ALDERMAN COGAN'S CHURCH OF ENGLAND PRIMARY ACADEMY

ADMISSIONS POLICY 2021 - 2022

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Alderman Cogan's is a Church of England Primary Academy 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 and socially.

This is the context in which this policy is written.

It was reviewed in the Spring Term 2019, and will be reviewed again in the Spring Term 2020.

Thank you for your interest in our school. Alderman Cogan's Church of England Primary Academy is a primary school in the Diocese of York. 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 Church of England Academy for which Ebor Academy Trust ('the Trust') 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.

Therefore the Trust is responsible for determining the school's admissions arrangements (including this policy) and deciding who can be offered a place in accordance with it. This admissions policy has been determined having had regard to the York Diocesan Board of Education's guidance and will be operated in accordance with Hull City Council's co-ordinated admissions scheme. All Admissions Authorities are required to act in accordance with the Department for Education's School Admissions Code and the relevant legislation and regulations.

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.***

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The school's Published Admissions Number - that is the number of places available for admissions to Foundation Stage 2 at the school in September 2021 - 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**. 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 Academy 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 a published 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, priority will be awarded to applicants using the following oversubscription criteria, which will be applied in the order of priority shown.

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.

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2. Children who appear to the Academy Trust to have been in state care outside of England and ceased to be in state care as a result of being adopted.

3. 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.

4. Children with brothers or sisters attending the school at the expected date of admission. *(Please see Footnote 1.)*

5. 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.)*

6. Children living in the designated catchment area for the school, as agreed with the LA. *(Please see attached map of the school catchment area.)*

7. 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.)*

8. 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.)*

9. 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.)*

10. 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

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

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Footnote 4
Major faiths being Judaism, Sikhism, Hinduism, Buddhism and Islam.

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 6 (catchment area), then children who meet criteria 7 (families who are in regular attendance at St. Aidan's Church) will take priority. If none meet criteria 7 then criteria 8 will be used as tie-breaker etc. If criteria 10 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 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 on behalf of the Trust until 31 December at the end of the first term of the normal year of admission. If a parent/carer would like their child to remain on a waiting list until the end of that academic year this can be arranged with the Local authority.
2. The waiting list will be established on the offer day.
3. The waiting list is determined according to the 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 Trust 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.

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Appeals

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 decision to refuse admission must submit a notice of appeal within 20 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

1. Delayed Entry means that parent/carers may secure a place at a school under the normal admission arrangements but choose to postpone their child's admission to school, as long as their

admission is not delayed beyond the point at which they reach compulsory school age. A child normally reaches compulsory school age at the start of the term following their fifth birthday. The table below sets out the position:

Date of birth	Date of compulsory school age	Latest date child may start school full-time
1 September 2016 - 31 December 2016	31 December 2021	The start of the 'Spring' term in January 2022
1 January 2017 - 31 March 2017	31 March 2022	The start of the 'Summer' term in April 2022
1 April 2017 - 31 August 2017	31 August 2022	The start of the 'Autumn' term in September 2022

If you would like to delay your child's entry, so they do not start full-time in September 2021, you must still apply at the normal time. Once allocated a school place, you should then advise the school in writing of your child's intended start date and keep in regular contact with the school regarding any changes to this intended date. Start dates are recommended to be at the start of each half term, but these can be varied by agreement with the school.

The school will hold a place for that child and not offer it to another child during the remainder of the Reception year. You should contact the school to make arrangements for admission of your child by no later than 20 school days before the intended start date. If you do not contact the school in the 20 school days before an intended and/or previously communicated start date, the school will make all reasonable efforts to contact you by telephone and in writing at any known physical address or email address. In the event that all attempts to contact you are unsuccessful, the school place may be withdrawn.

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2. Parent/carers will also be able to request a part-time place until the start of the term after the child turns five. It is a legal requirement that all children must enter formal full-time education at the start of the term after their fifth birthday, but if you would like to discuss part-time education for your child so they do not start full-time in September 2021, you must still apply at the normal time. Once allocated a school place, you should then ask the school in writing what part-time provision may be offered, advise them of your child's intended full-time start date and keep in regular contact with the school regarding any changes to this intended date.

3. Some parent/carers of 'summer born' children (those children born between 01 April and 31 August) may wish to investigate the possibility of 'deferred entry' into a lower year group. If you are considering this for your child, please contact the LA Admissions Team who can provide you with information and advice.

   If you would like to defer your child's entry, so they do not start in Reception in September 2021, but instead start Reception in September 2022, you must still apply at the normal time and parallel to your application, put a formal request in writing to defer your child's admission.

4. If you would like to investigate accelerating your child's entry, so they do not start in the year group relevant to the child's age (the school year they turn five), but instead start at an earlier time, you should contact the Ebor Academy Trust at an early stage to discuss your intentions and what the best approach might be.

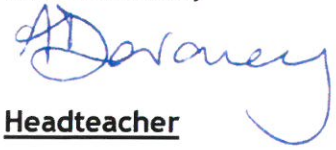
   If you would like to accelerate your child's entry, you should then put a formal request in writing, together with any supporting information, by no later than 31 November 2020. The Trust will then consider your request, if necessary in conjunction with other schools, the LA, early years' providers and professionals.

   If the request is approved, wherever possible you should submit an application as part of the normal admissions round, for the year group it has been agreed is the most appropriate for the

child. Parents/carers should make it clear in their application that an application out of the usual year group has been agreed. The application will then be considered in accordance with this admissions policy. The Trust will not give the application lower priority on the basis that the child is being admitted out of their normal age group. If the request is rejected, you should apply in the usual way for your child to join their correct age group. Should parents/carers disagree with a decision to refuse their request, they should put their complaint in writing and follow the Trust's complaints policy.

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

Yours faithfully



Headteacher

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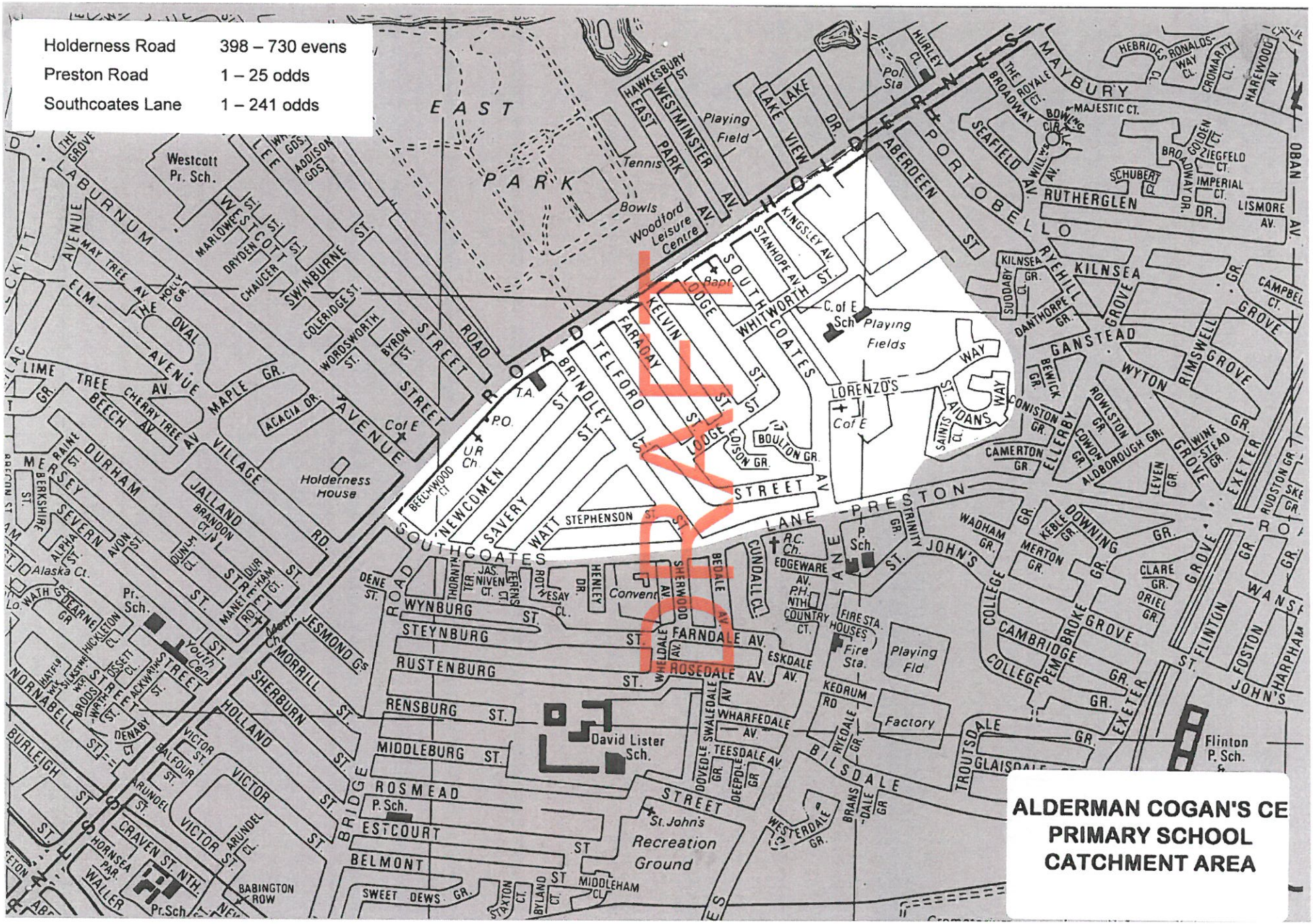
Holderness Road 398 – 730 evens
Preston Road 1 – 25 odds
Southcoates Lane 1 – 241 odds
ALDERMAN COGAN'S CE PRIMARY SCHOOL CATCHMENT AREA
DRAFT
EAST PARK
Playing Field
Tennis
Bowls
Woodford Leisure Centre
Westcott Pr. Sch.
HOLDERNESS ROAD
PRESTON ROAD
SOUTHCOATES LANE
Holderness House
Playing Fields
Playing Fld
Factory
Recreation Ground
David Lister Sch.
Flinton P. Sch.
St. John's
Youth Cen.
Fire Sta.
Convent
Pol. Sta.
Pr. Sch.
C. of E Sch
R.C. Ch.
P.O.
T.A.
Baptist Ch
Meth. Ch
Col E
MAYBURY
RUTHERGLEN
PORTOBELLO
KILNSEA
GANSTEAD
WYTON
RIMSWELL
LORENZO'S
ST AIDANS WAY
SAINTS CL.
BOULTON GR.
EDISON GR.
BEECHWOOD CT.
WYNBURG ST.
STEYNBURG ST.
RUSTENBURG ST.
RENSBURG ST.
MIDDLEBURG ST.
ROSMEAD ST.
ESTCOURT ST.
BELMONT ST.
FARNDALE AV.
ROSEDALE AV.
WHARFEDALE AV.
TEESDALE AV.
ESKDALE AV.
BILSDALE
TROUTSDALE
GLAISDALE
KEDRUM RD
SWEET DEWS GR.
MIDDLEHAM CL.
BABINGTON ROW
CRAVEN ST. NTH.
HORNSEA PAR.
WALLER
VICTOR ST.
ARUNDEL ST.
BALFOUR ST.
DENABY CT.
BURLEIGH ST.
NORNABELL ST.
HOLLAND ST.
SHERBURN ST.
MORRILL ST.
JESMOND Gdns
DENE ST.
WATT STEPHENSON ST.
NEWCOMEN ST.
SAVERY ST.
BRINDLEY ST.
TELFORD ST.
FARADAY ST.
KELVIN ST.
LODGE ST.
WHITWORTH ST.
STANHOPE AV.
KINGSLEY AV.
LAKE VIEW DR.
LAKE DR.
HAWKESBURY ST.
WESTMINSTER AV.
EAST PARK AV.
ABERDEEN ST.
SEAFIELD AV.
BROADWAY
THE ROYALE CT.
MAJESTIC CT.
BOWING CIR.
SCHUBERT Q.
BROADWAY DR.
GOLDEN ZIEGFELD CT.
IMPERIAL CT.
LISMORE AV.
OBAN AV.
HEBRIDES CT.
RONALDSWAY CL.
CROMARTY CL.
HAREWOOD AV.
HURLEY CL.
SUDDABY GR.
DANTHORPE GR.
KILNSEA GR.
CAMPBELL CT.
GANSTEAD GR.
WYTON GR.
RIMSWELL GR.
GROVE
BEWICK GR.
CONISTON GR.
ROWLSTON GR.
COWDRAY GR.
ALDBOROUGH GR.
ELLERBY GR.
CAMERTON GR.
LEVEN GR.
WINESTEAD GR.
EXETER GR.
RUDSTON GR.
SKE GR.
WADHAM GR.
KEBLE GR.
DOWNING GR.
MERTON GR.
CLARE GR.
ORIEL GR.
CAMBRIDGE GR.
PEMBROKE GR.
COLLEGE GR.
FLINTON GR.
FOSTON GR.
HARPHAM GR.
WANSTEAD GR.
ST JOHN'S GR.
TRINITY GR.
EDGEWARE AV.
P.H. NTH COUNTRY CT.
FIRE STA. HOUSES
WESTERDALE GR.
BRANSDALE GR.
RYEDALE GR.
DOVEDALE GR.
DEEPDALE GR.
SWALEDALE AV.
WHELDALE AV.
SHERWOOD AV.
BEDALE AV.
CUNDALL CL.
THORNTON TER.
JAS. NIVEN CT.
FERENS CT.
ROTHESAY CL.
HENLEY DR.
MAY TREE AV.
HOLLY GR.
LIME TREE AV.
CHERRY TREE AV.
BEECH AV.
ELM AVENUE
THE OVAL
MAPLE GR.
ACACIA DR.
VILLAGE ROAD
JALLAND
BRANDON CL.
DURHAM RD
MERSEY ST.
SEVERN ST.
AVON ST.
ALPHA ST.
BERKSHIRE ST.
RAINE ST.
DURHAM ST.
MANETTE ST.
DURHAM CT.
DUNLIN CL.
Alaska Ct.
WATH GR.
DEARNE GR.
HICKLETON CL.
DISSETT CL.
ACKWORTH ST.
BRODSWORTH ST.
KIRKSTALL ST.
HATFIELD ST.
LABURNUM AVENUE
THE GROVE
MARLOWE ST.
DRYDEN ST.
CHAUCER ST.
WESTCOTT ST.
SWINBURNE ST.
COLERIDGE ST.
WORDSWORTH ST.
BYRON ST.
STREET
ADDISON GDS
LEE GDS
BEECHWOOD CT.