



Admissions Criteria 2018 – 2019

Introduction

Orsett CE Primary School is a neighbourhood school with an Anglican Christian character (Church of England school) as well as being situated in a rural community. It is the policy of the governors to try to admit the children of all parents who opt for their children to be educated at this school. It should be noted that our PAN (published admission number) is 30 in each year group. Therefore, living in the Parish of St Giles and All Saints does not guarantee a place at the school for your child.

All children with a statement of Special Educational Need that names Orsett CE Primary School will be offered a place at the school.

Parents wishing their children to attend the school should apply to the Governing Body via Thurrock LA by completing the Thurrock Co-ordinated Admissions Application Form **and** the Orsett School Supplementary Information Form (SIF).

All applications must be made by the LA DEADLINE DATE, preceding the academic year in which the child is to start school, (or any other date in line with the LA).

Completed application forms should be returned as follows:

**Thurrock Co-ordinated Application Form – send direct to Thurrock LA.
Orsett Supplementary Information Form – return to school.**

Admissions Criteria

Where the number of applications for admission is greater than the number of places available for any given intake, the following over-subscription criteria will apply, in the order set out below:

1. Children who are, or were, 'Looked After', including those that have been adopted or been subject to a residence or guardianship order.
2. Children for whom it is essential to be admitted to this school because of special circumstances to do with significant medical or social needs evidenced by written professional advice from a doctor, social worker or other health professional, explaining why these needs can realistically only be met by Orsett CE Primary School.
3. Children who, on the date of admission, will have a sibling on the roll of the school. Sibling means a full, step, half, adopted or fostered brother or sister, but not cousin, who will be living permanently with them at the same address at the date of their entry to the school; the school may require proof of relationship.

After the application of 1, 2 and 3 above, the remaining places up to the number intended to admit (currently 30) will be offered to applicants as follows:

4. Applicants who live in the Parish of St Giles and All Saints¹ who meet the "faith criterion" (see Notes).
5. Applicants who live in the Parish of St Giles and All Saints¹ in order of distance from the school. Distances will be measured by the method described in the notes below.
6. Applicants who do not live in the Parish of St Giles and All Saints¹, who meet the "faith criterion" (see Notes).
7. Applicants who do not live in the Parish of St Giles and All Saints¹ in order of distance from the school. Distances will be measured by the method described in the notes below.

If, at any point, more applications meeting any of the criteria 1 - 7 are received than there are places available, then they will be offered in order of distance from the school. Distances will be measured by the method described in the notes below.

¹A copy of the boundary for St Giles and All Saints can be viewed in the School Office.

Notes

Faith Criterion

This faith criterion will be based on regular church attendance. Regular attendance is defined as attendance for at least 18 months (a minimum of 12 times). A Church reference confirming attendance will need to be submitted via our Supplementary Information Form, (the school reserves the right to confirm references where any doubt or confusion arises) which can be downloaded from our website. This must be submitted on or before the Local Authority deadline for applications for the following academic year; again details are on our website.

The faith criterion is based on **regular Church attendance as defined above** and will be applied in this order

- i) Children of parents who are regular worshippers at St Giles and All Saints Church, Orsett.
- ii) Children of parents who are regular worshippers at another Church of England Church.
- iii) Children of parents who are regular worshippers at another Christian Church.

With regard to families having recently moved into the area, a reference from their previous church will be taken into consideration.

Distances will be measured by the method described below.

Distance tie-breaker

As part of the coordinated admissions scheme operated by Thurrock Council for all maintained schools, straight line distances are calculated by the Local Authority, as defined in the Secondary Education in Thurrock booklet, by use of a Geographical Information System which accurately measures the distance from the child's home address to the school.

If more applications are received than there are places available under any criterion, then the available places will be offered in order of distance from the home address to the relevant point, distance being measured in a straight line from the middle of the front door of the pupil's accommodation to the relevant point. For this purpose, the ground floor is considered closer than the first and so on. Should there be a 'tie' between two or more applicants for a place in any category, then the place will be allocated by 'random allocation' – the process being conducted by a body independent of the school.

Home Address

The home address is where the child spends the majority of time and is living with the person who has parental responsibility and is the parent as defined in Section 576 of the Education Act 1996 (we may require documentary evidence). If a child regularly lives at more than one address the Governing Body will have to reach a conclusion about which should be counted as the main address when allocating places. This will normally be the address where Child Benefit is paid and where the child is registered with a doctor.

Multiple Births

In the case of twins/multiple birth where more than one child is entitled to the last place in a year group and to admit all children would exceed the infant class limit of 30 then at the discretion of the Governors they will be admitted as "excepted" pupil/pupils, and remain so until the class number falls back to 30.

Verification of Information

The Governors reserve the right to check information given. If it is discovered that false information has been provided for the purpose of obtaining a place, the offer of a place may be withdrawn.

Operation of waiting lists

Where in any year the school receives more applications for places than there are places available, a waiting list will operate until at least the end of their first academic year at Orsett CE Primary School. This will be maintained by the Local Authority (with a copy kept by the school) and it will be open to any parent/carer to ask for his or her child's name to be placed on the waiting list following an unsuccessful application. A child's position on the waiting list will be determined solely in accordance with the oversubscription criteria set (as applicable). Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

Appeals

Parents who fail to gain a place at Orsett CE Primary School for their child can appeal to an Independent Appeals Panel if they believe that the admissions criteria have not been correctly applied.