



**PETERBOROUGH DIOCESE BOARD OF EDUCATION**  
**NEWBOTTLE & CHARLTON CEVA PRIMARY SCHOOL**  
**ADMISSION POLICY 2020**



The Governing Body will admit up to 15 pupils into each year group.

When there are places available, the Governors will admit pupils according to the following criteria which are listed in order of priority.

The governors will admit children with a statement of Special Educational Needs or Education Health Care Plan which names the school.

**Over subscription criteria**

1. A 'Looked After Child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, child arrangements or special guardianship order. 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).
2. The Governors will admit children on social or medical grounds, where professionals have clearly identified that the school will best meet the needs of the child. *These applications must always be accompanied by documentary evidence from appropriate professionals within the Health or Social Services.*
3. Children of parent(s)/legal guardian(s) resident in the ecclesiastical parishes of Newbottle with Charlton and Aynho who have a sibling who will be continuing to attend the school at the time of admission of the child.
4. Children of parent(s)/legal guardian(s) resident in the ecclesiastical parishes of Newbottle with Charlton and Aynho who are worshipping members of the Church of England or any other Church that is a member of Churches Together in England. *Applications should be accompanied by a reference form (SIF-A) available from the school. The completed SIF-A form will be sent to the minister and he/she will be asked to complete the SIF-B form, confirming the statements on SIF-A.*
5. Children of parent(s)/legal guardian(s) resident in the ecclesiastical parishes of Newbottle with Charlton and Aynho.
6. Children of parent(s)/legal guardian(s) outside the ecclesiastical parishes of Newbottle with Charlton and Aynho who have a sibling who will be continuing to attend the school at the time of admission of the child.

7. Children of parent(s)/legal guardian(s) outside the ecclesiastical parishes of Newbottle with Charlton and Aynho who are worshipping members of the Church of England or any church that is a member of Churches Together in England.  
*Applications should be accompanied by a reference form (SIF-A) available from the school. The completed SIF-A form will be sent to the minister and he/she will be asked to complete the SIF-B form, confirming the statements on SIF-A.*
8. Children of members of staff who have been employed by the school for at least two years or who have been appointed to meet a particular skills shortage.
9. Any other children.

### **Tie – Breaker**

Where there is a tie for places in any one category, applications will be determined by random allocation. Each child will be given a number. These numbers will be folded and put into a covered box. A person, independent of the school, will withdraw the requisite number of places to be allocated. A second person, who is also independent of the school will observe the whole process. These independent persons shall be representatives from the Diocesan Board or the county admissions committee.

### **Parish Boundaries**

For parish boundaries, visit the internet site [www.achurchnearyou.com](http://www.achurchnearyou.com) put in your postcode, click on where you live and the name of your parish will be shown.

### **Residency Definition**

The child's place of residence is the address of the parent or legal guardian with whom the child spends the majority of time during the school week.

(Parent(s)/legal guardian(s) may be asked to produce evidence of residency/home address at any time during the admissions process)

### **Definition of Siblings**

The definition of a brother or sister sometimes referred to as a sibling:

- a brother or sister sharing the same parents
- a half brother or half sister where 2 children share one common parent
- a step-brother or step sister, where two children are related by a parent's marriage
- adopted children

**A brother or sister must be living at the same address when the application is made.**

### **Multiple births**

- Multiple births will be given one admissions number. If the last pupil to be offered a place within the school's published admission number is a multiple birth, any further sibling can be admitted. This may raise the intake number above the PAN (Pupil Allocation Number) but this will remain unchanged so that no other pupil will be admitted until a place becomes available.

### **Summer born children**

The School Admissions Code allows parents / carers of summer-born children (born between 1<sup>st</sup> April and 31<sup>st</sup> August) to request that their child is admitted out of their normal age group (into Reception in the September following their 5<sup>th</sup> birthday). Information about how to make a request and the process that will be followed can be found on the school website- Admission Policy appendix

### **Waiting lists**

All parents who are refused a place at the school at any time may wish to place their child's name on a Waiting List (This does not affect your right of appeal). A standard letter will be sent from the school inviting them to be placed on it. Parents must then contact the school and request that their child's name is placed on the Waiting List. This can be done by telephone or e-mail.

Pupils will be placed on the Waiting List in strict order according to the oversubscription criteria on the Admissions Policy. If a place becomes available at the school, places will be allocated according to these criteria.

The Waiting List will be revised at the time of allocation of places, again in September, January and April.

At the time of allocation of places, parents must contact the school within 7 days to request that their child is placed on the Waiting List. If parents wish their child to remain on the Waiting List they must contact the school in September, January and April. All places will be allocated as soon as is possible but within 10 school days.

### **Late Applications**

The Governing Body will deal with late applications after all the 'on time' applications have been processed. Those refused a place due to the school having admitted up to the Pupil Allocation Number (PAN), will be advised of their right to appeal.

### **All other admissions**

Admission during the school year depends on whether or not there are places available. Applications must be made to the school office and discussed with the Head teacher, who will in turn contact the Admissions committee. Once agreed NCC should be contacted so the relevant paperwork can be completed.

Admissions outside the normal age group will be dealt with as indicated below.

In year admissions or admissions at the start of the school years other than Reception will only be considered by the Governing Body up to a half term in advance of the desired date of entry.

For example, for entry in January the application will only be considered after the October break.

If parents are moving house the school will ask for evidence of the move before considering the application.

### **Worshipping Member**

*Our guidance to priests / worship leaders on this term is as follows:*

At least one of the parents or guardians of the child is regarded by the priest / minister / worship leader as part of the worshipping community at the church / worship centre.

This would not necessarily mean that the parent is a “Member” in a technical sense (e.g. through baptism, confirmation or electoral roll) but would imply a pattern of attendance at worship (on Sunday or at other times) that is more than “occasional” and has been sustained for more than a short, very recent period of time.



**PETERBOROUGH DIOCESE BOARD OF EDUCATION  
SUPPLEMENTARY INFORMATION FORM - PART A  
NEWBOTTLE AND CHARLTON CEVA PRIMARY SCHOOL**



**To be completed by the parent**

Newbottle and Charlton CEVA Primary School is a Voluntary Aided school.

The governing body of a Voluntary Aided school is the admission authority and has responsibility for setting the admission policy.

When there are more applications than there are places available, the governing body will prioritise applications according to its admission criteria, some of which relate to religious allegiance. If you wish your child to be considered under the religious criteria, please complete this form and return it **to the school** as soon as possible (or by the closing date of 15<sup>th</sup> January if you are applying for your child to start school in Reception next year).

If you do not wish your child to be considered under the religious criteria, this form is not necessary. **All applicants, whether or not they complete this Supplementary Form, MUST complete the Local Authority Common Application Form, which should be returned to the Local Authority.**

Please note that the information you provide on this form will be forwarded to the priest/minister/worship leader you name below. The designated priest/ minister/worship leader will be asked to confirm the information you have submitted.

<b>Child's full name:</b> .....	<b>Date of birth:</b> ...../...../.....
<b>Year Group Applied for:</b> .....	<b>Proposed start date</b> ...../...../.....
<b>Name of parent/guardian:</b> .....	
<b>Contact Address:</b> .....	
.....	
<b>Post code</b> .....	<b>Telephone</b> .....
<b>Name of priest / minister / faith leader:</b> .....	
<b>Name of church / worship centre:</b> .....	
<b>Contact Address</b> .....	
.....	
<b>Post code</b> .....	<b>Telephone (if known)</b> .....

**Please tick the box next to the criterion that you believe you meet.**

Children of worshipping members of any Church which is located in the ecclesiastical Parish of St James' Church, Newbottle or St Michael's Church, Aynho and is a member of Churches Together in England.	<input type="checkbox"/>
Children of worshipping members of any Church that is a member of Churches Together in England, this includes the Church of England.	<input type="checkbox"/>
<b>Signed:</b> .....	<b>Date</b> ...../...../.....

**Please return this form to the school as soon as possible.**