



ADMISSIONS CONSULTATION FOR LEICESTERSHIRE **CHURCH HILL** **INFANT SCHOOL ACADEMY**

Church Hill Infant School Academy took part in a consultation to seek views on the changes proposed below. Our consultation ran for 6 weeks from **Monday 2nd October 2017** to **Monday 20th November 2017**. The governors ratified the following proposals on **Thursday 2nd February at 2018**. The determined admissions arrangements will now be published on our website from **Monday 5th February 2018**.

This consultation, in relation to catchment changes and priority criteria will be identical to the one undertaken by

Church Hill Church of England Junior School.

Please find a link to information about the **junior** school's consultation process

This policy will operate for entry **September 2019**. It will also apply to all mid-term admissions for the school year 2019/20 and for subsequent years until further notice.

Admissions Arrangements:

Proposal 1:

Church Hill Infant School Academy propose, to change their catchment from the current catchment area (see Appendix 1 to this document) to the proposed new catchment area (see Appendix 2 to this document)

This means a change to the current catchment area.

Proposal 2:

Church Hill Infant School Academy is proposing **not** to adopt the LA's Admission Policy and will be replacing it with its own Admissions Policy. (Please see appendix 3 sent with this document)

Priority criteria for entry autumn 2019 admissions and mid-term applications during 2019 / 2020 academic year.

For all children whose Education Health and Care Plan (EHCP) name's the school in their statement they must be admitted regardless of the criteria below.

If there are too many requests for **Church Hill Infant** School Academy, priority will be given to children, whose parents applied on time, in the following order (see note i below):

	1.Current order of oversubscription criteria		2. Proposed order of oversubscription criteria
1st	Children who are in public care and those children who were previously looked after children. (See note ii).	1st	Children who are in public care and those children who were previously looked after children. (See note ii).
2nd	Pupils who live in the catchment area. (See note iii).	2nd	Pupils who will have an older brother or sister attending the Church Hill Infant School at the same time. (See notes iv).
3rd	Pupils who will have an older brother or sister attending the same school at the same time. (See notes iv).	3rd	Pupils starting Church Hill Infant school who have an older sibling attending Church Hill Junior school at the same time (See note iv).
4th	Pupils who have a serious medical condition or exceptional social or domestic needs that make it essential they attend the school requested. (Professional documentation confirming the situation must be submitted with the application). (See note vi).	4th	Pupils who live in the catchment area at the time of application and admission. (See note iii).
5th	Pupils who will have attended a feeder school for at least two years before the time of transfer. (See note vii).	5th	Pupils who have a serious medical condition or exceptional social or domestic needs that make it essential they attend the school requested. (Professional documentation confirming the situation must be submitted with the application). (See note v).
6th	Pupils starting at an infant school with a sibling attending at the same time in the linked junior school. (See note iv).	6th	Pupils living nearest to the school measured in a straight line distance (home to school front gate). (See note vi).
7th	Pupils basing their application on religious belief. (See note viii).		
8th	Pupils living nearest to the school measured in a straight line distance (home to school front gate). (See note ix).		

Notes:

- i.** Church Hill Infant School's admission number limited to 90 only, where more than 90 applications for Church Hill Infant School are received for any one year group, combinations of the above criteria will be used to rank the 90 places. Anyone refused will have the right to appeal. Combinations of the above criteria are used in priority order. Where the computerised system throws up an equality of distance for more than one child (who do not have the same home address) the final tie breaker will be by drawing lots.
- ii.** 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 could include those 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 residence order¹⁹ or special guardianship order) are considered under this criterion. In such circumstances a letter from the last local authority in which the child was in the care of will be required.
- iii.** The child's place of residence is taken to be the parental home.
- iv.** The term "brother or sister" includes half brother or sister or legally adopted child being regarded as the brother or sister.
- v.** If criterion 5 is used, professional supporting documentation from the Lead Professional must be supplied and must be submitted with the application. The following list are the areas that are considered exceptional:
 - Crown Servants (serving members of the armed forces).
 - Children subject to Child Protection Plans.
 - Hard to Place children – who fall under the Fair Access Protocol.
 - Parents suffering domestic violence (This is dependent on documentary evidence by a lead professional).
 - A child for whom transfer to the catchment area school would involve attending a different school until he/she is the right age for transfer. (This is dependent on the child having attended the present school for at least a year).

Each case will be assessed on its individual merits.

Vi. For Criterion 6 above, measurement of distance is in a straight line from the centre point of the home property to the school's main designated front gate, using a computerised mapping system.

Normal FTA / Transfer Applications

'Leicestershire' Academy as required will participate in full with the LA's FTA / Transfer Co-ordinating Scheme. This means parents must apply through the LA online system or using the LA's common application form. The application forms must be completed and submitted or returned by the national closing date (First time admissions primary - 15 January).

Late Applications

Any applications received after the closing date and will be accepted but considered only after those received by the closing date. You are therefore encouraged to ensure that your application is submitted on time. All supplementary information i.e. medical consultant letters to proof of change of address, remains the parent's responsibility to supply.

Oversubscription Criteria

If Leicestershire Academy has more applications than places available, Governors will draw up a ranked list based on the criteria listed above and inform the local authority accordingly. Children who have a Statement of Special Educational Needs that name 'Leicestershire' Academy will be admitted even if the school is full.

Oversubscription (OSL 'Waiting') List

Parents whose children have been refused a place 'Leicestershire' Academy will automatically be added to the 'Leicestershire' Academy's OSL (waiting) list. The OSL for admission will remain open until the end of the Autumn Term in the admission year.

The OSL is ranked using the oversubscription criteria listed above. The OSL may change, this means that a child's OSL position during the year could go 'up' or 'down'. The OSL makes no distinction between on time or late applications.

Appeals

If your child has been refused a place at the 'Leicestershire' Academy, you retain the statutory right to appeal. 'Leicestershire' Academy has engaged the services of the LA to conduct all our appeals. Therefore, you can appeal using the LA's 'Notice of Appeal' available through the following link [www...](#) The LA will arrange the appeal on behalf of the governors to be heard by an independent panel, whose decision is binding on all parties.

Applications during the School Year

Leicestershire Academy has engaged the services of the LA to co-ordinate mid-term applications. This is because the LA's online systems operate 24/7, and through out school holidays (See online application link below:

https://emsonline.leics.gov.uk/CitizenPortal_LIVE/Account/Login?ReturnUrl=%2FCitizenPortal_LIVE%2F

If 'Leicestershire' Academy has a space, the LA will offer the place, if there are more applications than places the Governors will rank the applications and inform the LA, who in turn inform parents of outcomes.

Fraudulent Information

If the allocation of a place has been made on the basis of fraudulent or intentionally misleading information, the governors reserve the right to withdraw the place.

Fair Access Protocol

'Leicestershire' Academy will participate in full with the LA's *Fair Access Protocol* in order to make sure that the most vulnerable children are offered a place at a suitable school as quickly as possible. This includes admitting children above the published admission number of a school that is already full.

Deferred, Part time and Delayed Entry

All parents at 4+ entry i.e. 'first time admissions' (FTA) can defer or seek part time entry. The request must be in writing and accompanied where possible with lead professional documentation supporting the request.

Definitions:

Deferred entry: a request to school seeking a start later in the school year but no later than the start of the summer term.

Delayed entry: a request to the admitting authority seeking to apply and start a year later from reception.

Objections

Objections to any aspect of the determined admissions arrangements may be made to the Office of the Schools Adjudicator (www.education.gov.uk/schoolsadjudicator), but must be made before 15th May 2018.

Church Hill Infant School Admissions Consultation October 2017 Response Form:

Proposal 1:

Church Hill Infant School Academy propose, to change their catchment from the current catchment area (see Appendix 1 to this document) to the proposed new catchment area (see Appendix 2 to this document). This means a change to the current catchment area.

Yes No

Proposal 2 :

Church Hill Infant School Academy is proposing **not** to adopt the LA's Admission Policy and will be replacing it with its own Admissions Policy. Please appendix 3 attached with this document:

Yes No

Other Comments:

Yes No

Please return all response by **Friday 17th November 2017** to:

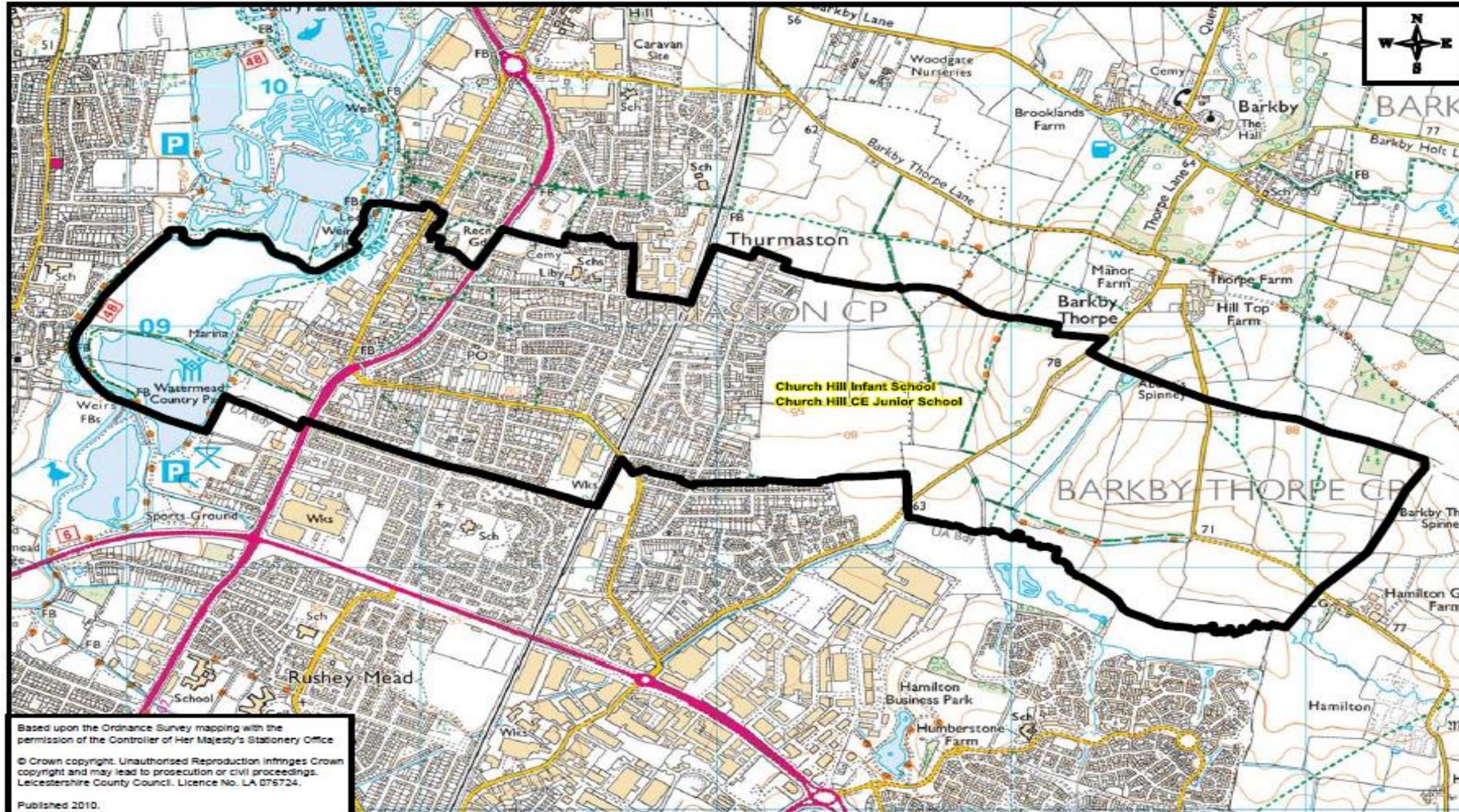
Please return all responses by to:

Church Hill Infant School
Church Hill Road
Thurmaston
Leicester
LE4 8DE

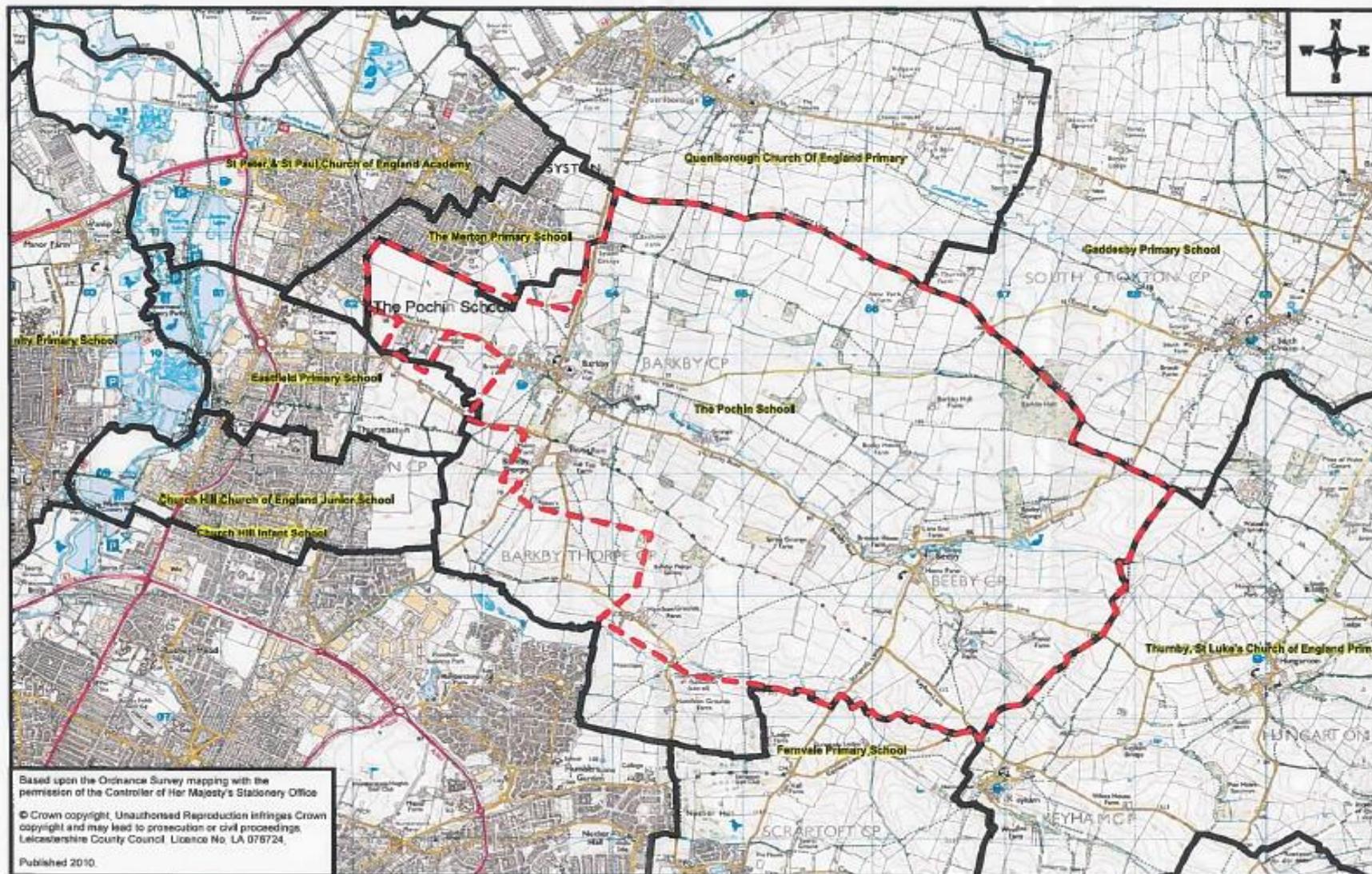
Name of respondee:	
Agency (i.e. school, parent etc...):	
Sign:	
Date:	

Additional Requirements:	
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Appendix 1 - New catchment Map Church Hill Infant and Church Hill C of E Junior School



Appendix 2 - Old catchment Map Church Hill Infant and Church Hill C of E Junior School



Appendix 3 -- Church Hill Infant Admissions Policy Proposal – Please see separate attachment sent with this document

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