



# **Lower Halstow and Newington CEP Schools Federation**

## **Admissions Policy**

**‘Respect, Honesty, Kindness,  
Perseverance’**

**‘Welcoming, Forgiving, Generous, Flourishing’**

Approved	Team	Review
Autumn 18	SLT	Autumn 2020
Nov 2020	SLT	Autumn 2022
September 2022	FGB	Autumn 2023

**Newington CEP School**



## **Admissions Policy (General)**

### **Introduction**

The governing body of Newington School applies the regulations on admissions fairly and equally to all those who wish to attend this school. The School Standards and Framework Act 1998 introduced a new framework for school admissions as of September 2000. This policy conforms to the regulations that are set out in that Act and also further explained in the statutory School Admissions Code of Practice and the statutory Appeals Code of Practice.

[School admissions code 2021 \(publishing.service.gov.uk\)](https://publishing.service.gov.uk)

### **Aims and objectives**

We are an inclusive school that welcomes children from all backgrounds and abilities. All applications will be treated on merit and in a sensitive manner.

The only restriction we place on entry is that of number. If the number of children applying for entry exceeds the places available, we enforce the procedure set out by the LA in order to determine whether a child is accepted or not. It is our wish to allow parents the right to have a place at the school of their choice. However, this is not always possible, due to the excess demand on the school places available.

The level of ability of a child or any special needs that s/he may have plays no part in the admissions policy of this school.

### **How parents can apply for their child to be admitted to our school**

As our school is a Voluntary Controlled church school, the school determines the admission arrangements in agreement with the LA. The LA is therefore the 'Admissions Authority' for our school. The regulations for entry to each school, where the Admissions Authority is the LA, are published each year by the LA. Parents/carers can receive a copy of these regulations directly from the LA. Parents must complete a RCAF (online/paper) application for admission into year R and send this directly to the LA. For in year casual admissions, an IYCAF form must be completed, processed by the school and sent to the LA.

If the school is over subscribed the over subscription criteria information as published by the LA is followed. This is:

1. Children in Local Authority Care
2. Attendance at a linked school (i.e. Where links between infant and junior schools have been established)
3. Current family association (sibling already at the school)
4. Health and Special Access reasons
5. Nearness of children's home - we use the distance between the child's permanent home address and the school, measured in a straight-line using Ordnance Survey address point data. Distances are measured from a point defined as within the child's home to a point defined as within the school as specified by Ordnance Survey. The same address point on the school site is used for everybody. When we apply the distance criterion for an oversubscribed Community or Voluntary Controlled school,

these straight-line measurements are used to determine how close each applicant's address is to the school.

- 5b. Where new build housing development requires a new school or the significant enlargement of an existing school the 'Nearness' criterion will allow for a catchment area (defined by a map) to be created for the relevant school. This will be included in the Statutory Public Notice and admissions determination and will be valid for a period not exceeding three rounds of admissions.

The LA allocate 30 children to our school.

### **Admission appeals**

If a child is not offered a place at this school, it is because to do so would prejudice the education of other children by allowing the numbers of children in the school to increase too much.

If parents/carers wish to appeal against a decision to refuse entry, they can do so by applying to the LA. An independent appeals panel then meets to consider all appeals by parents who have been refused a place at our school and who wish to appeal against this decision. An appeals panel's decision is binding for all parties concerned. If the appeals panel decides that we should admit a child to our school, then we will accept this and continue to do all we can to provide the best education for all the children at our school. (Details of appeal arrangements are set out in the Code of Practice on School Admissions Appeals, which came into force in September 1999.)

### **The standard number**

The standard number (Pupil Admissions Number) is the number of children the school can accommodate in each year group. The standard number for each current year group is shown below:

Year R	30
Year 1	30
Year 2	30
Year 3	30
Year 4	30
Year 5	30
Year 6	30

However, there may be occasions when the Local Authority may ask us to open an extra class in a particular year group. If this happens a discussion will take place with Governors before a decision is made.

### **Infant class size**

We teach infant children (aged four to seven) in classes that have a maximum number of 30 children.

### **Review**

This policy will be reviewed annually with the Admissions Authority in the light of any changed circumstances in our school or the local area.