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**George Fentham Endowed School**  
Hampton in Arden

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## **RECEPTION ADMISSION CRITERIA for George Fentham Endowed School 2017/18**

This is a school with a strong Christian ethos, supported by the Church of England that sets out to serve the whole community. We welcome children from all sections of the community, including those whose families attend a Christian church alongside those of other faith communities or none. If admissions have to be restricted by the number of places available, the governors will admit children in the following order:

**Priority 1** Applications in respect of children 'looked after' by a Local Authority (in line with section 22 of the Children Act) including children who were previously 'looked after children' but ceased to be so because they were adopted or became subject to a residence order or special guardianship order;

**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 (as defined in note 2 below);

**Priority 4** 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 5** 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. 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



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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.

3. There is no guarantee of transfer from Nursery to Reception class.

4. 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's computerised admissions system which used six figure grid references and provided a unique point on each property.

5. 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.

6. 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).

7. 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.

8. 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



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admission criteria to the application so that it can be placed on the waiting list.

9. 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.

10. 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.

**Time table**

1. Appeals against the outcome of the admission policy must be lodged, in writing, with the clerk to the Governors within 20 school days following the date of notification. Appeals forms are available from the school reception.
2. An independent appeals panel will be called by the Governors as soon as possible following the closing date for appeals, giving a minimum of 10 school days notice to families that have lodged an appeal (this can be waived if everyone agrees).
3. Families will receive a statement five school days before their appeal hearing saying why their child has not been offered a place and why the school is unable to admit another pupil.
4. Families will be invited to submit any supporting evidence, in writing, before the panel meets, and to provide oral evidence at the meeting. Any additional documents the families wish to submit in support of their appeal must be sent to the clerk within 3 days of the appeal hearing. Failure to do this may result in the appeal hearing being adjourned.
5. Wherever possible, decision letters will be sent to the family with five school days of the hearing.



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<b>Timetable for hearing admissions appeals</b>	<b>Closing date for receipt of your written appeal</b>	<b>Your appeal will be heard by:</b>
Reception places for children starting in September 2017	Appeals will be held in accordance with a schedule which will be published on our website early in 2017.	
Change of school (application at any time other than normal intake)	20 school days after your outcome letter	30 days after your appeal form is received

Appeals received after the closing date will be heard within the schedule if possible. If the form is received late in June or July, the appeal may not be heard until after the school summer holidays.

