



Peterborough Diocese Board of Education  
Tiffield CE(VA) Primary School

Admission Policy



**The Forest CE Federation**  
**Admissions Policy**  
**(Tiffield)**



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Tiffield CE(VA) Primary School**

**Admission Policy**

Governing Body are the Admission Authority in this Voluntary Aided School and are therefore responsible for all admissions.

The Governing Body will admit up to 8 pupils into each year group.

When there are more applications than there are places available, the governors will admit pupils according to the following criteria which are listed in order of priority.

The governors will admit all pupils with a statement of Special Educational Needs that names the school.

**Oversubscription criteria**

1. The governors will admit 'Looked After Children', that is children in local authority care.
2. The governors will admit children on social or medical grounds where professionals have clearly identified that the school will best meet the needs of the child.  
*These applications must be accompanied by documentary evidence from appropriate professionals within the Health or Social services.*
3. Children of parent(s)/legal guardian(s) resident in the villages of Tiffield and Caldecote.  
*(see residence definition below)*
4. Children who have a sibling attending the school at the time of admission.  
*(see sibling definition below)*
5. Children of parents/legal guardians resident in the following parishes who are a worshipping member of the Church of England through their attendance at churches: Pattishall, Cold Higham and Gayton.  
*These applications must be accompanied by form SIF/A available from the school. The completed SIF/A will then be sent to the minister with form SIF/B to verify church allegiance.*
6. Children whose parent(s)/legal guardian(s) regularly attend a place of worship (at least monthly) and have expressed a preference for their child to attend Tiffield CE(VA) School because of its religious traditions.  
*These applications must be accompanied by form SIF/A available from the school. The completed SIF/A will then be sent to the minister with form SIF/B to verify church allegiance.*



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**Late Applications**

The Governing Body will deal with late applications after all the 'on time' applications have been processed. Those refused a place due to the school having admitted up to the PAN, will be advised of their right to appeal.

**Right of Appeal**

Governors will admit up to the published admission number. For any child subsequently refused a place, parent(s)/legal guardian(s) will have the right to appeal against the decision, to an independent Appeals Panel. Parents wishing to appeal should write to:

The Clerk to the Appeals Panel  
Diocesan Board of Education  
Bouverie Court  
6 The Lakes  
Bedford Road  
Northampton NN4 7YD

**Waiting lists**

If the school has more applications than places available parents may elect to place their child's name on a Waiting List. (This does not affect your right of appeal.)

Pupils will be placed on the Waiting List in strict order according to the oversubscription criteria on the Admissions Policy. If a place becomes available at the school, places will be allocated according to these criteria.

The Waiting List will be held from the allocation of places date, until 31<sup>st</sup> December in the year of admission.

Parents must contact the school and request that their child's name is placed on the Waiting List. This can be done by telephone 01327 350325 or e-mail : [head@tiffield-ce.northants-ecl.gov.uk](mailto:head@tiffield-ce.northants-ecl.gov.uk)

At the time of allocation of places, parents must contact the school within 7 days to request that their child is placed on the Waiting List. If parents wish their child to remain on the Waiting List they must contact the school within 10 school days at the beginning of September. Any places that become available at the beginning of September will be allocated after 10 school days.



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**Notes**

**Tie Breaker**

Where there are more applications in any one category, applications will be prioritised on the distance from the child's home to the main entrance of the school.

Distances are measured from the property to the nearest access point to the school grounds. It is measured on a straight line basis, using a Geographical Information System (GIS) by Northants. County Council.

**Residency definition**

The child's place of residence is the address of the parent or legal guardian with whom the child spends the majority of time during the school week.

(Parents/legal guardians may be asked to produce evidence of residency/home address at any time during the admissions process).

The village of Tiffield is defined by the Tiffield Civil Parish boundary. The village of Caldecote is defined as those dwellings that adjoin the road between Tiffield and the A5. A map defining these boundaries is available from the school.

**Definition of siblings**

The definition of a brother or sister sometimes referred to as a sibling;

- a brother or sister sharing the same parents
- a half brother or half sister where 2 children share one common parent
- a step-brother or step sister, where two children are related by a parent's marriage
- adopted children

A brother or sister must be living at the same address when the application is made.