



ARCHBISHOP BENSON C of E SCHOOL

ADMISSION PROCEDURES 2016/2017

The Governing Body [is the Admissions Authority](#) and has a Committee established to deal with all matters relating to admissions. They are responsible for allocating places according to the published admissions criteria outlined below. Booklets outlining the procedure for new Reception aged children and all other admissions will be available from the Local Authority or the school office [in the autumn term](#). All reception applications paper or online must be made direct to the local authority.

Governors will operate an equal preference policy. All applications for admission to the school will be dealt with individually, equally and fairly, irrespective of race, sex, ability or family background.

Reception Aged children

For the school year 2016/2017. Archbishop Benson C of E School has a planned admission number of 60 children in two reception classes. Subject to the availability of places it is the policy of the Governors to admit children according to the following criteria and in the order of priority shown.

- (1) All children in care or all children who were in care but immediately after being in care became subject to an adoption, residence, or special guardianship order.*
- (2) Siblings** of pupils who will be attending the school at the proposed date of admission.
- (3) Children of practising mainstream Christians or other denominations which subscribe to the Trinitarian formula of faith. **This must be supported by a letter from the parish priest/minister stating whether the family ** are:**
 - a) at the heart of the Church
 - b) monthly attendees
 - c) casual attendees
- (4) Children of families***of other world faiths, supported by a letter from their religious leader.
- (5) All other applicants

Children with a Statement of Educational Special Needs which names our school will be admitted.

Tie Breaker.

In any tie-break situation, distance from the school will be the deciding factor. -

Priority will be given to those whose home (main residence) is nearest to the school (measured as the crow flies) from the home (centre of building) to the school main gate using a Geographical Information System.([Main residence is defined in the CSA Coordinated Admissions Booklet.](#))

Cont..

(*A 'child in care' is also referred to as a 'looked after child' and 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).

A 'residence order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).)

(**A sibling is deemed to be a brother, sister, half-brother or half-sister, step brother or step-sister or child living in the same household)

(***Parents/Family Members – A parent is any person who has parental responsibility for or is the legal guardian of the child. Where admission arrangements refer to '*parents attendance at church*', it is sufficient for just one parent to attend. 'Family members include only parents, as defined above, and siblings.)

Deferred Admissions

- Parents have the right to defer admission until their child is of compulsory school age.

Timetable for applications and notification will be as stated in the CSA's Coordinated Admissions booklet

All applications will only be valid if submitted on the CAF (either on paper or via the online application).

Late applications will be dealt with in line with the CAS procedures and timetable up until the end of the first full week of the autumn term.

Admissions for reception places should continue to be made via the Local Authority throughout the school year. Places will be offered where available or parents will be offered a place on the waiting list. Places on the waiting list will be kept in the same priority order as the oversubscription criteria. However, children who are the subject of a direction by the local authority or who are allocated to the school in accordance with the Fair Access Protocol will take precedence over any child already on the waiting list.

Admissions for Children not in Reception Classes

Applications should be made to the Local Authority - application forms available from County Hall or the school office.

Places will be offered where available or parents will be offered a place on the waiting list. All parents who are refused places have the right of appeal. [Further details are available from the school administrative team.](#)

Please Note:

- ***All children are entitled to start full-time education in the September of their reception year.***
- ***There is no legal requirement to attend school fulltime until the term following the child's fifth birthday.***