

**Admissions Policy  
2018/19**  
(in conjunction with DMBC & Diocese of Sheffield)

for

**Canon Popham CofE Primary Academy**  
(Part of Diocese of Sheffield Academies Trust)



|                                |                |
|--------------------------------|----------------|
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| ROLE                           | Headteacher    |
| DATE APPROVED                  | September 2018 |
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## Vision Statement

*Our vision is to work together as a Christian community to nurture our children within a happy, stimulating and caring school.*

*A place where:*

- *Christian values are at our heart: endurance, compassion, thankfulness, forgiveness, justice and hope*
- *Everyone is unique and welcome*
- *We respect and care for everyone and everything around us*
- *High standards are expected and achievements celebrated so that everyone is able to reach their full potential*
- *Self-esteem and confidence are nurtured on a journey of self-discovery*

*Everyone Matters!*

## Introduction

Canon Popham CofE Primary Academy is a school within the Diocese of Sheffield Academies Trust (DSAT). It was previously a Voluntary Aided Church school under the auspices of the Doncaster Local Authority.

The school provides a distinctively Christian education for children aged 4 to 11 years.

Historically, Anglican schools were parish schools providing education for the community in accordance with the principles of the Church of England. Thus the majority of Sheffield Diocesan schools were established to provide education for the children of the parish within a Christian context. The two aims of being 'distinctively Christian' and 'serving the local community' are reflected in the school's admission criteria.

The Local Governing Body is the Admission Authority and responsible for admissions. It is guided in that responsibility by the requirements of the law, DSAT requirements, by advice from the Sheffield Diocesan Board of Education and its duty to the community. The school uses the Local Authority to co-ordinate all applications.

The admission number for Reception class is 30 and children will be admitted during the Autumn term following their 4th birthday. Where parents wish to defer entry or request that the child attends part-time, the request will be considered where it appears to be in the best interest of the child. All children will be admitted by the term following their 5th birthday – compulsory school age

Please contact the school if you need help in completing the Common Application Form or Supplementary Information Form

## Making an Application

1. Applications are made on the Common Application Form
2. To support your application to Canon Popham CofE Primary Academy, please complete the Supplementary Information Form. This is not an application form for admission to school but will be used by the school when applying the admissions criteria.
3. The Common Application Form should be submitted by 5th January 2019 along with the Supplementary Information Form (if applicable).

### **Admission Criteria**

- Children who have a statement of special educational need and the school is named as the most appropriate education setting for the child will be admitted

### **Oversubscription Criteria**

Where there are more applications for admission than the published admission number, the Governing Body/Admissions Committee will apply the following criteria in strict order of priority:

1. Children in Care/Looked After Children and Children who were previously in Care/Looked After
2. Children with special medical or social circumstances where these needs can only be met at this school. This is not about educational needs. Professional supporting evidence must be provided if admission is to be made under this criterion. A professionally qualified person such as a medical doctor, psychologist or social worker must set out the particular reasons why the school is the suitable one for the child and the difficulties which would be caused if the child had to attend another school
3. Children who have an elder brother/sister (see definition 1) attending the school at the time at the time of anticipated admission
4. Children of parents/carers (see definition 2) who reside in the parish of The Good Shepherd Kirk Sandall and Edenthorpe or St Aidan's Wheatley Hills and regularly (see definition 3) attend the parish church of The Good Shepherd Kirk Sandall and Edenthorpe or St Aidan's Wheatley Hills
5. Children who reside in the parish of The Good Shepherd Kirk Sandall and Edenthorpe or St Aidan's Wheatley Hills and regularly attend the parish church of The Good Shepherd Kirk Sandall and Edenthorpe or St Aidan's Wheatley Hills
6. Children of parents /carers who reside in the ecclesiastical parish of The Good Shepherd Kirk Sandall and Edenthorpe or St Aidan's Wheatley Hills and regularly attend a Christian denomination participating in 'Churches Together in England'(see definition 4 )
7. Children who reside in the parish of The Good Shepherd Kirk Sandall and Edenthorpe or St Aidan's Wheatley Hills and regularly attend a Christian denomination participating in 'Churches Together in England'
8. Children who reside outside the parish of The Good Shepherd Kirk Sandall and Edenthorpe or St Aidan's Wheatley Hills and regularly attend a Christian denomination participating in 'Churches Together in England'
9. Children who are resident in the parish of The Good Shepherd Kirk Sandall and Edenthorpe or St Aidan's Wheatley Hills.
10. All other children

Should the admission number be reached mid-category, applications in that category will be prioritised on the shortest distance measured in a straight line from the front door of the child's home address (including flats) to the main entrance of the school, using the Local Authority's computerised measuring system, with those living closer to the school receiving higher priority.

### **Tie Break**

In the event of two or more children living equidistant from the school, the place will be decided by drawing lots. The first name drawn will be offered the place.

### **In Year Transfers**

Doncaster Local Authority will co-ordinate in year transfers for our school in 2018/19

## Definitions

### *Definition 1 - Brother/Sister*

Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner, and in every case, the child should be living in the same family unit at the same address

### *Definition 2- Parent/Carer*

A parent/carer is any person who has parental responsibility or care of the child. Where admission arrangements refer to 'parent's attendance at church' it is sufficient for just one parent to attend. 'Family members' include only parents and siblings

### *Definition 3 – Regular Church Attendance*

Regular attendance by parents/carers is defined as attendance at a Church of England church or another Christian denomination participating in 'Churches Together in England' for at least once a month over the last 12 months.

Regular attendance by children is defined as attendance at a Church of England church or another Christian denomination participating in Churches Together in England' at least once a month over the past 6 months.

Parents/carers whose application is based on attendance at a church of Christian denomination should submit the Minister of Religion Reference Form available with the Common Application Form

### *Definition 4 – Churches Together in England*

Ref: <http://www.churches-together.org.uk>

Please refer to the website for an up to date list

### *Definition 5 – Looked after children*

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. 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 Act 2002 (see section 46 adoption orders).

Child arrangements orders are defined in s.8 of the Children Act 1989, as amended by s.12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. 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).

### *Place of residence*

The child's ordinary place of residence will normally be a residential property at which the parent or person or persons with parental responsibility for the child resides at the closing date for receiving applications for admission to the school.

Where parental responsibility is held by more than one person and those persons reside in separate properties, the child's ordinary place of residence will normally be the property at which the child resides with the parent or person or persons with parental responsibility, for the greater part of the week.

### **Late Applications**

Late applications will be dealt with in accordance with the Local Authority scheme.

### **Waiting List**

1. Names of children will automatically be placed on the waiting list for this school when the child has been refused admission.
2. A vacancy only arises when the number of offers to the school falls below the admission number.
3. The waiting list will be established on the offer day.
4. The waiting list is determined according to the Governing Body's priority of admission over-subscription criteria.
5. Following the offer day, should an application be received for the school where the pupil has a higher priority as determined by the admissions criteria for a place at the school, it will be placed on the list, above those with a lower priority.
6. No waiting lists shall be held after the end of the Reception year. Places thereafter will be allocated in line with our in-year transfer guidance provided by the Local Authority.

### **False Information**

1. Where the Governing Body has made an offer of a place at this school on the basis of a fraudulent or intentionally misleading application from a parent /carer which has effectively denied a place to a child with a stronger claim to a place at the school, the offer of a place will be withdrawn.
2. Where a child starts attending the school on the basis of fraudulent and intentionally misleading information the place may be withdrawn depending on the length of time that the child has been at the school.
3. Where a place or an offer has been withdrawn, the application will be re-considered and a right of independent appeal offered if the place is refused.

### **Applications Outside the Normal Admissions Round**

Applications outside the normal admissions round will be considered in accordance with the Local Authority scheme.

### **Appeals Against the Governing Body's Decision to Refuse Admission**

1. If a place is not offered at the school parents have the right of appeal to an Independent Appeal Panel formed in accordance with the legislation. Details of the appeals procedure will be sent to parents by the local authority.
2. Parents who intend to make an appeal against the Governing Body's decision to refuse admission must submit a notice of appeal within 20 days of receiving the refusal letter to:  
Litigation and Education Section, Directorate of Resources, Doncaster Council, Civic Office, Waterdale, Doncaster, DN1 3BU

Normally, appeal hearings will be held within six weeks of the closing date for receiving the notice of appeal