



# ADMISSIONS POLICY

## 2016 - 2017

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 2013, 2014 and 2015, and will be reviewed again in the Autumn Term 2016.



# ALDERMAN COGAN'S C.E. PRIMARY SCHOOL

Founded 1753

HEAD: Mrs Jeanette Sutherland

Whitworth Street  
HULL  
HU9 3HJ

Tel: 01482 376203  
Fax: 01482 783654

Email: [admin@aldermancogan.hull.sch.uk](mailto:admin@aldermancogan.hull.sch.uk)



## SCHOOL ADMISSIONS POLICY

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 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 reception 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.

This school operates an Early Admissions Policy. Although the law does not require children to be admitted to school until the beginning of the term following their fifth birthday the Governing Body for this school admits children at the beginning of the academic year in which they are five.

### Parental Preference

The Local Education authority common application form provides the opportunity for parents/guardians to express up to three choices of schools in rank order of preference. The Governing Body, as the admission authority, has determined that it will acknowledge application forms in the following manner. For each separate category of admission criteria, ALL first preferences will be determined before considering any second preferences and thereafter ALL second preferences will be determined before considering any third preferences.

### 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 (see as explained in paragraph 5).

## Criteria for Admission

Where there are more applications for admission than the planned admission number (60) 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 residence 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 living in the designated catchment area for the school, as agreed with the LEA. *(Please see attached map of the school catchment area.)*
5. 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.)*
6. 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 Footnote 3.)*
7. 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 Footnote 4.)*
8. Geographical, 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 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 for a period of at least a year.*

### 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*

### Footnote 4

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

## 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 for 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:

Group Director  
Kingston upon Hull Learning Services  
Essex House  
Manor Street  
KINGSTON UPON HULL  
HU1 1YD

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

Please fill in the following admission form and return it to the school. If you require any further information please do not hesitate to contact the school.

Yours faithfully

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