**St Oswald’s C of E Aided Primary & Nursery School  
Admissions Policy 2019**

The Governing Body of St Oswald’s C of E Aided Primary & Nursery School is the Admissions Authority for the school. The school welcomes pupils from all backgrounds irrespective of gender, disability, race, religion or language.

Our published admission number (PAN) is 15 and we intend to admit up to 15 pupils to the reception year group each September. This commenced from September 2014 when the school began a transition from an infant to a primary school. This arrangement follows consultation between the Governing Body, the Local Authority, other schools in the area, and members of the public as well as other Admission Authorities in the area.

Parents, who would like their children to attend St Oswald’s C of E Aided Primary and Nursery School must complete an admissions application form, even if the child attends the nursery. A place in the nursery class does not guarantee admission to the school. Applications must be made on the Local Authority Common Application Form which must be returned to the Local Authority, which is Durham County Council. Applications received after the closing date will only be considered **after** all those received by the closing date.

Children who have an *Education Health Care Plan* (EHCP), which names St Oswald’s C of E Aided Primary and Nursery School, will be allocated a place as a statutory entitlement and therefore overriding the subscription criteria. The Local Authority will decide if the school is appropriate for a child with an EHCP following consultation with the child's parents and the school. The School will comply with a parental preference unless the school is unsuitable to the child’s age, ability, aptitude or special educational needs, or the placement would be incompatible with the efficient education of the other children with whom the child would be educated, or with the efficient use of resources.

Children of UK service personnel (UK Armed Forces) whose parents have a confirmed posting to the area or crown servants returning from overseas to live in the area, will be allocated a place in advance of the family arriving in the area. This is provided that the application is accompanied by an official letter that declares the relocation date and a unit postal address or quartering area address.

**Oversubscription criteria**

If the number of applications exceeds the number of places available, children will be admitted in the following order:

1. Children who are 'looked after' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order. This includes children who have previously been in care/looked after outside of England but immediately after being looked after became subject to an adoption, residence/child arrangement, or special guardianship order.

*A “looked after” child is a child who is, at the time of making an application to a school, (a) in the care of a LA, or (b) being provided with accommodation by a LA in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989). \* An adoption order is an order under Section 12 of the Adoption Act 1976 or Section 46 of the Adoption and Children Act 2002. A “child arrangements order” is an order settling the arrangements to be made as to the person with whom the child is to live under Section 14 of the Children and Families Act 2014. 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).*

1. Children who have a sibling attending the school at the time of their admission.

*Sibling is defined as children who live permanently as brother or sister in the same house, including natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, step brothers or sisters and children of the parent/carer’s partner.*

1. Medical Need: Children with very exceptional medical factors directly related to school placement.

*Applications must be supported by written evidence from a paediatrician or other medical practitioner, setting out the particular reasons why St Oswald’s school is the most suitable school, and will applications will be considered on a case-by-case basis. It is the parents’ responsibility to provide the relevant documentation. The supporting evidence should be wholly persuasive and set out the particular reasons why your child requires their placement at this school rather than any other school and the difficulties that would be caused if they had to attend another school. Reasons such as food allergies and Attention Deficit Hyperactivity Disorder (ADHD) will not be considered as exceptional medical factors as all schools are able to effectively manage these. Supporting evidence will be considered by the Governing Body and may require liaison with relevant health care professionals. The provision of any information/evidence does not necessarily in itself guarantee the offer of a place at your desired school. The Governing Body will make the final decision on the application.*

1. Children of Staff at the School: Children with a parent (defined as an adult who has parental responsibility for the child and with whom the child normally resides) who 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.
2. Anyother children.

**Distance criteria**

Where there are places for some children, but not all, in a category then a distance criterion will be applied as follows:

Children who live nearest the preferred school measured by the shortest walking route\* will be given preference.

\* In assessing home to school distance the school employs the services of the LA which uses a Geographic Information System (GIS) to identify and measure the shortest route utilising only the Ordnance Survey Integrated Transport Network (ITN) and Urban Paths Network (UPN) which are national recognised datasets. The LA will not include any other routes or any other method of measurement. Routes are measured from the centre point\*\* of the child’s house, or in the case of a flat from the centre point\*\* of the building, to the main school gate on School Lane. In all cases the GIS identifies the route to be measured by connecting in a straight line the centre point\*\* of the child’s house to the closest point on the nearest route on the ITN/UPN.

\*\*In accordance with the co-ordinates of the Basic Land and Property Unit on the National Land and Property Gazetteer.

\*\*\*Distance will be measured from the child’s address. The child’s address is classed as their main residence with an adult who holds parental responsibility. The address of child minders or other family members, who share in the care of the child, **should not be used**. If parents have more than one property, the only address which can be used for admissions purpose is the property where the child actually lives and spends most time during the school year. If parents are separated and the child lives for periods of time with each parent, the parental address used will be the property where the child is mainly resident during the school year.

We are unable to consider temporary addresses as being the parental address. This means that if, for example you live temporarily with other family members or move to temporary accommodation for any reason, the parental address remains the address at which you were living before the temporary move took place.

If the permanent address changes you must notify the Admissions, Appeals and Transport Entitlement team at County Hall immediately, as this may affect the offer of a place made to your child.

The school reserves the right to seek proof of address and withdraw any offer of a place made on the basis of any fraudulent or intentionally misleading information that you provide.

**Tie breaker**

Where the last place to be allocated would mean that a multiple birth sibling group i.e. twins, triplets or other multiple birth sibling groups, would be split, the sibling group will be given priority over other children. Otherwise if only one final place can be offered and two applicants live equidistant from the school, random allocation will apply.

**Waiting List**

The school will maintain a waiting list of applicants. In the event of a place becoming available in the appropriate year group during the year and there being more applicants on the waiting list than places available, the selection criteria and tie breaker indicated above will apply. A reply to an offer of a place is required within 10 working days or the place will be forfeited.

**Right of Appeal**

If you are not successful in obtaining a place for your child at our school, you have a statutory right of appeal. Appeals against a decision may be made to the Legal Department of County Hall who act on behalf of the Diocese and should be addressed to the Chair of Governors of the school. Appeal information will then be forwarded to the legal department of County Hall.

**Admission of children below compulsory school age and deferred entry to school for Summer Born Children**

The School Admissions Code requires school admission authorities to provide for the admission of all children in the September following their fourth birthday. However, a child is not required to start school until they have reached compulsory school age following their fifth birthday. For summer born children (those born after 1 April) this can sometimes be almost a full school year after the point at which they could first be admitted. Some parents may feel that their child is not ready to start school in the September following their fourth birthday. Parents are entitled to request in writing that:-

• their child attends part-time until they reach compulsory school age, or

• that the date their child is admitted to school is deferred until later in the same academic year or until the term in which the child reaches compulsory school age The school will hold any deferred place for the child, although, in the majority of cases, we find that children benefit from starting at the beginning of the school year, rather than part way through it.

• that the date their child is admitted to school is deferred until the term after the child reaches compulsory school age. The child must, however, start school full-time in the term after their fifth birthday.

If parents of summer born children wish to defer entry as outlined above and wish them to be admitted to the Reception Year in the term following their fifth birthday, rather than year 1, then parents should apply at the usual time for a place in September of the current academic year together with a written request that the child is admitted outside of his or her normal age group to the Reception Year in September the following year providing supporting reasons for seeking a place outside of the normal age group. This should be discussed with the Head Teacher as soon as possible. If the request is agreed, and this should be clear before the national offer day, their application for the normal age group may be withdrawn before any place is offered and they should reapply in the normal way for a Reception place in the following year. If their request is refused, the parents must decide whether to wait for any offer of a place in the current academic year (NB. it will still be subject to the over-subscription criteria in the admission policy) or to withdraw their application and apply for a Year 1 place the following year. Parents should be aware that the Year 1 group may have no vacancies at that point. Further information and advice on the admission of summer born children is available from Durham County Council.

It should be noted that if a place in the requested age group is refused, but one in the normal age group is offered then there is no right of appeal.

Please note that one admission authority cannot be required to honour a decision made by another admission authority on admission out of the normal age group. Parents, therefore, should consider whether to request admission out of the usual year group at all their preference schools, rather than just St Oswald’s school (or other first preference school).

Once a child has been admitted to St Oswald’s School it is for the headteacher to decide how best to educate them. In some cases it may be appropriate for a child who has been admitted out of their normal age group to be moved to their normal age group, but in others it will not. Any decision to move a child to a different age group will be based on sound educational reasons and made by the headteacher in consultation with the parents.