



**EMMANUEL CE MIDDLE SCHOOL**

**Admissions Policy  
2019/2020**

## **1. Introduction**

This document sets out the policy of Emmanuel Church of England Middle School with respect to Admissions. Wimborne Academy Trust is the admission authority and responsible for the admission arrangements of the School. This document sets out the admission arrangements of the School for the academic year 2019/2020.

Every year the School will review and publish information concerning Emmanuel CE Middle School's admission policy. This will confirm the maximum number of children to be admitted to the school as a whole, the Published Admissions Number (PAN), from September 2019 is 124, and explain how places will be allocated. The School will admit up to the PAN in the normal year of entry which is Year 5. Where there are more applications for admission than places available at the School, then places will be offered in accordance with the oversubscription criteria at section 3 of this policy.

Where a child has an education, health and care plan (EHCP) which names the School, then that child will be admitted to the School and the number of available places in the PAN will reduce correspondingly.

Parents who wish their children to be admitted to the school, must complete the Common Application Form in line with the Local Authority Co-ordinated Admission Scheme by 15 January 2019. Forms can be obtained from the School Admissions Team, Dorset County Council, County Hall, Colliton Park, Dorchester, DT1 1XJ on 01305 225100 or can be completed online at [www.dorsetforyou.com](http://www.dorsetforyou.com) Completed forms must be returned by 15 January 2019. Parents or guardians will receive written notification of the outcome, from the Local Authority, on 16 April 2019 (or next working day). An offer of a school place should be accepted by the deadline date, which is also set out in the Scheme.

## **2. Religious Character of the School**

The School is designated with a religious character. The School's religious authority is the Diocese of Salisbury. The School must have regard to its religious authority when setting the terms of its admission arrangements.

Recognising its historic foundation, the school will preserve and develop its religious character in accordance with the principles of the Church of England and in partnership with the churches 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 its pupils. Parents have the right to withdraw their children from the daily Christian act of worship and from Religious Education.

### **3. Over-subscription Criteria**

Where there are too few places available to satisfy all preferences, places will be allocated according to the following priority order:

- i. Children who are 'Looked After and Previously Looked After' (see footnote 2);
- ii. Vulnerable Children  
A child is eligible in this category where the child has an identified social or medical need.
- iii. Children living within Emmanuel's catchment area who have a sibling attending Emmanuel at the time of admission and will continue to do so when the sibling is admitted. (see footnote 3);
- iv. Children living outside Emmanuel's catchment area who have a sibling attending Emmanuel at the time of admission (see footnote 3);
- v. Children from within the designated area who are regular (monthly) practising Christians, of whatever denomination, at a recognised church or religious group. (A recognised church is one that subscribes to the Churches Together in Britain and Northern Ireland.) Confirmation of status will be requested from the relevant priest/pastor.
- vi. Children living within Emmanuel's catchment area (see footnote 3);
- vii. Children living outside Emmanuel's catchment area (see footnote 3).

If too few places are available to satisfy preferences expressed within any of the priority order categories above, places will be allocated on the basis of the child's closeness to Emmanuel (defined by straight line measurement using a Geographical Information based system which identifies an Easting and Northing for the home address and the school building and calculates the distance between the two locations - see footnote 4 below). Where a child(ren) lives with parents with shared responsibility each for part of a week the home address will be identified as the address of the person whose name is on the relevant Child Benefit (not the address on the booklet).

## **Oversubscription Criteria – Explanatory Notes**

**Catchment Area** means the geographical area from which children will be afforded priority for admission to the School. A map indicating the Catchment Area is available to view in the School office.

### **Vulnerable Children**

Medical need means where written evidence has been provided from a senior clinical medical officer or the child's general practitioner / specialist showing that the child's condition would make it detrimental to the child's health not to admit him/her to the School. This may include written evidence where the parent has a medical need and/or disability which would make it detrimental for the child to attend a different school. Evidence to be relied upon must be submitted to the School on or before 15th January 2019.

Social Need means where the child is of confirmed refugee status. Written evidence of this status from the home LA must be submitted and sent to the School on or before 15th January 2019.

**Sibling** means brother or sister, half brother or sister, adopted brother or sister, step brother or sister, foster brother or sister, or the child of the parent/carer's partner where the child for whom admission is sought is living in the same family unit as that sibling and at the same address.

**Home address** means the place where the child resides for the majority of the school week (Sunday to Thursday) with the person/s who legally has care of the child (child care arrangements are excluded). The School may require documentary evidence of house ownership or tenancy together with evidence of the child's residency at the property.

## **4. Appeals**

Where an application is unsuccessful the parents/carers have the statutory right to bring an appeal against that decision to an independent appeal panel. Details of how to appeal will be included in the letter advising that the application has been unsuccessful.

## **5. Important Information**

### **Applications for children to enter a year group other than chronological age**

The School will consider applications on a case by case basis for retained or accelerated entry in cases where parents would like their child to be admitted to a year group either side of the chronological age year group. The reasons for the request must be fully explained in writing using and included with the school place application form.

### **Multiple Birth Applications**

Where there are multiple birth applications the PAN will be exceeded or increased provided it is practicable at the point of allocation in order to ensure that multiple birth siblings can be allocated places at the School.

### **Waiting Lists**

It is always necessary to complete a Local Authority Common Application form to apply for a school place. Registering interest with the school on a waiting list before the admissions round guarantees neither a school place nor priority within the oversubscription criteria. Offers of places will be made by the Local Authority on the school's behalf.

If the school is oversubscribed for children due to start in Year 5 in 2019-2020, a waiting list will be maintained for this year group only. The position on the list will be determined by applying the published over-subscription criteria and not by date of receipt. This will mean a position will change if a later application is received from someone with higher priority according to the over-subscription criteria. The existence of a waiting list does not remove the right of appeal against any refusal of a place from any unsuccessful applicant.

Names will be removed from the list at the end of the Autumn Term unless a written request is received, or if the offer of a place that becomes available during the term is declined. At that time parents of pupils on existing lists must confirm in writing their wish to be placed on a newly constructed waiting (or continued interest) list. Children who are the subject of a direction by a local authority or who are allocated to a school in accordance with a Fair Access Protocol will take precedence over any child on the waiting list. Parents must accept the offer by the date set out in the local authority Co-ordinated Primary School Admission Scheme. Parents will be asked to reply to the local authority. If they do not respond by this date it will be assumed that the place offered has been declined.

### **6. Withdrawal of an Offer**

Once an offer of a school place has been made, it may only be lawfully withdrawn in very limited circumstances, which include an offer of place based upon fraudulent or misleading application. Where an offer of place is withdrawn, the application will be considered afresh, and a right of appeal offered if an offer of place is refused.

### **7. Applications outside the normal admissions round**

All applications outside the normal admissions round must be made by completing an In-Year Application Form. This form is available from the school office and must be sent to the school on completion.

### **8. Further Information**

Important information published by the LA applies to some aspects of school admissions. If you are considering applying for a place at the School you are advised to refer to your home LA's website.

If you have any questions in relation to these admission arrangements please contact the The School Office on 01202 828100.

## **Footnotes**

1. The places available are defined as the published Admission Number for Emmanuel for that year of entry.
2. The term "looked after" specifically relates to children with either a care order (full or interim) or who are accommodated under Section 22 of the Children Act 1989.
3. Emmanuel's catchment area is a geographical area defined by the governing body of Emmanuel. Details are held by the school.
4. The use of the "straight line" measurement method, applies to the allocation of places only. It will not be used to determine transport entitlement, where it is a legal requirement to measure by the nearest available walking route.