

Applications with a first preference for 'In Year' transfers into a Community or Voluntary Controlled School in Worcestershire, must be forwarded to Worcestershire County Council, Pupil Admissions and Transfers Section. All applications with a first preference for 'In Year' transfers into an Academy, Foundation or Voluntary Aided School in Worcestershire or a school in another Local Authority must be forwarded to the individual schools.

Parents of all children must indicate on the application form the admission criteria they are using in making the application, providing the evidence requested.

Late applications

Between 15th January 2017 and 28th February 2017, it is likely that a number of late applications (this includes all requests to amend applications previously submitted) will be received. The Council has agreed in it's co-ordinated scheme to accept late applications within this time-frame, and treat them as being on time, only in the following circumstances;

- a) where a family have just moved address, (refer to Section 8b of information for parents book);
- b) where it is agreed by the Directorate of Children's Services, that individual circumstances apply and the delay was reasonable given the circumstances of the case;

In each case independent supporting documentary evidence will need to be submitted with the application. In all other circumstances, or if the application is not received until after 29th February 2017, late applications will receive a lower priority, and will only be considered after the applications received (or deemed to be) on time.

Admission Criteria

Notes regarding the Admission Criteria are on the following page

Where Cutnall Green First School is named in a child's Educational Health Care Plan, the Governing Body is legally required to admit the child to the school. Such children will therefore be allocated places before the following criteria are applied.

Places will be allocated in accordance with the admission criteria listed below, in order, in each category:

1. Relevant *'Looked after' and previously *'Looked after' children
'Looked after' means all those currently in the care of or accommodated by a Local Authority under the terms of the Children Act 1989 and children who were previously in the care of or accommodated by a Local Authority but immediately after being looked after, became subject to an adoption, residence or special guardianship order.
2. Siblings of pupils already attending Cutnall Green at time of admission
3. Children from within the parish whose parents habitually worship at any of the four square parish churches
4. Children from outside the parish whose parents habitually worship at any of the four square parish churches
5. Children living closest to the school. The distance will be measured in a straight line between home and school, measuring from mid-point of the property to the main pedestrian entrance of the school on School Lane
6. Children who themselves or parents are practising members of
 - i) other Anglican churches
 - ii) other faiths and wish to have their child attend a school with a religious standing
 - iii) other denominations.

Notes:

A) Under criteria 2, 3, 4, 5 and 6, a letter is required from the minister, vicar or priest, in support of the application. The Governing Body would expect regular attendance to be normally at least twice a month for a minimum period of six months prior to the application. The letter MUST be attached to the Cutnall

Green School application form. Failure to do so will invalidate the application using these criteria.

B) A child is a sibling if they are a full or half brother or sister, they are an adoptive brother or sister or they are children of the same household. A parent includes all of those people, including carers, who have parental responsibility for a child as set out in the Children Act 1989.

C) If the child is currently attending the Cutnall Green pre school, the application must still be made for entry into the school as detailed in the section on Applications.

D) In the event that a final place(s) cannot be allocated, as it is impossible to define a difference between applications (for example, determining an allocation from persons of the same household such as children of multiple births or residing in the same household/building or other applications where the distances are equal).

The allocation of the final place(s) will be determined by drawing lots. This is done independently of the Governing Body, as specified in the code.

Multiple births) If a request for a multiple birth place is requested the Governing Body will seek for advice.

E) These criteria cannot be applied to applications received after the initial allocation of places has been completed if the planned admission level has already been reached.

F) Parents can also request that their child be admitted outside of their normal age group, effectively in the year group below or above their chronological age group. The admissions authority of the school must make the decision based on the circumstances of each case. This will involve the head completing an educational assessment to determine whether or not it is appropriate for the individual child to delay or accelerate their entry into school and be taught outside of their chronological age group.

This is dependent on a place being available in the requested year.

G) Usually children with a date of birth in the summer term wishing to start school in the September after their fifth birthday would start in Year 1 and consequently miss the entire reception year. To apply for a place in Year 1 and not reception. Please be aware that there may not be a vacancy in Year 1 at that time. Parents can also request that their child enter the reception class in the September after their fifth birthday, effectively in the year group below their chronological age group. The admissions authority of the school must make the decision based on the circumstances of each case the head completing an educational assessment to determine whether or not it is appropriate for the

individual child to delay their entry into school and be taught permanently behind their chronological age group.

This process must be completed in advance of the closing date of 15th January 2017 in the event that the delayed entry is not approved, parents will need to make application in time for the 2017 reception intake. Should the delayed entry be approved you will be advised how to proceed at that stage.

Even if it is agreed that your summer born child can start school in the September following their fifth birthday in the reception class, the normal admission arrangements apply and there is no guarantee of a place. You should therefore give careful consideration to requesting delayed entry.

We operate an equal preference system.

Waiting lists.

Waiting lists will be kept open until the end of the autumn term

Appeals

In accordance with the School Standards and Framework Act 1998, parents may appeal against a decision by the Governors to refuse an application for a place. All appeals must be made in writing to the Clerk of the Governors for Cutnall Green First School.