



Diocese of Chelmsford Vine Schools Trust

"I am the vine; you are the branches. If you remain in me and I in you, you will bear much fruit"
(John 15:5)

The Diocese of Chelmsford Vine Schools Trust Admissions Policy

This policy is a model policy that must be reviewed and customised by each
Vine Academy.

The Diocese of Chelmsford Vine Schools Trust	
Approved by:	The Vine Schools Trust
Signature:	Chairman
Date:	

Howbridge Church of England Junior School	
Approved by:	Local Governing Body/Local Board
Signed (Chair of Local Governing Body/Local Board)	
Date:	

Policy Reference:	A002
Version No:	V1.3 – January 2020
Next review date:	Spring 2022

January 2020 Changes/Amendments

- Updated our number on roll
- Updated the Headteacher's name

Our Vision and Values



CONTENTS	PAGE NO:
1. Introduction.....	6
2. Statutory and Funding Agreement Requirements.....	6
3. Delegation of Authority to the Local Board/Local Governing Body.....	6
4. Procedures.....	6
5. Requirements for Notification and Publication	6
6. Waiting Lists	7
7. In Year Admissions	8

1. Introduction

- 1.1 The Diocese of Chelmsford Vine Schools Trust (Trust) is the admissions authority for all the Academies within the Trust. There is a requirement for the Trust to have in place a clear procedure for how it manages all admissions processes to comply with the relevant legislations and codes of practice.
- 1.2 As publicly-funded schools, academies must have admission arrangements that clearly set out how children will be admitted, including the criteria that will be applied if there are more applications than available places.
- 1.3 The Trust must ensure that the practices and the criteria used to decide the allocation of school places are fair, clear and objective. Parents should be able to look at a set of arrangements and understand easily how places for that school will be allocated.
- 1.4 The policy is written to comply with:
 - 1.4.1 Schools Admissions Code (December 2014)
 - 1.4.2 Schools Admissions Appeals Code (February 2012)

2. Statutory and Funding Agreement Requirements

- 2.1 All Vine Academies are required to provide education for pupils of different abilities (i.e. they may not select pupils by ability).
- 2.2 All Vine Academies are required to provide education for pupils wholly or mainly drawn from the area in which the academy is situated and are not allowed to charge for admission.
- 2.3 Vine Academies are required to comply with the Admissions and Admission Appeals Codes as if they were maintained schools.
- 2.4 Vine Academies are also required to participate in local authority co-ordination of admissions processes and the local authority's Fair Access Protocol.
- 2.5 Vine Academies are required to comply with any direction from the Secretary of State to admit a pupil to the academy, or to amend their admission arrangements if they fail to comply with the Admissions Code.

3. Delegation of Authority to the Local Board/Local Governing Body

- 3.1 The Vine scheme of delegation places the following authority and obligations on the Local Board/Local Governing Board (LB/LGB) of each Academy:
- 3.2 The LB/LGB shall ensure that the Admissions policy for the Academy is consistent with the Admissions Policy of the Trust and that it is published on the Academy's website.
- 3.3 Decisions on admissions shall be made by the LB/LGB in line with the Admissions Policies and procedures mentioned above.
- 3.4 Appeals shall be heard by and through the relevant Local Authority Independent Appeals Process.

4. Procedures

- 4.1 Each Academy will participate in the co-ordinated admissions process for normal admissions in the local authority in which it resides.
- 4.2 Where a ranking service is provided by the Local Authority the academy should take advantage of this.
- 4.3 The Trust will review the admissions policy of each Academy to confirm its compliance with the relevant codes, and Trust processes.

5. Requirements for Notification and Publication

- 5.1 Each Academy must publish copies of their determined arrangements on their website for the whole offer year (the academic year in which offers for places are made) (Paragraph 1.47 of the Code).

- 5.2 Any proposed changes to the admissions arrangements (including any supplementary information form) at an individual Academy must be approved by the Vine Trust Board. In addition the Chelmsford Diocesan Board of Education will also need to be consulted for any of the Vine Academies with a Church of England religious designation.
- 5.3 Where changes are proposed public consultation must be for a minimum of 6 weeks and must take place between 1st October and 31st January of the school year before those arrangements are to apply. For example, for entry in September 2021 consultation must be completed by 31st January 2020.
- 5.4 Once all arrangements have been determined, arrangements can be objected to and referred to the Schools Adjudicator. Objections to admission arrangements must be referred to the Adjudicator by 15th May in the determination year. Any decision of the Adjudicator must be acted on by the admission authority and admission arrangements amended accordingly.
- 5.5 The local authority will collate and publish all the admission arrangements in the area in a single composite prospectus.
- 5.6 As our own admissions authority we are not required to consult on Published Admission Number (PAN) where we are proposing either to increase or keep the same PAN (1.3).
- 5.7 Where a PAN is approved that is higher than in previous years, the Vine Trust Board must notify the local authority that they have done so, and require the Academy to publish this change clearly on their website.
- 5.8 If the academy is not oversubscribed, all applicants must be offered a place.
- 5.9 Each Academy will clear set out in its policy the criteria against which places will be allocated at the school when there are more applications than places and the order in which the criteria will be applied. These criteria must be fully compliant with the Admissions Code.
- 5.10 The academy admissions policy must state clearly in their arrangements what they mean by 'sibling' and must clearly set out how distance from home to the school will be measured, making clear how the 'home' address will be determined and the point in the school from which all distances are measured. Catchment areas must be designed so that they are reasonable and clearly defined.
- 5.11 Any changes to the oversubscription criteria must be approved by the Vine Trust Board.
- 5.12 All admission arrangement must be published by 28th April in the year previous to that in which they are to apply, even if they have not changed from previous years and a consultation has not been required.
- 5.13 Therefore any proposed changes by an LB/LGB must be advised to the Trust in writing by the 31st December in that school year in order for it to be properly considered and approved.
- 5.14 Each individual academy is responsible for posting the admissions arrangements on its website and submitting a copy of their full, determined arrangements to the local authority before 15th March each year.
- 5.15 When the LB/LGB informs a parent of a decision to refuse their child a place an Academy it must include the reason why admission was refused; information about the right to appeal; the deadline for lodging an appeal and the contact details for making an appeal. This contact is the appropriate Local Authority Independent Appeals Panel.
- 5.16 Parents must be informed that, if they wish to appeal, they must set out their grounds for appeal in writing.

6. Waiting Lists

- 6.1 Each Vine academy must maintain a clear, fair and objective waiting list until at least 31 December of each school year of admission, stating in their arrangements that each added child will require the list to be ranked again in line with the published oversubscription criteria. Priority must not be given to children based on the date their application was received or their name was added to the list. Looked after children, previously looked after children, and those

allocated a place at the school in accordance with a Fair Access Protocol, must take precedence over those on a waiting list.

7. In Year Admissions

- 7.1 Each academy must continue to use the local authority to co-ordinate in-year admissions.

Appendix A

Howbridge Church of England Junior School
Howbridge Road, Witham CM8 1BZ
Telephone (01376) 501648
Email: office@howbridge-jun.essex.sch.uk
Website: www.howbridgejunior.co.uk
Headteacher: Mrs L Dale
Academy (Co-educational)
7–11 Church of England
School Number: 881-2103
Published admission number: 96
Number on roll: 353

Admissions Arrangements

The Local Governing Body of Howbridge Church of England Junior School applies the regulations on admissions fairly and equally to all those who wish to attend this school. This policy conforms to the School Standards and Framework Act 1998, the statutory School Admissions Code of Practice and the statutory Appeals Code of Practice.

There is no guarantee of a place for children living in the priority admission area. Applications must be received by the **15th January 2020**.

Full details are available in the Primary Education in Essex booklet, available to view on line on the website essex.gov.uk/admissions. There is a separate process/form for Year 3 and for mid-year applicants.

Oversubscription Criteria

If the school is over subscribed, not all children whose parents apply can be offered a place.

In the event of oversubscription any remaining places will be allocated using the following criteria in the order given*:

1. Looked after children or previously looked after children (as defined by the Essex Booklet)
2. Children with a sibling attending the school or our partner infant school.
The definition of sibling applies as defined by the Local Authority as set out in the Primary Education in Essex booklet;
3. Those living in proximity based on straight line distance from the school;
4. Remaining applications.

In the event of oversubscription within any of the above criteria, priority will be determined by straight line distance from home to school, those living closest being given highest priority. Distances are measured by the Local Authority as defined in the Primary Education in Essex booklet.

Parents whose children are unsuccessful in obtaining a place can contact the school directly to request that their name be placed on the waiting list. This list is held until the 31 December.

Children with statements of special educational needs and/or EHC Plan that name the school on the statement are required to be admitted to a school regardless of their place in the priority order.

In the case of applications after the start of Year 3 or mid-year transfers, parents need to contact Essex County Council School Admissions who will apply to the schools you list, including Howbridge Church of England Junior School, on your behalf. A copy of the application form is available from our school, or can be requested from:

School Admissions
Essex County Council
PO Box 4261
Chelmsford
CM1 1GS
Tel: 0345 603 2200
Email: admissions@essex.gov.uk

Alternatively, a form can be downloaded from School Admissions website:
www.essex.gov.uk/admissions

Full details of the mid-year application process are provided in the mid year application form's accompanying booklet.

Admission Appeals

Parents have a right to appeal to an Independent Appeal Panel against Governor's decisions on admissions. Parents wishing to appeal should send the appropriate form (available from the school office) within fourteen days of receiving the decision to:

Clerk to the Independent Appeals Panel
PO Box 11
Chelmsford
Essex
CM1 1LX

Admissions Arrangements reviewed January 2019.