

PETERBOROUGH DIOCESE BOARD OF EDUCATION
NEWBOTTLE & CHARLTON CEVA PRIMARY SCHOOL
ADMISSION POLICY 2010

The Governing Body will admit up to 15 pupils into each year group.

When there are places available, the Governors will admit pupils according to the following criteria which are listed in order of priority.

The governors will admit children with a statement of Special Educational Needs which names the school.

Over subscription criteria

1. The Governors will admit “Looked After Children”, that is children in local authority care.
2. The Governors will admit children on social or medical grounds, where professionals have clearly identified that the school will best meet the needs of the child. *These applications must always be accompanied by documentary evidence from appropriate professionals within the Health or Social Services.*
3. Children of parent(s)/legal guardian(s) resident in the ecclesiastical parishes of Newbottle with Charlton and Aynho who have a sibling who will be continuing to attend the school at the time of admission of the child.
4. Children of parent(s)/legal guardian(s) resident in the ecclesiastical parishes of Newbottle with Charlton and Aynho who can demonstrate an allegiance to the Church of England through their attendance or to any Church that is a member of Churches Together in England. *Applications should be accompanied by a reference form AR-1, available from the school. The completed AR-1 form will be sent to the minister and he/she will be asked to complete and AR-2 form, confirming the statements on AR-1.*
5. Children of parent(s)/legal guardian(s) resident in the ecclesiastical parishes of Newbottle with Charlton and Aynho.
6. Children of parent(s)/legal guardian(s) outside the ecclesiastical parishes of Newbottle with Charlton and Aynho who have a sibling who will be continuing to attend the school at the time of admission of the child.
7. Children of parent(s)/legal guardian(s) outside the ecclesiastical parishes of Newbottle with Charlton and Aynho who can demonstrate and

allegiance to the Church of England or any church that is a member of Churches Together in England. *Applications should be accompanied by a reference form AR-1, available from the school. The completed AR-1 form will be sent to the minister and he/she will be asked to complete and AR-2 form, confirming the statements on AR-1.*

8. Any Other Children.

Tie – Breaker

Where there is a tie for places in any one category, applications will be determined by random allocation. Each child will be given a number. These numbers will be folded and put into a covered box. A person, independent of the school, will withdraw the requisite number of places to be allocated. A second person, who is also independent of the school will observe the whole process. These independent persons shall be representatives from the Diocesan Board or the county admissions committee.

Parish Boundaries

For parish boundaries, consult the enclosed map or visit the internet site www.achurchnearyou.com , put in your postcode, click on where you live and the name of your parish will be shown.

Residency Definition

The child's place of residence is the address of the parent or legal guardian with whom the child spends the majority of time during the school week. (Parent(s)/legal guardian(s) may be asked to produce evidence of residency/home address at any time during the admissions process)

Definition of Siblings

The definition of a brother or sister sometimes referred to as a sibling;

- a brother or sister sharing the same parents
- a half brother or half sister where 2 children share one common parent
- a step-brother or step sister, where two children are related by a parent's marriage
- adopted children

A brother or sister must be living at the same address when the application is made.

Waiting lists

All parents who are refused a place at the school at any time may wish to place their child's name on a Waiting List.

Pupils will be placed on the Waiting List in strict order according to the oversubscription criteria on the Admissions Policy. If a place becomes available at the school, places will be allocated according to this criteria.

Parents must contact the school and request that their child's name is placed on the Waiting List. This can be done by telephone or e-mail :

The Waiting List will be revised at the time of allocation of places, again in September, January and April.

At the time of allocation of places, parents must contact the school within 7 days to request that their child is placed on the Waiting List. If parents wish their child to remain on the Waiting List they must contact the school in September, January and April.

Parents should contact the school within 10 school days at the beginning of September, January and April. Any places which become available, will be allocated after 10 school days at the beginning of September, January and April.