

St X's CE (A) Primary School Model Admissions Policy

St (X's) Church of England Primary School welcomes children from all backgrounds, faiths and no faiths. The governors of the school are committed to developing an inclusive learning environment that reflects the diversity of the local community. Admission to the school is **not** dependent on being a member of a particular faith community.

As well as being an inclusive neighbourhood school, as a Church school St (X's) CE (A) Primary School has a distinctive Christian character and ethos that reflects the teachings of Jesus Christ and Christian values. We ask all parents and carers applying for a place at this school to respect this ethos and its importance to the community in which it serves. We hope that all children who join our school will participate (as appropriate) in the religious life of the school (including collective worship and religious education). This does not affect the right of parents and carers who are not Christians to apply for a place. Indeed, through our commitment to inclusivity, we actively welcome families from other faiths and no faith.

The Governing Body is the admission authority for (St X's) CE (A) Primary school. The Governing Body, admits (NUMBER) pupils to the reception each September. The **Published Admission Number (PAN)** for St (X's) Primary School is (NUMBER).

A guiding principle of admissions to this school is that the school should serve its local community, defined in the trust deed of 6th March 1860 as the ecclesiastical parish of St (X). The policy aims to be clear, fair, and objective and complies with the latest **DFE School Admissions Code 2014**. Outside the normal admissions round the Governing Body will apply a fair access protocol to secure the admission of vulnerable pupils from specific groups. Children with a **Statement of Special Education needs, or an Education, health and Care Plan (EHCP)** naming the school **will** be allocated a place.

If the school is oversubscribed, places will be offered in the following priority order. Places for applications received after the deadline will be allocated using the same criteria:



Admission Criteria

1. Looked after children or children who were previously looked after.
2. Children or families who have a serious medical, physical or psychological condition which makes it essential that the child attends the preferred school rather than any other. (Appropriate medical or psychological evidence **must** be provided in support).
3. Siblings of children attending St (X) CE (A) Primary School, at the time of the applicant's proposed admission.
4. Children living in the area served by the school.
5. Children living out of the area served by the school.

Definitions

Looked after children or children who were previously looked after.

This criterion provides a priority for children who are (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 of the **Children Act 1989**. It can **also** be used for children who were previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order. An adoption order is an order under section 46 of the **Adoption and Children Act 2002**. A residence order is an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the **Children Act 1989**. Section 14A of the **Children Act 1989** defines a special guardianship order as an order appointing one or more individuals to be a child's special guardian(s). Applications under this criterion should be accompanied by evidence to show that the child is looked after or was previously looked after. (e.g. a copy of the adoption, child's arrangements or special guardianship order)

Serious medical, physical or psychological condition.

Where a place is requested for a child or family who have a serious social or medical condition, you must supply supporting independent evidence at the time of application confirming the reason(s) why attendance at St (X's) CE (A) Primary School is essential rather than any other school or academy. Parents and carers **must** describe the difficulties that would be caused if the child had to attend another



school or academy. A suitable medical professional should provide the evidence. The admissions committee of the Governing Body will endeavour to reach a fair and equitable decision and will consider the evidence carefully.

Siblings

Sibling refers to brother or sister, half-brother or half-sister, adoptive brother or adoptive sister, foster brother or foster sister, step brother or step sister, and includes children living as siblings in the same family unit at the same address.

The area served by the school.

The school's trust deed of 1860, states that the school was established to provide education for children living in the ecclesiastical parish of St (X). The ecclesiastical parish is referred to as 'the area served by the school.'

The child's permanent residence is where they live normally including weekends and during school holidays as well as during the week, and should be used for the application. The permanent address of children who spend part of their week with one parent and part with the other, at different addresses, will be the address at which they spend most of their time.

Additional Information

Home Address

The home address means the address where the child usually lives. Where parents have shared residence of a child and the child lives for part of the week with each parent, the Governing Body will take the home address to be the address at which:

- The child lives most of the school week.
- Where the child lives at each address for equal parts of the school week, then the address nearest to the school as determined by the Governing Body distance measuring system will be used to make a decision on allocation of places.

Maps of the parish area for part of this policy document can be found on our website, www.cecet.org.uk.



Moving home and UK service personnel and crown servants.

Places can be offered regarding future moves on the basis of:

- a letter from the solicitor confirming exchange of contracts to buy a property relevant to the application;
- a tenancy agreement confirming the renting of a specific property relevant to the application;
- a letter from the housing association confirming that the parent(s) or carers will be living at a specific address relevant to the application; or
- in the case of UK service personnel and Crown servants, an official government letter (MOD, FCO or GCHQ) letter declaring a relocation date.

Tie-breaker

If the school is oversubscribed from within any of the above criteria or sub-criteria, distance will be used to prioritise applications; applicants living nearer the school have priority. The shortest walking route from the front door of the child's home address (including flats) to the main gate of the school will measure distance.

Casual Admissions

For applications submitted for years other than the normal year of entry, the local Governing Body will consider all such applications and if the year group applied for has a place available, admit the child. If more applications are received then the admission criteria shall apply.

Who can apply?

Only a parent can apply for a place at a school. A parent is any person who has parental responsibility for, or is the legal guardian of the child, as set out in the **Children Act 1989**.

How to apply.

You must complete a Local Authority Application form for your relevant council.



Please select from the following web sites:

www.staffordshire.gov.uk.

www.walsall.gov.uk

www.shropshire.gov.uk

www.telford.gov.uk

www.stoke.gov.uk

www.wolverhampton.gov.uk

www.sandwell.gov.uk

Parents and carers applying for a place on faith grounds must complete the **Supplementary Information Form** (which can be obtained from the school) and return this form direct to the school, signed by an appropriate faith leader.

When to apply.

The national closing date for admission application forms to be received by the Local Authority will be published in the **Local Authority's Admission Booklet** on the website for that year.

For the normal admissions round, all on time preferences will be considered simultaneously and ranked in accordance with the admission criteria.

Multiple Births

Where a twin or child from a multiple birth is admitted to the school under this policy then any further twin or child of the same multiple birth will be admitted, if the parents so wish, even though this may raise the number in the year group above the academy's PAN.

Waiting Lists

When all places have been allocated, waiting lists will be operated by the school. The



school will operate a waiting list until 31st December of each school year of admission. Priority **will not** be given to children based on the date their application was received or their name was added to

The waiting 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.

The waiting list will be reviewed at the school by the Governing Body:

- each time a child is added to, or removed from it;
- when a child's changed circumstances affect their priority;
- periodically, when parents with a child on the waiting list will be contacted and asked if they wish to remain on the list for the following school year.

Starting the school in Reception Year

St (X's) CE (A) Primary School will provide for the admission of all children in the September following their fourth birthday. Places in the reception year will be provided from the beginning of the academic year.

Compulsory school age and summer born children

A child is not required to start school until they have reached compulsory age following their fifth birthday. For summer born children this is almost a full school year after the point at which they could be first admitted to St (X's) CE (A) Primary School. Compulsory school age is set out in section 8 of **The Education Act 1996** and **The Education Order 1998**. A child reaches compulsory school age on the prescribed day following his/her fifth birthday (or on his fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August. All children born from the beginning of April to the end of August reach compulsory school age in the September following their fifth birthday.



Deferred entry into Year R

The parents and carers of summer born children may choose not to send their child to school until the September following their fifth birthday and may request that they are admitted outside their normal age group – to reception rather than year 1. All requests for deferred entry must be sent directly to the school.

Admissions of children outside their normal age group

Parents may seek a place for their child outside their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. All applications **must** process the application as part of the main admissions round. The Governing Body of St (X's) CE (A) Primary School will make a decision based on the circumstances of each case. Parents and carers do not have a right to appeal if they have been offered a place and it is not in the year group they would like.

Admission Appeals

Parents and carers who are not offered a place for their child have the right to appeal to the **Governing Body of St (X's) CE (A) Primary School**. Parents and carers wishing to appeal should obtain an appeal form from St (X's) CE (A) Primary School and return it directly to the school. The form should be sent to reach the Clerk to the Appeal Panel, care of the Academy, within 14 days of the date of the letter confirming the local Governing Body's decision not to offer a place. Should some appeals be unsuccessful, the Governing Body **will not** consider further applications from those parents and carers within the same academic year unless there have been significant and material changes in their circumstances.

September 2016





The Church of England **around Staffordshire, northern Shropshire and the Black Country**



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and transforming the church community



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