

Admissions Policy



CAPENHURST C.E. (CONTROLLED) PRIMARY SCHOOL

Headteacher: Mrs Claire Green

Reviewed: September 2021

Introduction

This policy will outline the admission arrangements in place at Capenhurst CE Primary School. As a controlled and not aided Church of England School, applications are to be processed as they would for pupils wishing to attend a community primary school.

Starting in Reception

For parents of children who will be starting school in Reception; all applications are handled by the Local Authority. Children reach compulsory school age in the term following their 5th birthday; further details can be obtained on the LA website - http://www.cheshirewestandchester.gov.uk/residents/education_and_learning/school_admissions/information_booklets.aspx - where a copy of the current 'Starting School' information booklet and application form can be found.

As part of this process, visits to Capenhurst are encouraged at any time and there are also pre-arranged open mornings and afternoons for prospective parents to come and look around and see what we have to offer.

In-Year transfers

An in-year transfer is defined as when a parent applies to transfer their child from one school to another during the school year, for example, if you move out of the area and wish your child to move schools. Applications for in-year transfers are made directly to the school. An application form can be found on the school's website or the local Authority website – www.cheshirewestandchester.gov.uk or by telephone 0300 123 7039. This should be completed and returned to school. The process takes approximately 20 school days from receipt of the application to the child starting at Capenhurst provided school is in a position to offer a place. Capenhurst CE Primary School will abide by and operate within the guidance of the School Admissions Code; details of the code can be found online at <http://webarchive.nationalarchives.gov.uk/20130401151715/https://www.education.gov.uk/publications/standard/publicationDetail/Page1/DFE-00013-2012>

Throughout the process, consultation with the local authority admissions team will take place to ensure that all applications are dealt with swiftly and fairly.

Criteria for admissions where places are over-subscribed

1. 'Looked After Child' – a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions
2. Children for whom there are particular medical or social reasons which, the council's view, justifies admission to Capenhurst
3. Siblings who are already attending Capenhurst
4. Children resident with the designated catchment area of Capenhurst
5. Children not resident within Capenhurst's local catchment zone but attending a school designated as a partner school for admissions purposes, as out-of-zone pupils
6. Pupils living nearest to Capenhurst using an Ordnance survey address-point system which measure straight line distances in miles from the address point to the address point of the place of residence.

Further details can be found in the 'Starting School' booklet on the local authority website – www.cheshirewestandchester.gov.uk

Published admissions number

Each school has a published admission number (PAN) which is a limiting factor in the determining the number places it can offer to pupils in any one year group within the school. The PAN for Capenhurst is 15. Schools can only admit over PAN with the knowledge of the local authority. At Capenhurst, admissions over PAN will be shared with the appropriate members of the governing body.