



University
Cathedral
Free
School

A Voice for Every Child

UNIVERSITY CATHEDRAL FREE SCHOOL, CHESTER – PROPOSED ADMISSIONS POLICY 2014

Applications for Reception Places

Applications for admission for a place in Reception 2014 at University Cathedral Free School (UCFS) should be made through Cheshire West and Chester Local Authority. Information on the application process is available from the Cheshire West and Chester's Admissions Office, either by viewing their website at www.cheshirewestandchester.gov.uk or contacting them by phone. If applying for a Church of England (C of E) place, the Supplementary Information Form (SIF) must also be completed along with the Common Application Form (CAF). The CAF and SIF (if needed) should be completed and returned by the date designated by the Local Authority.

Letters informing parents of whether or not their child has been allocated a place will be sent out by the Local Authority on or near 16th April 2014. Parents of children not admitted will be informed of the reason and offered an alternative place by the Authority.

The number of places available for admission to the Reception class in the year 2014 will be a maximum of 30 (PAN). The Local Governing Body will not place any restrictions on admissions to the Reception class unless the number of children for whom admission is sought exceeds this number. By law, no infant class may contain more than thirty children. The school operates a system of equal preferences under which they consider all preferences equally within the admissions policy. In the circumstance where applications exceed the PAN, as a C of E school UCFS will offer 50% of places (15), to pupils whose parent/s or carer/s are regular worshippers at any Anglican church*. The remaining 15 places are classed as open places for pupils of any faith or none. Parents applying for an open place do so knowing that the ethos and collective worship of the school are based on the teachings of the Church of England.

Parents of pupils applying outside of Cheshire West and Chester Borough

Parents living in Wales or anywhere outside of the English Authority are welcome to apply to UCFS via the Cheshire West and Chester's starting school application form online, or by calling Cheshire West on the number stated above. If you are resident in another English Authority then you must apply via your Home Authority and, on their form, you can state a preference for UCFS for Reception places.

Children with statements

The University Cathedral Free School will admit all pupils with statements of Special Educational Needs (SEN) whose statement names the school, in line with Section 324 of the Education Act 1996. Furthermore if the 30 places have been filled and there is a child with SEN qualifying for admission to the school then this will also be granted.



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Over-subscription criteria for C of E faith places

1) C of E Faith places (up to 15 places)

C of E faith place refers to applications for pupils whose parent/s or carer/s are regular worshippers at any Anglican church. In the event that there are more applicants than places, the following criteria, which are listed in order of priority, will be used to allocate places:

i. Looked after children and children who were looked after but ceased to be so because they were adopted (or became subject to a residence order or special guardianship);

ii. Children with special medical or social circumstances affecting the child where these needs can only be met at this school;

iv. A sibling is enrolled at the school;

v. The nearness of the home to the school measured using an Ordnance Survey address-point system which measures straight line distances in miles from the address point of the school to the address point of the place of residence. In the event of a tie break, a random paper draw will be undertaken by an independent body.

Over-subscription criteria for open places

2) Open places

In the event that there are more applicants than places, the following criteria, which are listed in order of priority, will be used to allocate places:

I. Looked after children and children who were looked after but ceased to be so because they were adopted (or became subject to a residence order or special guardianship);

II. Children with special medical or social circumstances affecting the child where these needs can only be met at this school;

III. A sibling is enrolled at the school;

IV. The nearness of the home to the school measured using an Ordnance Survey address-point system which measures straight line distances in miles from the address point of the school to the address point of the place of residence. In the event of a tie break, a random paper draw will be undertaken by an independent body

Notes

- a) A looked after child is a child who is a) in the care of the Local Authority, or b) being provided with accommodation by a Local Authority in the exercise of their social services functions (under section 22(1) of the Children Act 1989) A previously looked after child is one who immediately moved on from that status after becoming subject to an adoption, residence or special guardianship order.
- b) Professional supporting evidence from for example, doctor, psychologist, and social worker is essential if admission is to be made under the criterion for special medical or social circumstances, and such evidence must set out the particular reasons why UCFS is the most suitable school and the difficulties which would be caused if the child had to attend another school. This should be attached to the application form.
- c) By "regular" we mean attendance at a minimum of two services per month for at least six months prior to the closing date for applications. The Supplemental Information Form must be signed by your incumbent or minister or other church officer and is required as proof of attendance.
- d) A parent is any person who has parental responsibility or care of the child. Where admission arrangements refer to 'parent's attendance at church', it is sufficient for just one parent to attend.
- e) Sibling refers to brother or sister, half brother or sister, adopted or foster brother or sister, step brother/sister, or the child of the parent/carer's partner and, in every case, the child should be living in the same family unit at the same address.



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Late applications for admission

Where extenuating circumstances have been stated on an application and the Local Governing Body consider that there are good reasons for the application having not been received before the closing date and it is before the Local Governing Body have established their list of pupils to be admitted, then it will be considered alongside all the other 'on time' applications. Otherwise, applications which are received after the last date will be considered after all 'on time' applications, and placed on the waiting list in order according to the criteria.

Waiting list

Where we have more applications than places, the over-subscription criteria will be used. Children who are not admitted will have their name placed on the waiting lists. The names on the waiting lists will be in the order resulting from the application of those criteria for both the C of E places and the open places. Since the date of application cannot be a criterion for the order of names on the waiting list, late applicants for the school will be slotted into the order according to the extent to which they meet the criteria. Thus it is possible that a child who moves into the area later to have a higher priority than one who has been on the waiting list for some time. If a place becomes available within the admission number, the child whose name is at the top of the list will be offered a place from either the C of E waiting list or the open places waiting list. This is not dependent on whether an appeal has been submitted. This waiting list will operate until the end of the autumn term.

Address of pupil

The address used on the application form must be the current one (at the time of application). If the address changes subsequently, the parents should notify the school and Local Authority. Where the parents live at different addresses, the current (at the time of application), and normal address of the child will be the one used. This will normally be the one where the child wakes up for the majority of Monday to Friday mornings. If a child has two addresses that they reside equally the main residence will be considered as being the address at which the child is registered with a GP.

Parents may be asked to show evidence of the claim that is being made for the address, utility bills of various sorts showing the child's address as the one claimed. Where there is dispute about the correct address to use, it will be the responsibility of the parent or carer to provide appropriate written documentation for consideration due to data protection. For children of UK Service personnel and other Crown Servants returning to the area, proof of the posting is all that is required.

Appeals

In all admissions cases, parents who have been unsuccessful in securing a place for their child will have the right to appeal. Where an offer of a place cannot be granted, parents/carers have the right to appeal to an independent admission appeal panel set up under the School Standards and Framework Act, 1998, as amended by the Education Act, 2002. Parents should notify the Local Governing Body within 20 school days of receiving the letter refusing a place. Parents will have the opportunity to submit their case to the panel in writing and also to attend in order to present their case. You will normally receive 20 days' notice of the place and time of the hearing.



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Fraudulent applications

Where the Local Governing Body discovers that a child has been awarded a place as the result of an intentionally misleading application from a parent (for example, a false claim to attendance in a place of worship) then the place is required to be withdrawn. The application will be considered afresh and a right of appeal offered if a place is refused.

Deferred admission

Children are eligible for a reception place from the beginning of the school year in which they become 5 years old. However they do not become of compulsory school age until the start of the term after their fifth birthday. After a place has been allocated and accepted parents can request that the school place be deferred until later in the school year and if they do this the place will be held for the child. They cannot however defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the school year for which the original application was accepted. Parents can also request that their child attends on a part time basis until the child reaches compulsory school age.

Multiple births

Where there are children from multiple births qualifying for admission and there is only a single place left within the admission number, then a place may be offered over the PAN of 30 to accommodate children of multiple births.

Armed Services Personnel

Where Infant Class Size of 30 would be breached by the admission of the child or children of armed services personnel the governors may admit above the limit if it is possible to do so in the current organisation of the school.

*any Anglican church includes any Church of England church inside and outside of England for example: Church in Wales.



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