

Admissions Policy 2023-24

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Chair of Governing Body:	Mrs Nicki Clapton
Headteacher	Mrs Rebecca Slater
Responsible Governor:	Mrs Nicki Clapton
Responsible Staff Member:	Mrs Rebecca Slater

Cranham Church of England (VA) Primary School,
Cranham, Gloucester, Gloucestershire, GL4 8HS

Tel: 01452 812660

E-mail: admin@cranham.gloucs.sch.uk

Web: www.cranhamcofeschool.com

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INDICATED ADMISSION NUMBER

The School's indicated admission number for each year group is 8.

PRIORITY ORDER

Should the number of children requesting places at this school be greater than the number of available places then the following criteria will be applied in this priority order:

1. Children in Care (Looked after child).

A 'looked after child' (1) or a child who was previously looked after but immediately after being looked after became subject to an adoption(2) child arrangements order (residency order) (3) or special guardianship order (4) including those who appear to the admission authority to have been in state care outside of England and ceased to be in state care as a result of being adopted (5).

(1) 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) at the time of making an application to a school. In Gloucestershire, such children are referred to as Children in Care.

(2) This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children's Act 2002 (see section 46 adoption orders).

(3) Under the provisions of s.12 of the Children and Families Act 2014.

(4) See Section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

(5) A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

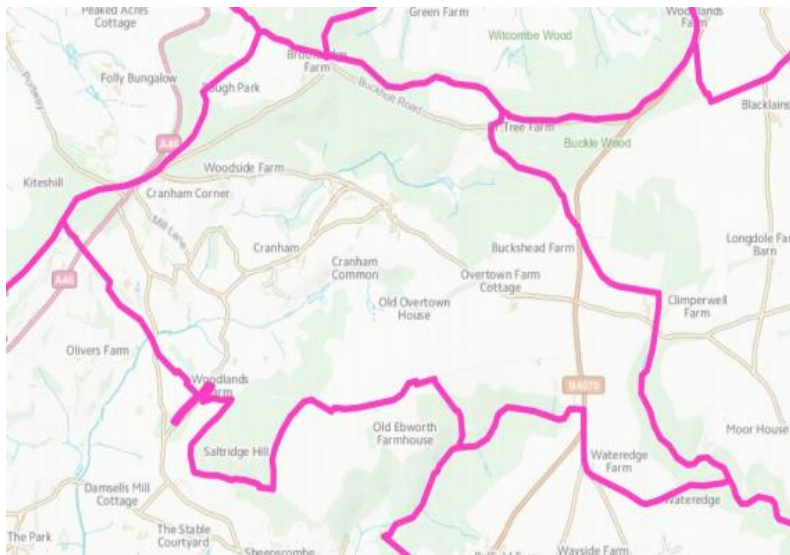
2. Siblings

Children who have a sibling attending the school and who will continue to do so when the younger child is admitted. We define siblings as a brother or sister, half-brother or sister, adopted brother or sister, step brother or sister, or the child of the parent's/carer's partner, and in every case, the child must be living in the same family unit at the same address.

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3. Cranham Parish

Where the family lives in the parish of Cranham, as shown on this map.



4. Regular worship in Cranham

Children from families who regularly worship at St James the Great Church, Cranham. The governing body consider regular to be at least once a month. A completed SIF (Supplementary Information Form – appendix 1), signed by the Minister or member of the PCC would be required. This should be submitted to the Headteacher, no later than 5 working days before the deadline for Admission applications. However, where a family has moved into the area within the two years, consideration will still be made on the application, providing regular attendance at the parish church can be verified through a SIF.

In the event that during the period specified for attendance at worship, the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these [admissions] arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.

5. Exceptional Medical Conditions

Children for whom only this particular school is appropriate due to an exceptional medical condition. Applications under this criterion will only be considered if they are supported by a written statement from a doctor. This must demonstrate that there is a very specific connection between the medical needs and Cranham School.

6. Regular Worship Outside of Cranham

Children from Christian families who regularly worship outside the boundary of the parish of Cranham. (Being a member of the Churches Together in England) The governing body consider regular to be least once a month. As in section 4, a completed SIF signed by the Minister or member of the PCC would be required. This should be submitted to the Headteacher, no later than 5 working days before the deadline for Admission applications.

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7. Strongest Geographical Claim

Children with the strongest geographical claim, measured in a straight line from the ordnance survey address point of the child's home address (including flats) to the ordnance survey address point of the school, using the Local Authority's computerised measuring system, with those living closer to the school receiving the higher priority.

Where any particular category at points 1-6 is oversubscribed, criterion 7 will be used to determine which child will be offered a place.

In the event of a tie between two or more children when applying criterion 7 where there are not enough places available to offer all children a place at the school, a process of random allocation will be followed by the Governing Body.

SERVICE FAMILY ARRANGEMENTS

For Service family arrangements please see the GCC Guidance Booklet:
(<http://www.gloucestershire.gov.uk/schooladmissions>)

SUMMER BORN CHILDREN

For summer born children please see the GCC Guidance Booklet:
(<http://www.gloucestershire.gov.uk/schooladmissions>)

APPEALS:

The appeal process used in Gloucestershire follows strict national guidance. You will receive full information on the appeals process with the letter from Gloucestershire County Council. This will explain why your child has not been offered a place at your preferred school.

If you want to appeal against a decision by the Governing Body of Cranham Church of England (VA) Primary School, you will need to contact the school direct. The school is responsible for organising its own appeals.

The school operates an appeals procedure for unsuccessful applicants, which is administered by Democratic Services on behalf of the Dioceses for VA primary schools. Information about school admissions appeals is available from the school office. This details the appeals system, when to appeal and how to appeal, the arrangements for the appeal hearing and the appeal hearing itself. Any appeal in writing should be addressed and returned to the school. An outline of the appeals procedure is set out as follows:

1. You are entitled to appeal for every child who is refused a place, should you wish to do so.
2. You will be advised by Democratic Services in writing that if you wish for a place at Cranham Church of England (VA) Primary School, you should write to the Governors of the school.
3. All completed appeal forms should be returned to the school.

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4. When we receive your completed form, we will send it to: Gloucestershire County Council, Democratic Services, GCC, Shire Hall Gloucester GL1 2TG.
5. Democratic Services will set up an appeal date, or allocate a time if a date is already set, in consultation with the school, checking that you are able to attend.
6. The school will send Democratic Services the school's written case for refusal, and our current admission criteria. We will organise the persons to represent our case.
7. Most appeals are heard at Shire Hall, but if you are unable to travel to Shire Hall, alternative arrangements to hear your appeal case at a closer location may be possible. Please let us know if this is the case.
8. Democratic Services always aim to give notice of the appeal date and location to all two weeks ahead.
9. Democratic Services aim to send out all the paperwork - both the case for the family and for the Governing Body to both parties and the independent panel 5 working days before the appeal.

CHILDREN WITH AN EDUCATION HEALTH & CARE PLAN:

We are required to admit a child with an Education Health & Care Plan into our school, even if the school is full.

WAITING LISTS:

If the school is oversubscribed, a waiting list will be held for (at least) the first school term (ie until December half-term). The waiting list will be prioritised according to the school's over subscription criteria.

FAIR ACCESS PROTOCOLS:

The school has signed up to the In-Year Fair Access Protocols held by the Local Authority. Should a vulnerable child within these Protocols require a place at the school, they will take precedent over any child on the waiting list.

IN YEAR ADMISSIONS:

In year applications are all those made outside the normal round of admissions for children of compulsory school age i.e. those applications made during the academic year for a school place in Reception through to Year 6. Parents should contact the school in the first instance.

TRANSPORT:

At the current time, there is no transport provided to attend the school.

VISITING THE SCHOOL:

All prospective pupils are invited to visit the school with their parents during a normal school day. They are able to see around the school, meet the staff and in particular the children's future teacher. Arrangements are made during the Summer

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Term for children to spend sessions in school making friends with their teacher and getting used to the atmosphere of school.

We have found, by experience, that the four and five year old children suffer less from physical and emotional exhaustion if they commence school on a part-time basis. Our policy is to offer a staggered entry leading to full time schooling after the third week in school. Older children transferring from other schools are placed in the class of their year group.

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Appendix One – Supplementary Information Form

PART A

ADMISSIONS APPLICATION - SUPPLEMENTARY INFORMATION FORM (SIF)

Name of Child	Surname:	
	Forename(s):	
Date of Birth:	/ /	Gender: Male/Female
Name of Parents/Guardians or Carers:		
Permanent Home Address: <i>Note: This is the Child's permanent residence and not an accommodation address. Parents are requested to provide a recent (within the last 3 months) original utilities bill or equivalent, which will be returned to them.</i>		
Contact Telephone Number:		
e-mail Address:		
Current Pre-School, Nursery or School:		
Under which category are you applying for admission?		
<p>If you are applying under church attendance criteria * please complete Part B of this form and ask your parish priest or minister to sign it. Please return both parts to the school. Please supply the name, address and telephone number of the parish priest or minister who will complete the form.</p> <p>Name of priest/minister:</p> <p>Address:</p> <p style="text-align: center;">Telephone No:</p>		

IMPORTANT NOTE

I have read the School Prospectus and, should my child be accepted as a pupil, I agree to abide by the aims and methods of working in the school as stated therein. I confirm that to the best of my knowledge, the details above are correct. I attach an **original** utilities bill or equivalent, dated in the last 3 months.

Signature of Parent/Guardian/Carer:	Date:
OFFICE USE ONLY:	Date Received:

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PART B

ADMISSIONS APPLICATION - SUPPLEMENTARY INFORMATION FORM (SIF) FOR THOSE
CLAIMING CHURCH ATTENDANCE

Parents and Clergy are asked to complete and sign this form to assist the Governors in ensuring that those most qualified for admission under the Church attendance criteria are properly considered. Please note that priority will be based on the **parents'/carers'** links with the Church and not just the child's membership.

The relevant category (in priority order for the offering of places) is as follows:

Church attendance criteria.

Children from families who regularly worship at St James the Great Church Cranham. The governing body consider regular to be at least once a month for at least one year prior to an application for a place.

Children from Christian families who regularly worship outside the boundary of the parish of Cranham. (Being a member of the Churches Together in England).

Name of Child	
Name of Parents/Guardians or Carers:	
Criterion Under Which Applying:	
Child's Permanent Home Address:	
Name of Church:	
Address of Church:	
Name of Clergyman:	
Position in Church:	
I CONFIRM THAT WE HAVE REGULARLY WORSHIPPED AT THE ABOVE CHURCH AS A FAMILY AT LEAST ONCE IN EACH CALENDAR MONTH FOR A MINIMUM OF ONE YEAR. *	
Parent/Guardian/Carer signature:	Date:
I CONFIRM THAT THIS FAMILY HAS REGULARLY WORSHIPPED AT THIS CHURCH AT LEAST ONCE IN EACH CALENDAR MONTH FOR A MINIMUM OF ONE YEAR *	
Clergy signature:	Date:

*“ In the event that during the period specified for attendance at worship the church, has been closed for public worship and has not provided alternative premises for that worship, the requirements of these [admissions] arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship”