

Tacolneston & Morley CE Primary Academies Federation



*As each has received a gift, use it to serve one another, as good stewards of
God's varied grace*

1 Peter 4:10

Work together, learn together, grow together...

Admissions Policy

All policies at Tacolneston & Morley CE VA Primary Schools Federation should be taken as part of the overall strategy of the school and implemented within the context of our Safeguarding Policy and our vision, aims and values as Church of England Schools.

Agreed: Spring 2023

Head Teacher:

Governor:

Review: Spring 2024

ADMISSIONS POLICY – 2024-2025

Tacolneston Pupil Admission Number: 15

Morley Pupil Admission Number: 15

Children are welcomed into school at the beginning of the year they turn five.

We will consider all requests to place children outside of their normal age group including summer born and premature children in line with the requirements of paragraph 2.16 to 2.17B of the School Admissions Code.

All children are welcome to stay full-time after the second week, but if parents of summer born children wish them to start part-time only, this can be discussed with the class teacher.

If there are more applications for places than there are places available, we will give preference to children living nearest to the school, according to the following rules in this order of priority:

1. A child who has an Education Health and Care Plan naming the school or academy is required to be admitted.
2. Looked after children (children in care), previously looked after children (previously looked after children are children who were looked after, but ceased to be so because they were adopted or became subject to a child arrangements order or special guardianship order, immediately following having been looked after) and children adopted from abroad
3. Children who are due to start school, living in the area served by the school who have a brother or sister attending the school at the time of their admission
4. Children who are due to start school, living in the area served by the school with no brother or sister at that school
5. Children who are due to start school, living outside the area served by the school who have a brother or sister attending the school at the time of their admission
6. Children living out of the catchment area who have a faith and / or whose parents are committed Church members and wish them to receive an education in a school with a Church of England foundation [for explanation of committed Church member refer to item 3 in *clarifications* section of Appendix 1]. They should support this application by completing the Supplementary Information Form (SIF) in Appendix 2. Within this criterion the following hierarchy will be applied:
 - I. Anglican
 - II. Other Christian denomination
 - III. Other organised religionsFor further information and advice on this criterion refer to items 5 and 6 in the *clarifications* section of Appendix 1.
7. Children of staff where:
 - I. a member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made and/or
 - II. the member of staff is recruited to fill a vacant post where there is a demonstrable skill shortage
8. Resident out of the catchment area of the school [for explanation of resident and catchment area refer to items 2 and 3 in the *clarifications* section of Appendix 1]

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In the event of the having to use a tie-breaker to distinguish between two or more applications of equal strength, the child living the **shortest distance** from home to school in a straight line as the crow flies route should have priority [for explanation of shortest distance refer to item 4 in the *clarifications* section of Appendix 1].

If the School's decision is not to grant a place for your child, you have the right to appeal against its decision. You will be sent information on how to appeal. All unsuccessful applicants are placed on a waiting list that is maintained in the rank order of the oversubscription criteria (taking into account the distance tie-breaker if appropriate). This does mean that the position of applicants on the list could change during the lifetime of the waiting list. If, at any time, the number of pupils to be admitted falls below the PAN then the available place(s) will be offered to the applicant(s) at the top of the waiting list. This waiting list ceases to be valid on 31 December of each year.

For further details on school admission arrangements please go to:

<https://www.norfolk.gov.uk/admissions>

Timetable for organising and hearing admission appeals by 28th February each year:

- Deadline for lodging appeals is 20 school days from the date of notification that the application was unsuccessful
- Deadline of 15 school days from the date of receipt of the appeal for those making an appeal to submit additional evidence, for admission authorities to submit their evidence and for the clerk to send appeal papers to the panel and parties
- Those making an appeal will receive at least 10 school days' notice of their appeal hearing
- Decision letters will be sent within 5 school days of the hearing wherever possible

APPENDIX 1

Definitions:

1. Parent is defined as all people with parental responsibility for the child, including legal guardians
2. Sibling is defined as brothers or sisters living at the same address including adopted children, step-brothers, step-sisters and children in foster care within a family unit.
3. Catchment area: All Diocesan schools and academies prioritise children living in the local area and within the Admissions Policy this is described as the school catchment area. Detailed information regarding catchment areas is available at www.wherellive.norfolk.gov.uk or www.suffolk.gov.uk/admissions.

Clarifications:

1. The applicant for admission must be the parent or legal guardian of the child for whom admission is sought.
2. “Resident” is defined as the place where your child usually lives. We may need proof of this address. We will not treat your child as ordinarily resident if you rent or own a second home in the catchment/defined area or if you use another address to give the impression that your child lives in the catchment/defined area so that you have a higher priority for a place at that school. It does not apply to proposed moves into the designated area which have not taken place at the time an application is considered – unless proof, such as Exchange of Contracts or a signed Tenancy Agreement, can be provided at the time of application or exceptional late application. We will consider Gypsy, Roma and Traveller children moving into an area as ‘Resident’ in that area when they apply for a school place.
3. Committed Church member is defined as one who has attended worship at least once a month on average for at least 1 year prior to the date of the application. A completed Supplementary Information Form (SIF) should be submitted to support this (see Appendix 2).
4. We will measure the distance by a straight line (‘as the crow flies’). All straight line distances are calculated electronically by the LA using data provided jointly by the Post Office and Ordnance Survey. The data plots the co-ordinates of each property and provides the address-point between which straight line distance is measured and reported to three decimal places. Where there is more than one home within a single building (for example apartments) we will measure to a single point within that building irrespective of where those homes are located.

In the unlikely event of two or more applicants living the same distance and competing for a single place, lots will be drawn by someone independent of the school to determine the successful applicant. .

5. Other recognised Churches are those in full membership of Churches Together in England (or in full membership of a federation of Churches that is in full membership of Churches Together in England.) or the Evangelical Alliance. Further details can be obtained from the following websites:

<http://www.cte.org.uk/Groups/42314/Home.aspx>

<http://www.eauk.org/>

6. Applicants who wish to be considered as committed adherents of other organised religions will be required to show an equivalent level of commitment to that described for Christian applicants

and provide a letter signed by their local faith Leader. Other recognised organised religions are Islam, Judaism, Hinduism, Buddhism, Sikhism and Jainism.

7. Multiple births – if the final place at the school is offered to a twin/triplet etc. and the remaining sibling(s) would ordinarily be refused a place, the Governors will offer places to the remaining sibling(s). It is not the Governors policy to separate twins/triplets etc. even when their admission would breach infant class size legislation.

8. Shared Responsibility: Where a child lives with separated parents who have shared responsibility, each for part of the week, the address at which the child is ordinarily resident will be considered to be the address that the child lives at for most of the week (excluding weekends and school holidays). Both parents must provide evidence in writing to confirm the child's living arrangements at the time of the application.

In cases where the child spends an equal proportion of the school week with both parents, evidence of the main contact address will be required to support the application. Both parents must agree in writing which address is to be used as the 'ordinarily resident' address. This address will then be used when processing all school preferences expressed. It is not acceptable to use one address for one school preference and another address for another school preference.

APPENDIX 2

**Supplementary Information Form for applications to
Tacolneston CE Primary Academy/ Morley CE Primary Academy**

This is not an application form. Applications for a school place must be made following the Norfolk or Suffolk County Council process.

This form may be completed if ANY of your preferences are for

**Tacolneston CE Primary Academy/ Morley CE Primary Academy
– it is not compulsory to complete this form in order to make a valid application, but the information it contains may assist the School in applying their oversubscription criteria.**

Please refer to the details of the school’s admissions criteria before you apply.

N.B. Forms which are altered or which contain incorrect information (eg address, date of birth, etc) will be considered invalid and this may prejudice your application.

Full name of child:

.....

Date of Birth:

Current permanent address:

.....

.....

Contact Telephone Number:

If you wish your application to be considered under priority 5 of the oversubscription criteria please complete this form as fully as possible.

Which Church do you attend?

.....

Please tick if you attend church at least monthly _____

To be completed by your Parish Priest/Vicar/Minister.
(If there is currently no minister in post a senior church officer may sign)

I can confirm, to the best of my knowledge, that the above information is accurate.

Signed.....

Dated.....

TACOLNESTON & MORLEY CE PRIMARY ACADEMIES FEDERATION

Name.....

Position.....

Address.....

.....

The information collected on this form may be passed to schools or to other Local Authorities as part of the admissions procedure. The information will be passed to the school to which the child concerned is finally allocated, where it will form part of the pupil database maintained by that school. Any personal information you provide will be dealt with in accordance with the requirements of the Data Protection Act 1998.

I can confirm, to the best of my knowledge, that the above information contained in this form is true.

Signed.....

Dated.....

Name.....

Relationship to child

PLEASE RETURN THIS FORM to:

Tacolneston CE Primary Academy
Norwich Road
Tacolneston
Norfolk
NR16 1AL

OR

Morley CE Primary Academy
Deopham Road
Morley St. Botolph
Wymondham
NR18 9TS