

**School name: George Fentham Endowed School**

**Address: Fentham Road, Hampton-in-Arden, Solihull B92 0AY.**

The School is endowed by the George Fentham Hampton-in-Arden Charity and is designated Church of England by usage.

**Admissions Policy**

Our admissions process is part of the Local Authority co-ordinated scheme. Application forms are available from the Local Authority in the autumn before admission.

The school's admission number is 30. Where the number of applications is lower than the school's admission number, all applicants will be admitted. If there are more applications than places available, then all applications will be considered, together and at one time by a committee of the Governing Body.

**Oversubscription criteria**

If the number of applications for a particular year group exceeds the number of places available the following criteria will be used.

Priority 1 Applications in respect of 'looked after' children;

Priority 2 Applications from within the catchment area;

Priority 3 Applications on the grounds of having an older brother or sister attending the school at the time of the proposed admission;

Priority 4 Applications from neighbouring catchment areas (as defined below in note 2) on the grounds of families being involved with the worship and work of a Church of England church or a recognised Christian church. (Please see note 3 below)

Priority 5 Applications in respect of children attending George Fentham Endowed School Nursery at the time of application who do not fall into any of the above categories.

Priority 6 Applications from within neighbouring catchment areas (as defined below in note 2);

Priority 7 Other applications, on the grounds of families being involved with the worship and work of a Church of England church or a recognised Christian church. (Please see note 3 below)

Priority 8 All other applications.

**Notes:**

1. Children with a statement of special educational needs that names George Fentham Endowed School will be offered a place first. This will reduce the number of places available.

2. Over-Subscription criteria 4 and 6 apply to pupils who live in some neighbouring catchment areas, namely those of Balsall Common, Berkswell, Lady Katherine Leveson and Meriden Primary Schools.
3. Involvement in the work and worship of a Church of England church or a recognised Christian Church must be supported by a letter from a vicar or minister. **Please note that a Certificate of Baptism alone will not be sufficient.**
4. Under priority 3 a brother or sister must live at the same address and could be:
  - A brother or sister sharing the same parents;
  - a half-brother or half-sister, where two children share one parent; a stepbrother or stepsister, where two children are related by a parent's marriage or civil partnership (a formal arrangement that gives same-sex couples the same legal status as married couples);
  - the separate children of a couple who live together; or
  - an adopted or fostered brother or sister.
5. There is no guarantee of transfer from nursery to reception class.
6. If offering places within any one of the criteria would cause the schools admission number to be exceeded, then children living nearest will be offered first. Distances are measured by the Local Authority admissions system using ADDRESS-POINT®. ADDRESS-POINT provides a national grid co-ordinate and a unique reference for each postal address in Great Britain. The grid reference is provided to a resolution of 0.1 metre (10cm). The accuracy of each ADDRESS-POINT is such that each point will fall within the addressed building. If two or more applicants share the same distance to a school and a place is available the place offered by the Local Authority will be determined by random selection.
7. Waiting lists are produced in strict order of priority, against the over-subscription criteria and are managed by the Local Authority. Waiting lists are kept until the end of the autumn term. After this a Local Authority change of school application form will need to be completed.
8. Applications or changes to your application received after the closing date and before the Governors' admissions meeting are late, but will be considered if possible. Applications received after the Governors' decision meeting are late and will be considered after applications with the same priority that were received on time (unless there are particular circumstances which prevented you from applying earlier).

9. If possible places will be offered at the same school to twins, triplets and children from other multiples births, as long as we comply with infant class size legislation. If only one place can be offered the parent will choose which child should have the place.
10. The home address is the place where the child is permanently resident with his or her parents. When a child lives between two addresses, the address used for offering a school place will be where the child lives for most of the school week (Monday to Friday). If care is split equally, parents can choose which address will be used.
11. Applications for a school place at any time other than the normal time for admission (in-year admission) should be made to the Admissions Team of the council in which you live. The application will be processed by the Local Authority. If there is a vacancy in the relevant year group a place will be offered. If the year group is full the governing body will apply the admission criteria to the application so that it can be placed on the waiting list.
12. The Governing Body recognises its duty to comply with the Local Authority Fair Access Protocol to provide fair access to school for pupils who need a school place because they have missed, or are at risk of missing, education.
13. Parents who wish to appeal against the decision of the Governors to refuse their child a place in the school may apply in writing to the Chair of Governors. Appeals will be heard by an independent panel.

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