



ADMISSIONS POLICY

2022 - 2023

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 2020, and will be reviewed again in the Spring Term 2021.

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.***

The school's Published Admissions Number - that is the number of places available for admissions to Foundation Stage 2 at the school in September 2022 - 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. Children who are looked after by a local authority and children who were previously looked after

A "looked after child" is a child who at the time of making the application to school is (a) in the care of a local authority in England, or (b) being provided with accommodation by a local authority in England in exercise of their social services functions.

A "previously looked after child" is a child who:

- (a) Was previously a looked after child in accordance with the above definition, but who immediately after being looked after was subject to an adoption, child arrangement or special guardianship order; or
- (b) Appears to the Trust (having sought advice from the Local Authority) to have been in state care outside of England and who have ceased to be in state care as a result of being adopted. A child is regarded as having been in state care in a place outside England if they were in the care of or were accommodated by a public authority, a religious organisation or any other provider of care whose sole or main purpose is to benefit society.

If you are making an application under the priority for a previously looked after child, you will need to complete/provide the relevant documentation/information specified by your home local authority in accordance with their specified requirements.

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 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.

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 2017 - 31 December 2017	31 December 2022	The start of the 'Spring' term in January 2023
1 January 2018 - 31 March 2018	31 March 2023	The start of the 'Summer' term in April 2023
1 April 2018 - 31 August 2018	31 August 2023	The start of the 'Autumn' term in September 2023

If you would like to delay your child's entry, so they do not start full-time in September 2022, 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.

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 2022, 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 2022, but instead start Reception in September 2023, 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 2021. 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.

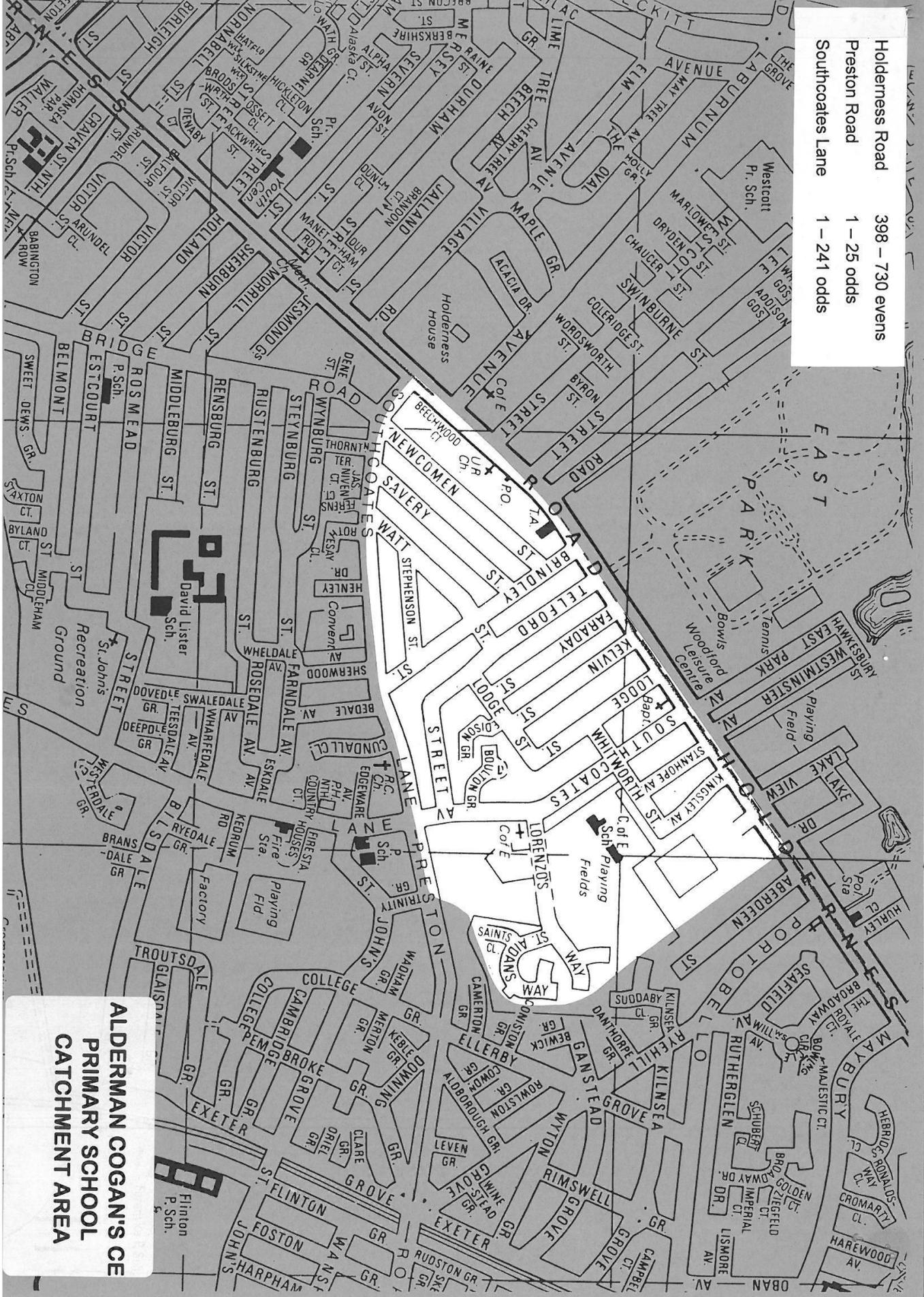
If you require any further information please do not hesitate to contact the school.

Yours faithfully

R.Malster-Hinett

Interim Headteacher

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



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