



# St Andrew's CE VA Primary School



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**Together, we love, we learn, we shine.**

## Admission Policy 2019

At St. Andrew's School the Staff and Governors work together to create a happy secure and stimulating environment. We are committed to the provision of a high quality education which enables children to grow and develop within a caring Christian context.

In November, the Governors will invite applications for admission to the main School. Places will be allocated to any child who has a statement of Special Educational Needs and this school is named on the Statement. If sufficient places are available, all other children on our list will be offered a place (i.e. up to the Standard Admission number for St. Andrew's which is **30**). **If the number of applicants exceeds the Standard Admissions Number, applications will be passed to the Admissions Sub Committee who will allocate places in order of priority as follows:**

- 1 Children in public care (Looked After Children) and previously looked after children. Previously looked after children are children who were looked after, but ceased to be so because they were adopted [1] (or became subject to a residence order [2] or special guardianship order.**
- 2 Those children for whom some exceptional educational, medical or social need is established. See note a**
- 3 Children whose older brother/sister/stepbrother/stepsister is (at the time of admission of the younger child) a pupil at the school.**
- 4 Children whose parent(s)/carer(s)/grandparent(s), are involved in the worshipping life of St. Andrew's Church, Radcliffe, and the child who has attended Church or Sunday 'See & Know' (Crèche). See note b.**
- 5 Children who, along with their parent(s)/carer(s)/grandparent(s) are involved in the worshipping life of other Christian (Trinitarian) Churches. See note b**
- 6 Other children from within the Parish up to the agreed Standard Admission number. (If in doubt, please ask the school or Vicar for a list of the streets/roads etc within St. Andrew's Parish). See notes below.**
- 7 Other children from outside the Parish up to the agreed Standard Admission number. See notes below.**

[1] Under the terms of the Adoption and Children Act 2002. See Section 46 (adoption orders).

[2] Under the terms of the Children Act 1989. See Section 8 which defines a 'residence order' as an order settling the arrangements to be made as to the person with whom the child is to live.

Offers of places will be made to parents/carers, in writing, in April 2018. (This is in line with the arrangements for other local schools).

Where parents/carers have not accepted the place offered within 14 days, consideration will be given to families still waiting, according to the criteria listed.

Parents/carers not allocated a place for their child will be notified, in writing, and included with their letter will be details of their right to appeal.

**Notes:**

**a.** Exceptional educational, medical or social need: - Where admission is sought under exceptional educational, medical or social criteria, professional supporting evidence, e.g. from a doctor, psychologist or social worker **must** be provided, which gives **compelling reasons why the child should attend this school rather than any other school.**

**b.** Regular attendance is normally taken to mean a minimum of fortnightly attendance at church at public worship for at least the year prior to 1st September in the year before admission to the school. **Evidence of regular attendance of the parent/carer/grandparent and the child must be provided by a member of the clergy or other designate church officer on the form provided.** NB If you have recently changed the Church you attend, please explain in a letter, supported by a letter from the Clergy or Church Leader of your previous church.

**c.** Shared Parenting: - Where a child has parents with shared responsibility and lives with each for part of the week, the home address will be taken as the address of the parent to who Child Benefit is paid.

**d.** Twins and other multiple birth children, and children of UK armed forces personnel are added to the infant class size exceptions.

**e.** Oversubscription: - 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 a straight line measurement. Those living closer on this basis will receive the higher priority.

**f.** Consideration of late applications: - All late applications received prior to 13th January in the year of admission will be considered on the basis of the school's admissions criteria. Any applications received after this date will only be considered if places are available.

**g.** Waiting List: - Where we have more applications than places, the Admissions Criteria will be used. Children who are not admitted will have their name placed on a waiting list. The names on the waiting list will be in the order resulting from the application of the admissions criteria. Since the date of application cannot be a criterion for the order of names on the waiting list, late applicants for the school will be slotted into the order according to the extent to which they meet the criteria. Thus it is possible that a child who moves into the area later to have a higher priority than one who has been on the waiting list for some time. If a place becomes available within the admission number, the child whose name is at the top of the list will be offered a place. This is not dependent on whether an appeal has been submitted. This waiting list will operate until the end of the autumn term only.

**h.** Admissions to the Reception Class are separate to those for the Nursery. Placing a child's name on the School's Register of Interest or attendance at the Nursery does **not** give a child any guarantee or priority when it comes to consideration by the Governors of applicants for admission to the Reception Class.

**i.** If you wish your child to be considered within the faith category, you must complete the supplementary form which is available from the school and return it to the school by the date specified on the form.

## Appeals

Where the governors are unable to offer a place because the school is oversubscribed, parents/carers have the right to appeal to an independent admission appeal panel, set up under the School Standards and Framework Act, 1998, as amended by the Education Act, 2002. **Parents/carers should notify the clerk to the governors at the school within 14 days of receiving the letter refusing a place.** Parents/carers will have the opportunity to submit their case to the panel in writing and also to attend in order to present their case. You will normally receive 14 days' notice of the place and time of the hearing.

If your child was refused a place in Reception or Key Stage 1 because of Government limits on Infant class sizes, the grounds on which your appeal could be successful are limited. You would have to show that the decision was one which in the circumstances no reasonable governing body would have made, or that your child would have been offered a place if the governors' admissions criteria had been properly implemented.

Please note that this right of appeal against the governors' decision does not prevent you from making an appeal in respect of any other school.

## Deferred Entry to School

Parents/carers of children who are admitted to the school 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 will not offer it to another child. A parent/carer 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/carers can also request that their child attends on a part time basis until the child reaches compulsory school age.

### Revised and adopted by the Governing Body

Signed	<i>G Dear</i>
Name and position	Chair of governors
Date	20 September 2017
To be reviewed on	20 September 2018
Policy to be reviewed annually	