



INNOVATE2EDUCATE  
Partnership



**RYECROFT**

C.E. MIDDLE SCHOOL

# Admissions Policy

This policy details on how priorities are given to parents seeking a place for their child at Ryecroft CE Middle School.

## This policy was approved as follows:

<b>Approver:</b>	Trust Board	<b>Date:</b>	####
<b>Owner:</b>	Operations	<b>Version:</b>	V1.1
<b>LAC adoption date:</b>	25.09.2024	<b>Review frequency:</b>	Annually
<b>Status:</b>	Mandatory	<b>Next review date:</b>	Autumn 2025 (unless there are any prior changes)

This policy applies to prospective pupils and parents.

## Document History

Version	Version Date	Author	Summary of Changes
V1.0	01.09.2024	T Evans	Policy reviewed and approved by Local Academy Committee
V1.1	20.12.2024	T Evans	Policy reformatted using new template and Trust name change updated. No material changes to policy content; Governance review not required.

## *The Vision of the Staff, Pupils and Governors of Ryecroft C.E. Middle School*

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*Ryecroft CE Middle School aims to enable every pupil to achieve their God-given academic and personal potential, so they can make a positive impact in the world.*

*We seek to be a community built on knowing God's love. Our values underpin all we do; we welcome all into our loving, happy and safe school.*

*Loving and Learning Together*

*'Love each other as I have loved you' (John 13, v34-35)*

*"Study hard and prove yourself" Timothy 2:15*

## **1. INTRODUCTION**

The Governors annually review the school pupil admission number. This policy contains details on how priorities are given to parents seeking a place for their child at Ryecroft.

## **2. ADMISSION LIMIT**

The school's Pupil Admission Number (PAN) currently stands at 60.

The Governors have also expressed their desire that the school should remain an attractive option to parents living outside the school's catchment area, particularly in order to ensure the financial and academic viability of the school.

## **3. CATCHMENT AREA**

Ryecroft attracts a significant percentage of pupils from outside its current catchment areas.

As it stands at the present, the school's defined catchment area is very extensive and encompasses a number of villages and hamlets. Its rural nature means that despite the relatively small number on roll, most pupils have to travel some distance to school by a variety of means. Four First schools feed pupils into Ryecroft - All Saints First School, Denstone; the Dove First School, Rocester and St. Peter's First School, Alton.

Parents of all pupils wishing to enter Ryecroft, other than at normal intake, are asked to apply directly to the school. Only parents living within the school's catchment area are entitled to free school transport within the distance limits set down by the LA.

## **4. EARLY ADMISSION / DELAYED TRANSFER TO SCHOOL (admission outside the normal age group)**

Parents wishing to apply for their child's early admission to school will need to make an application via Staffordshire County Council Admissions alongside children applying at the normal age of entry, with supportive evidence as to why an exception should be made in the case of their child. Only in very exceptional circumstances will applications for admission earlier than the normal age of entry be agreed by the Local Academy Committee.

As an Academy, early admission applications will be considered by Trustees and/or Local Academy Committee who is the responsible admitting authority for this type of school.

Parents wishing to make an in-year application for a year group outside their child's normal age group will need to make an application directly to Ryecroft CE Middle School with a supporting statement detailing the reasons for the request. This may include information such as professional evidence as to why it is considered to be in the child's best interests and why you consider an exception should be made in the case of the child. Parents do not have the right to insist that their child is admitted to a particular year group or a right to an admission appeal should any such request be refused.

## 6. SCHOOL ADMISSIONS

If the number of pupils seeking admission to the school exceeds the number of places available, then the following order of priority will be used:

- 1) Children in care and children who ceased to be in care because they were adopted (or became subject to a child arrangements order or special guardianship order), including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted *see additional note \* below*.
- 2) Pupils with exceptional circumstances either on medical or social grounds. Applications must be supported by a professional report stating exactly what circumstances provide the grounds for medical or social inclusion and why the child must attend Ryecroft and no other school.
- 3) Children who have an elder sibling in attendance at Ryecroft C.E. Middle School and who will still be attending the school at the proposed admission date; (For admission purposes, a brother or sister is a child who lives at the same address and either: have one or both natural parents in common; are related by a parents marriage; are adopted or fostered by a common parent or are unrelated children who live at the same address, whose parents live as partners.)
- 4) Children living within the catchment area of Ryecroft C.E. Middle School (see additional note below\*\*).
- 5) Pupils from recognised feeder schools:
  - Dove C.E. Academy, Rocester
  - All Saints CE Academy, Denstone
  - St Peter's CE Academy, Alton
- 6) Pupils who attend a school within The Innovate2Educate Partnership:
  - Hutchinson Memorial C.E. First School, Checkley
  - All Saints C.E. First School, Church Leigh
  - Picknalls First School, Uttoxeter
  - Richard Clarke First School, Abbots Bromley
  - Bramshall Meadows First School, Uttoxeter
- 7) Children of members of staff at Ryecroft C.E. Middle School in either or both of the following circumstances:
  - a) where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or
  - b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

- 8) Pupils whose parents express a wish for a Church of England education for their child, based on:

Applicants being able to provide a copy of a certificate of Baptism or certificate of Thanksgiving or Dedication for the Gift of a Child.

Involvement in the past two years by the pupil or parents in the work and worship of a Christian Church (see additional note below \*\*\*). Applicants will be asked to identify themselves as being either:

- known to the church
- attached to the church
- at the heart of the church

Guidance on these categories will be available on a Church Support Form which should be signed by a recognised representative of the Christian Church of which the pupil or parent is a part. The Church Support Form is a separate form which is attached to this policy or available from the School office. It is essential that those applying on the grounds of religious preference request and complete this form. The form needs to be submitted at the time of application.

- 9) Other children arranged in order of priority according to how near their home addresses are to the main gate of the school, determined by a straight-line measurement as calculated by the local authority's geographical information system (see additional note \*\*\*\* below).

Where it is not possible to accommodate all children applying for places within a particular category then the local authority will allocate the available places in accordance with the remaining criteria.

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### **Additional notes**

\*Children in care means children who are looked after by a local authority in accordance with section 22 (1) of the Children Act 1989 and who is (a) in care of a Local Authority, or (b) being provided with accommodation by a Local Authority in the exercise of their social services functions (see definition in Section 22 (1) of the Children Act 1989) at the time of making an application to a school. This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under Adoption and Children Act 2002 (see section 46 adoption orders).

Child arrangement orders are defined in s.8 of the Children Act 1989, as amended by s.12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order.

Section 14A of the Children Act 1989 defines a special guardianship order as an order appointing one or more individuals to be a child's special guardian (or special guardians).

\*\*Copies of school catchment area maps are available from the local authority [www.staffordshire.gov.uk/Education/Admissions-secondary/Catchment-areas.aspx](http://www.staffordshire.gov.uk/Education/Admissions-secondary/Catchment-areas.aspx)

\*\*\* In the event that during the period specified for attendance at worship the church [or, in relation to those of other faiths, relevant place of worship] has been closed for public worship and has not provided alternative premises for that worship, the requirements of these [admissions] arrangements in relation to attendance will only apply to the period when the church [or in relation to those of other faiths, relevant place of worship] or alternative premises have been available for public worship.

\*\*\*\* Ryecroft C.E. Middle School uses a geographical information system (GIS) to calculate home to school distances in miles. The measurement is calculated using Ordnance Survey (OS) data from an applicant's home address to the main front gate of the school. The coordinates of an applicant's home address is determined and provided by the local land and property gazetteer (LLPG) and OS address point data.

In accordance with legislation, children who have an Education Health Care plan (EHCP) that names Ryecroft C.E. Middle School as being the most appropriate to meet the child's needs must be admitted. This will reduce the number of places available to other applicants.

It is the applicant's responsibility to provide any supportive information required in order for the application to be assessed against the published admissions criteria, the school will not seek to obtain this information on behalf of the applicant.

The home address is considered to be the child's along with their parent's main and genuine principal place of residence at the time of the allocation of places i.e. where they are normally and regularly living. If a child is resident with friends or relatives (for reasons other than legal guardianship) the friends or relatives address will not be considered for allocation purposes.

Where parents have shared responsibility for a child, and the child lives with both parents for part of the school week, parents will be required to provide documentary evidence to support the address they wish to be considered for allocation purposes.

It is expected that parents will agree on school places before an application is made, and it may be necessary to request evidence from you to confirm that this is the case. The school is not in a position to intervene in disputes between parents over school applications and will request that these are resolved privately.

If a child's home address changes during the admissions process it is the responsibility of the parent/carer to inform the local authority immediately. Where there is a proposed house move taking place during the admissions process the local authority will only accept the revised address for purposes of allocation where parents/carers can provide documentary evidence of the move by 11 March. It will be necessary for sufficient evidence of a permanent move to be provided by the applicant by this date before it will be taken into account for allocation purposes at the national offer date.

If a place is offered on the basis of an address that is subsequently found to be different from the child's normal and permanent home address at the time of allocation of places then that place is likely to be withdrawn.

If there are a limited number of spaces available and we cannot distinguish between applicants using the criteria listed, such as in the case of children who live in the same block of flats, then the



child or children who will be offered the available spaces will be randomly selected. This process will be independently verified.

Any Staffordshire child not obtaining a place at any of their parents preferred schools will be allocated a place at their catchment area school (if places remain available) or the next nearest school with a space available and advised about the independent appeals process.

### **Waiting lists**

Unsuccessful applicants will be placed on a waiting list in accordance with the oversubscription criteria stated above and not based on the date their application was received. There will be a period of two weeks after the national offer date whereby available places will not be reallocated. If places become available after this date they will be offered according to the child at the top of the waiting list.

Waiting lists will be kept until 31 December of the year of admission. No other waiting lists will be maintained.

Inclusion on a school's waiting list does not mean that a place will eventually become available at Ryecroft C.E. Middle School.

A child's position on a waiting list is not fixed and is subject to change during the year i.e. they can go up or down the list since each added child will require the list to be ranked again in line with the oversubscription criteria listed above.

Children who are subject of a direction by a local authority to admit or who are allocated to a school in accordance with the fair access protocol (FAP) will take precedence over those on the waiting list.

### **Late applications**

Application forms received after the closing date will be considered alongside those applicants who applied on time wherever possible. Where it is not practicable because places have already been allocated, or are shortly to be allocated, then late preferences will be considered only after those that were made before this point.

A late application does not affect the right of appeal or the right to be placed on a school's waiting list.

### **Repeat applications**

Parents do not have the right to a second appeal in respect of the same school for the same academic year unless, in exceptional circumstances, the local authority has accepted a second application from the appellant because of a significant and material change in the circumstances of the parent, child or school but still refused admission.

## Admission outside of the normal age group

Parents may seek to apply for their child's admission to school outside of their normal age group, for example if the child is exceptionally gifted and talented or has experienced problems such as ill health.

These parents will need to make an application alongside children applying at the normal age which should explain why it is in the child's best interest to be admitted outside of their normal age which may include information such as professional evidence as to why this is the case and why an exception should be made in the case of the child. A decision as to whether this is an appropriate course of action will be made by the Local Academy Committee who will take into account the circumstances of the case and views of the Headteacher. Parents do not have the right to insist that their child is admitted to a particular year group.

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Signed on behalf of the Local Academy Committee:

Chair: Mr A Jones

Date: 29.09.2024

