



# ADMISSIONS POLICY

## 2018 - 2019

Alderman Cogan's is a Voluntary Aided, Church of England Primary School offering a comprehensive Christian primary education to families in East Hull.

The School is a caring community built on Christian values and beliefs, which permeate all aspects of School life. The curriculum, including the National Curriculum, is presented within a Christian world view. Such a world view gives perspective and meaning to all learning at Alderman Cogan's.

We seek to foster the God given talents and gifts amongst children, staff and governors for the service of each other, the school, the wider community and the Glory of God. Our aim is that all children reach their full potential, not just academically, but also spiritually, physically, socially, and aesthetically.

This is the context in which this policy is written.

It was reviewed in the Spring Term 2017, and will be reviewed again in the Spring Term 2018.

Thank you for your interest in our school. Alderman Cogan's Church of England Voluntary Aided Primary School is a primary school in the Diocese of York and is maintained by Kingston upon Hull Local Education Authority. It was founded in 1755, is one of the most famous of all schools in Hull and we are very proud of its history.

The school provides a distinctively Christian education for children aged 4+ to 11+ years, with some priority being given to children who live and worship in our area.

Historically, Anglican schools were parish schools providing education for the community in accordance with the principles of the Church of England. The majority of York Diocesan schools were established to provide education for the children of the parish within a Christian context. This two-fold aim of being "distinctively Christian" and "serving the local community" is reflected in this school's admission criteria.

Alderman Cogan's is a Voluntary Aided school for which the Governing Body is the Admissions Authority and responsible for admissions. It is guided in that responsibility by the requirements of law, the school trust deed, advice from the Diocesan Board of Education and its duty to the community.

From September 2001, subject to certain limited exceptions, no infant class may contain more than 30 pupils. Admission authorities would refuse to admit a child to a school where admission would oblige the school to take measures such as employing an extra teacher or building an extra classroom in order to comply with the limit on infant class sizes. Infant classes are classes in which the majority of pupils will reach the age of 5, 6 or 7 during the school year. This means that from September 1999 admissions to Foundation Stage 2 classes have had to take account of the Government's infant class sizes regulations, and ***IT WILL NOT BE POSSIBLE TO GUARANTEE PLACES FOR PUPILS AT THEIR CATCHMENT AREA SCHOOL IF TO ADMIT THEM WOULD BREACH THE INFANT CLASS SIZES REGULATIONS.*** The admission limit for our school is 60.

PLEASE CONTACT US IF YOU NEED ANY HELP IN APPLYING FOR ADMISSION.

## Applications

Applications for admission to Foundation Stage 2 each September must be made to the Local Authority using their online application form which is available from the Hull City Council Citizen Portal during the Autumn Term prior to admission. This is accessed on the Hull City Council website at [www.hullcc.gov.uk](http://www.hullcc.gov.uk). Parents may express three preferences and the Council strongly recommend that they name their catchment area school or a school near where the child lives as one of their preferences. All preferences expressed for Alderman Cogan's Church of England Primary School will be prioritised by the school following the admissions criteria and then allocated by the Local Authority.

We will assist any parents who do not have access to the internet by making a computer available to them in school. Parents who do not have an email address will be unable to use the online process and can telephone 01482 300300 to request a paper application form.

## How the Preference System Works

Following a High Court judgement against another Education Authority, it is no longer possible to guarantee a place at the 'catchment area' school. Expression of preference for a school is the first allocation criterion and you should be aware that if you do not express a first preference for your catchment area school your child may not be allocated a place there. Even if you do, a place is not guaranteed.

## Criteria for Admission

The school has an admission number of 60 pupils for the admission of pupils to Foundation Stage 2. Applications for admission to Foundation Stage 2 must be made on the application form available from

the local authority. Where no more than 60 applications are received for admission to Foundation Stage 2, all applicants will be offered places.

The school will admit all children with a statement of special educational needs or an Education, Health and Care plan (EHCP) in which the school is named. Where, after the admission of children with statements of special educational needs or EHCPs naming the school, there are more applications for admission than places remaining available within the admission number, the Governing Body's Admission Committee will apply the following criteria in strict order of priority:

1. Looked after children and previously looked after children where the school is named as a preference. A "looked after child" is 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 at the time of making an application to the school. A "previously looked after child" is a child who was looked after but ceased to be so because they were adopted or became subject to a child arrangements order or special guardianship order.
2. Children with special medical or social circumstances affecting the child where these needs can only be met at this school. Applications in this category must be supported by a professional recommendation from a doctor, social worker or other appropriate professional which says that it is essential for the child to go to this school and no other.
3. Children with brothers or sisters attending the school at the expected date of admission. *(Please see Footnote 1.)*
4. Children eligible for the early years' pupil premium or service premium who attend the nursery which is established and run by the school. *(Pupil premium is additional funding for publicly funded schools in England to raise the attainment of disadvantaged pupils and close the gap between them and their peers.)*
5. Children living in the designated catchment area for the school, as agreed with the LA. *(Please see attached map of the school catchment area.)*
6. Children of families in regular attendance at St. Aidan's Church. (A supporting letter from the Minister of Religion must be submitted with the application.) *(Please see Footnote 2.)*
7. Children of families in regular attendance at any other Christian place of worship. (A supporting letter from the Minister of Religion must be submitted with the application.) *(Please see Footnotes 2 and 3.)*
8. Children from families attending any other place of worship according to any other major faith. (A supporting letter from the Minister of Religion must be submitted with the application.) *(Please see Footnotes 2 and 4.)*
9. Any other children, with priority given to those who live nearest the school (the distance measured is the shortest available safe route for pedestrians using footpaths alongside roads marked on the current street map of the city).

#### **Footnotes:**

##### Footnote 1

*Siblings include full, step, half, foster, adopted brothers and sisters living at the same address and full brothers and sisters living apart.*

##### Footnote 2

*Regular Attendance - is considered to be twice a month at worship at a regular public service for a period of at least a year immediately prior to the date of application. The regular public service does not have to be on a Sunday.*

*To meet this criterion the parent or carer must be a regular attender, with or without the child or the child can be a regular attender with a grandparent.*

### Footnote 3

A Christian place of worship is one that is a member of "Churches Together in England".

#### Churches Together in England

<i>The Baptist Union of Great Britain</i>	<i>Methodist Church</i>
<i>Cherubim and Seraphim Council of Churches</i>	<i>Moravian Church</i>
<i>Church of England</i>	<i>New Testament Assembly</i>
<i>Church of Scotland</i>	<i>Religious Society of Friends</i>
<i>Congregational Federation</i>	<i>Roman Catholic Church</i>
<i>Council of African and Afro-Caribbean Churches</i>	<i>Russian Orthodox Church</i>
<i>Council of Oriental Orthodox Christian Churches</i>	<i>Salvation Army</i>
<i>Free Churches Council</i>	<i>United Reform Church</i>
<i>Greek Orthodox Church</i>	<i>Wesleyan Holiness Church</i>
<i>Independent Methodist Churches</i>	<i>Ichthus Christian Fellowship</i>
<i>Joint Council for Anglo-Caribbean Churches</i>	<i>International Ministerial Council of Great Britain</i>
<i>Lutheran Council of Great Britain</i>	

### Footnote 4

Major faiths being Judaism, Sikhism, Hinduism, Buddhism and Muslim.

## **Tie-breaker**

Where there are more applicants than places available within a category, the subsequent categories will be used as the tie-breaker in order of priority. For example if there are more children than places available under criteria 5 (catchment area), then children who meet criteria 6 (families who are in regular attendance at St. Aidan's Church) will take priority. If none meet criteria 6 then criteria 7 will be used as tie-breaker etc. If criteria 9 does not distinguish between two or more applicants with equal priority for the remaining place, random allocation will be used as the final tie-breaker. This will be supervised by someone independent of the school.

## **Place of Residence**

The child's ordinary place of residence will be deemed to be a residential property at which the person or persons with parental responsibility for the child resides at the closing date for receiving applications for admission to the school.

Where parental responsibility is held by more than one person and those persons reside in separate properties, the child's ordinary place of residence will be deemed to be that property at which the child resides for the greater part of the week, including weekends.

## **Late Applications**

Late applications will be considered by the Governing Body once all other applications have been dealt with according to the admission criteria above.

## **Waiting List**

1. Names of children will automatically be placed on the waiting list for this school when the child has been refused admission. Waiting lists are kept by the Local Authority until 31 December at the end of the first term of the normal year of admission.
2. The waiting list will be established on the offer day.
3. The waiting list is determined according to the Governing Body's priority of admission criteria.
4. Following the offer day should an application be received for the school where the pupil has a higher priority, as determined by the admissions criteria for a place at the school, they will be placed on the list, above those with a lower priority.

## **False Information**

1. Where the Governing Body has made an offer of a place at this school on the basis of a fraudulent or intentionally misleading application from a parent, which has effectively denied a place to a child with a stronger claim to a place at the school, the offer of a place will be withdrawn.
2. Where a child starts attending the school on a basis of fraudulent and intentionally misleading information the place may be withdrawn depending on the length of time the child has been at the school.
3. Where a place or an offer has been withdrawn, the application will be reconsidered and a right of independent appeal offered if the place is refused.

## **Appeals Against the Governing Body's Decision to Refuse Admission**

1. If a place is not offered at the School parents have the right of appeal to an Independent Appeal Panel formed in accordance with the legislation. Details of the appeals procedure will be sent to parents by the local education authority.
2. Parents who intend to make an appeal against the Governing Body's decision to refuse admission must submit a notice of appeal within 14 days of receiving the refusal letter to:

Schools Admission Team  
Room 128  
Guildhall  
Alfred Gelder Street  
Kingston upon Hull  
HU1 2AAA

Normally appeal hearings will be held within six weeks of the closing date for receiving notice of appeal.

## **Deferred Admissions**

Children will be admitted to Foundation Stage 2 at the beginning of the Autumn term before their fifth birthday. Parents may request that their 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.

## **Admission Outside the Child's Normal Age Group**

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group - to Foundation Stage 2 rather than Year 1.

Parents requesting admission out of the normal age group must put their request in writing, addressed to the Headteacher at the school, together with any supporting evidence that the parent wishes to be taken into account. The Governing Body will make decisions on requests for admission outside the normal age group on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's views; any information provided about the child's academic, social and emotional development; where relevant, their medical history and the

views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. The Governing Body will also take into account the views of the Headteacher. When informing a parent of their decision on the year group the child should be admitted to, the Governing Body will set out clearly the reasons for their decision.

Where the Governing Body agrees to a parent's request for their child to be admitted out of their normal age group and, as a consequence of that decision, the child will be admitted to a relevant age group (i.e. the age group to which pupils are normally admitted to the school) the local authority and governing body must process the application as part of the main admissions round, unless the parental request is made too late for this to be possible, and on the basis of their determined admission arrangements only, including the application of oversubscription criteria where applicable. The governing body must not give the application lower priority on the basis that the child is being admitted out of their normal age group.

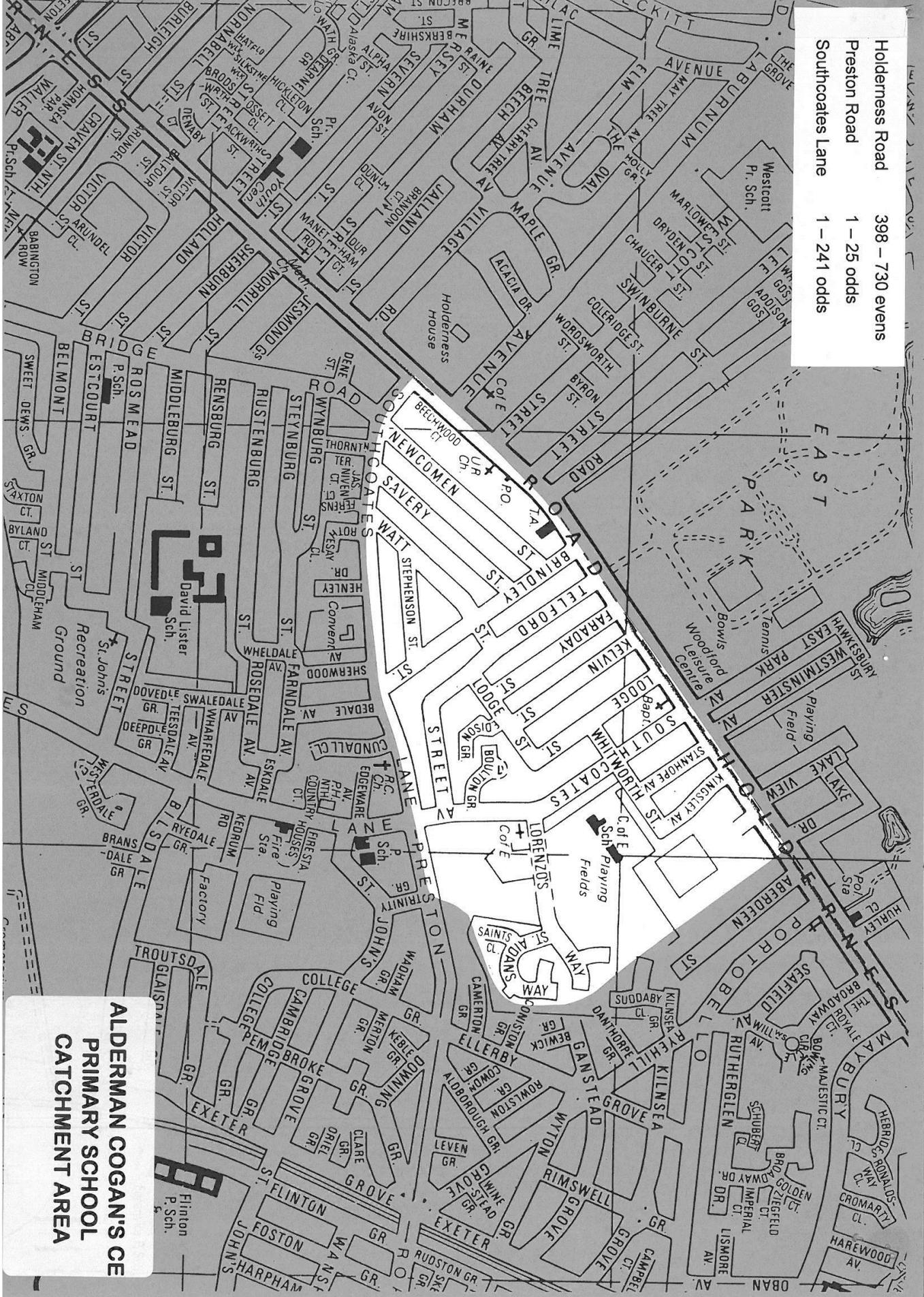
Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school but it is not in their preferred age group.

If you require any further information please do not hesitate to contact the school.

Yours faithfully

**Mrs Jeanette Sutherland**  
**Headteacher**

Holderness Road 398 – 730 evens  
 Preston Road 1 – 25 odds  
 Southcoates Lane 1 – 241 odds



**ALDERMAN COGAN'S CE  
 PRIMARY SCHOOL  
 CATCHMENT AREA**