

**ASH CARTWRIGHT & KELSEY  
CHURCH OF ENGLAND [AIDED] PRIMARY SCHOOL**

Friendship   Joy   Community   Forgiveness   Perseverance   Creation

The Governing Body determined that the admissions policy for September 2025 will be:

**Admission Procedures and Policy**

Children are usually admitted from the Parish of Ash-with–Westmarsh, however the Governors welcome applications from any parent who is interested in attempting to secure a place for their child.

The Governors of the school are the admission authority. The planned admission number has been set at 30. If the number of prospective pupils exceeds 30 then the following criteria apply in order of priority. Parents of children with an Education, Health and Care Plan who express a preference for the school will be offered a place ahead of the oversubscription criteria being applied.

**Over Subscription Criteria**

In the event of the school receiving more applications than places available, children will be ranked against the oversubscription criteria listed below. Within each criterion, children will be ranked by their straight line distance to the school (with children nearer being given a higher rank)

- a) Children in Local Authority Care.<sup>1</sup>
- b) Children with brothers or sisters<sup>2</sup> already attending the school when the child starts
- c) Children with medical<sup>3</sup> compassionate needs that can be met by provision made by the LA and / or Governors.
- d) Nearness to school (in a straight line).<sup>5</sup>

The above criteria will also apply in the cases of casual admissions.

Requests for admission outside of the normal age group should be made to the Head Teacher of each preferred school as early as possible in the admissions round associated with that child's date of birth. This will allow the school sufficient time to make a decision before the closing date. Parents are not expected to provide evidence to support their request to defer their application, however where provided it must be specific to the child in question. This might include medical or Educational Psychologist reports. There is no legal requirement for this medical or educational evidence to be secured from an appropriate professional, however, failure to provide this may impede the school's ability to agree to deferral. Parents are required to complete an application for the normal point of entry at the same time, in case their request is declined. This application can be cancelled if the school agrees to accept a deferred application for entry into Year R the following year. Deferred applications must be made via paper CAF to the LA, with written confirmation from each named school attached. Deferred applications will be processed in the same way as all applications for the cohort in

the following admissions round, and offers will be made in accordance with the school's oversubscription criteria.

In accordance with the relevant Acts of Parliament, the Governors will make arrangements for Parents to appeal against the refusal of the Governors to offer a place for their child in the school. The Chair of Governors, on request, will provide details of the procedure.

Children are admitted to the school for the year 2025 if they were born between 1<sup>st</sup> September 2020 and 31<sup>st</sup> August 2021. Children are encouraged and entitled to attend full time.

Where an offer has been made, the school will provide for the admission of all children in the September following their fourth birthday. Parents can choose to defer the date their child is admitted to the school until later in the school year, but not beyond the start of the term after their child reaches compulsory school age and not beyond the beginning of the final term of the school year. Where parents wish, children may attend part-time until later in the school year, but not beyond the start of the term after their child reaches compulsory school age. Children are also admitted to other classes at other times of the year. These are known as casual admissions.

For those children joining EYFS, our reception class, a number of sessions are held to enable the children to become familiar and comfortable with the school. A meeting is held for 'new' parents during which the admission arrangements are described along with other routines and school rules. All children attend from the start of term 1.

Parents of children who join the school when they are older or at other times of the year are encouraged to visit the school. Confirmation of the offer of a place at the school is made in writing.

## Definitions

**<sup>1</sup>Children in Local Authority Care** –<sup>3</sup> Children in Local Authority Care or Previously in Local Authority Care – a 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order. 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).

**Sibling** refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, of the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling. For the sibling criterion to apply the family must live at the same address as when the first child was offered a place, or, have moved nearer to the school, or have moved to an address that is less than two miles from the school as defined by the National Land and Property Gazetteer (NLPG) address point data as used by the Local Authority.

**<sup>3</sup> Health and Special Access Reasons** – Medical, health, social and special access reasons will be applied in accordance with the school's legal obligations, in particular those under the Equality Act 2010. Priority will be given to those children whose mental or physical impairment means they have a demonstrable and significant need to attend a particular school. Equally this priority will apply to children whose parents'/guardians' physical or mental health or social needs mean that they have a demonstrable and significant need to attend a particular school. Such claims will need to be supported by written evidence from a

suitably qualified medical or other practitioner who can demonstrate a special connection between these needs and the particular school.

<sup>4</sup> **Nearness of children's homes to school** - Nearness of children's homes to school - we use the distance between the child's permanent home address (defined in KCC's annual admissions prospectus) and the school, measured in a straight line using the National Land and Property Gazetteer (NLPG) address point. Distances are measured from a point defined as within the child's home to a point defined as within the school as specified by NLPG. The same address point on the school site is used for everybody. When we apply the distance criterion for the school, these straight-line measurements are used to determine how close each applicant's address is to the school. Where applications are made from properties or abodes that are not registered to the NLPG, including new build properties, KCC may be required to use planning sites or other relevant co-ordinates. In exceptional circumstances where alternative co-ordinates are not available, measurements will be determined by a Senior Admissions Officer and confirmed by Head of Service.

<sup>5</sup> **Tie-breaker** - If any category is oversubscribed applicants will be ranked by straight line distance [as defined above] and those closest given priority

<sup>6</sup> **A parent** is any person who has parental responsibility for or is the legal guardian of the child. 'Family members' include only parents, as defined above, and siblings.

### **School Ethos**

In recognising its historic foundation, the Governors and Staff of the Ash Cartwright & Kelsey Church of England Primary School (Aided) preserve and develop its religious character in accordance with the principles of the Church of England and in partnership with the Church, at Parish and Diocesan level.

The School aims to serve its community by providing an education of the highest quality within the context of Christian belief and practice. It encourages an understanding of the meaning and significance of faith, and promotes Christian values through the experience it offers to all pupils.

The School seeks to promote and uphold certain values through its policies and procedures; the way in which the adults act towards the children and each other; and the way the children are expected to behave.

**Through God's love and strength all flourish**

### **Mission Statement**

**Our Christian vision guides our journey to provide a rich, well-rounded education enabling all to become the very best that God intended. We treat adults and pupils with love and dignity in a space where Christian values are developed and everyone can flourish.**