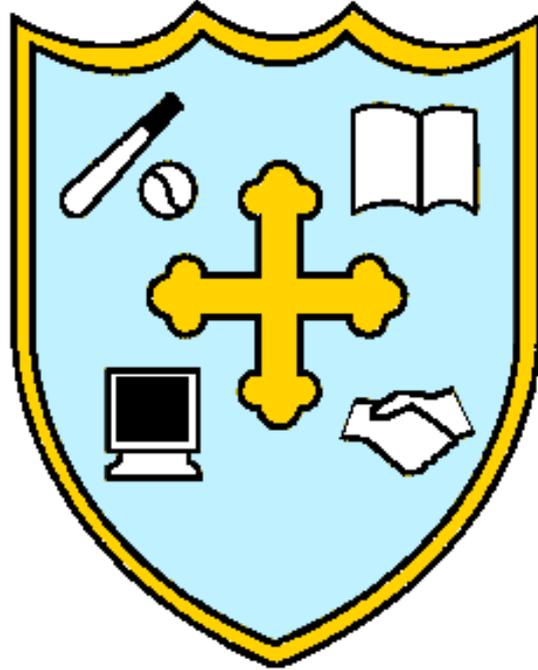


**ST. STEPHEN'S C.E.
PRIMARY SCHOOL**



**St Stephen's CE Primary School
Policy for Admissions**

St. Stephen's C.E. Primary School Admissions Policy 2017

The standard intake number for the school year commencing September 2017 is 45 as begun in 2016. Year groups 2-6 continue to have an intake of 35.

The Governors control the admission policy for pupils entering St. Stephen's C. E. Primary School, which is a Church of England Voluntary Aided School.

Parents of a pupil refused admission may appeal against that decision to an independent panel. Details of arrangements for the hearing of appeals will be made available at the appropriate time to any parents concerned.

A place in the school's nursery does not guarantee a place in the school's reception class. Children who have Statements of Special Educational Needs will be given a place at our school if the school is named in the child's statement.

When demand exceeds places the following criteria for admission will be applied by the Governing body in this order:

1. Looked after children and previously looked after, but ceased to be so because they were adopted [or became subject to a residence order or special guardianship order] will be considered as the highest priority;
2. Children with brothers/step-brothers, sisters/step-sisters on St. Stephen's school role on 1st September in the year of admission;
3. Regular attendance at worship at St. Stephen's Church by the child or the parent/carer. Regularly is defined as a minimum of 12 times per year;
4. Residence in St. Stephen's parish where either the child or their parent/carer regularly attends worship services at other churches/places of worship. Regularly is defined as a minimum of 12 times per year;
5. Children who have been baptised in the Church of England and live in St. Stephen's parish. [Maps of the Parish boundaries are available on request];
6. Children who have been baptised in the Church of England but live outside St. Stephen's parish;
7. Children who live in St. Stephen's parish;
8. All other children.

If there is an application which involves shared parenting. The home address shall be deemed to be the address of the parent to whom child benefit is paid.

If there is over-subscription in any category, places will be offered using distance from home to school as a criterion. The distance will be measured using the Local Authority's computerised mapping system, which uses the ordnance survey integrated network. The route will be measured using a straight line measurement walking distance from the point on the highway nearest to the centre of the house to the mid-point of the school. Those living closer on this basis will receive the higher priority.

Multiple Births

Where there are children of multiple births wishing to be admitted and the sibling is the 35th child (or 45th in the case of Reception in 2016/7), the Governors may admit over the infant class requirement if it is possible to do so.

Application Deadlines

Applications for places received after the closing date will be treated as late applications. The Local Authority will only accept applications received after this date if there is a genuine reason for doing so. Late applications will be considered after those applications received on time.

Waiting List

The school will hold a waiting list for the first term after the normal admission round i.e. September to December. If places become available, they will be offered in accordance with the school's admission policy.

Deferred Admissions

Parents of children who are admitted to the school year before they are of compulsory school age can defer their child's entry until later in the school year. Where entry is deferred, the school will hold a place for that child and not offer it to another child. A parent cannot defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the academic year for which the original application was accepted. Parents can also request that their child attends on part time basis until the child reaches compulsory school age.

Right of Appeal

If an application for admission has been turned down by the Governing Body, parents may appeal to an independent Appeals Panel. This appeal must be sent in writing to the Admissions Team of the Local Authority. Parents must give their reasons for appealing in writing and the decision of the Appeals Panel is binding on the Governors.

The Local Authority co-ordinates all admissions including in-year applications.

This policy is due to be updated in December 2018