

# ASTON ALL SAINTS CHURCH OF ENGLAND [AIDED] PRIMARY SCHOOL

DIOCESE OF SHEFFIELD

IN PARTNERSHIP WITH ROTHERHAM LOCAL AUTHORITY

Head Teacher: Mrs S Mellor

Telephone 0114 2872100

## ADMISSIONS POLICY 2019 -20

revised November 2017

### INTRODUCTION

Aston All Saints Church of England Primary School is a Church of England voluntary aided primary school in the Diocese of Sheffield and is maintained by Rotherham Local Authority (LA.)

The school provides a distinctively Christian education for children aged 4+ to 11+ years.

Historically, Anglican schools were parish schools providing education for the community in accordance with the principles of the Church of England. Thus the majority of Sheffield Diocesan schools were established to provide education for the children of the parish within a Christian context.

The school is a Voluntary Aided School in which the Governing Body is the Admission Authority and responsible for admissions. It is guided in that responsibility by the requirements of law, the school trust deed, by advice from the Diocesan Board of Education and its duty to the community and the Common Good.

This policy should be read in conjunction with the booklet "Admission to Primary Education" published by Rotherham Metropolitan Borough Council. (the Admissions Booklet),

The admission number for this year is 30 and all children will be admitted during the Autumn Term prior to their 5th birthday.

Children will usually be admitted during the autumn term following their 4<sup>th</sup> birthday. However, parents can request

- (a) that the date their child is admitted to school is deferred until later in the year or until the term in which the child reaches compulsory school age. (Please note that parents cannot apply for and accept a Reception place and then defer that place until the beginning of Year 1); and

- (b) parents can request that their child takes up the place part-time until the child reaches compulsory school age

## **PLEASE CONTACT US IF YOU NEED ANY HELP TO COMPLETE THE COMMON APPLICATION FORM OR THE SUPPLEMENTARY INFORMATION FORM**

### **PARENTAL PREFERENCE**

The local education authority Common Application Form provides the opportunity for parent(s) to express up to three choices of schools in rank order of preference. PLEASE NOTE HOWEVER that ALL applications will be considered by the admission authority of this school on an equal preference basis. This means that all applications for a place at this school will be assessed according to the admission criteria and no priority will be given according to the ranking.

Ranking by your preference will only be used in the final allocation of places within the LA's co-ordinated scheme where there is more than one potential offer.

### **CO-ORDINATED SCHEME FOR ADMISSION ARRANGEMENTS**

The co-ordinated scheme for admissions is a mechanism that ensures that all parents who have expressed a preference for a Rotherham school before the closing date will receive a single offer of a school place on the same day from the Authority.

In order to provide every parent with an offer of one single place the Authority will be working with the Governing Bodies of the Voluntary Aided primary schools within the Rotherham area, including Aston All Saints Church of England Primary School. Details of the co-ordinated scheme can be obtained from the Authority.

### **CRITERIA FOR ADMISSION**

Children who have a **Statement of Special Educational Need/Education, Health, Care Plan**, and the school is named as the most appropriate education setting for the child, will be admitted through the Local Authority's statementing process.

Evidence of Statement/EHCP must be provided.

Where there are more applications for admission than the planned admission number stated, the Governing Body's Admissions Committee will apply the criteria in strict order of priority.

**Tie-breaker** – if the admission number is reached mid-category, applications within each of the numbered criteria will be prioritised as follows:

Should the published admission limit be reached mid category, the Governing Body, as the admissions authority will make a decision based on the shortest distance between the applicant's home and the school by the most direct route as measured by Rotherham Authority. A Geographical Information System is used which applies seed points as determined by Ordnance Survey. Measurements are taken from the seed point of the ordinary place of residence to the seed point of the school. Where the school has more than one seed point, the seed point closest to the geographical centre of the complex is used.

**Church attendance must be confirmed** by completing BOTH sides of the form “*MINISTER OF RELIGION REFERENCE FORM*” TO MAKE AN APPLICATION FOR A CHURCH OF ENGLAND AIDED SCHOOL” supplied with the Admissions Booklet, and attaching it to the Common Application form

### **Criteria for Admission**

- Children who have a statement of special educational need and the school is named as the most appropriate education setting for the child will be admitted

### **Oversubscription Criteria:**

1. Children who are in Public Care (Looked After Children) - ***(see definition 1)***
2. Children with special medical or social circumstances where these needs can only be met at this school. This is not about educational needs. Professional supporting evidence must be provided if admission is to be made under this criterion. A professionally qualified person such as a medical doctor, psychologist or social worker must set out the particular reasons why the school is the suitable one for the child and the difficulties which would be caused if the child had to attend another school
3. Children who will have an older brother or sister attending the school at the anticipated time of admission. ***[see definition 7]***
4. Children whose parent(s) live in the Parish and regularly attend the Church of All Saints Aston or Christ Church Swallownest or Holy Trinity Ulley. ***[see definition 2 ,4 and 5]***
- 4a. Children who live in the Parish and regularly attend the Church of All Saints Aston or Christ Church Swallownest or Holy Trinity Ulley. ***[see definition 4 and 5]***
5. Children whose parent[s] live outside the Parish and regularly attend the Church of All Saints Aston or Christ Church Swallownest or Holy Trinity Ulley. ***[see definition 2, 4 and 5]***
- 5a. Children who live outside the Parish and regularly attend the Church of All Saints Aston or Christ Church Swallownest or Holy Trinity Ulley. . ***[see definition 4 and 5]***
6. Children whose parent[s] live in the Parish and regularly attend another Christian denomination participating in “Churches together in England” ***[see definition 2, 4 and 5]***
- 6a. Children who live in the Parish and regularly attend another Christian denomination participating in “Churches together in England” ***[see definition 4 and 5]***

7. Children whose parent[s] live outside the Parish and regularly attend another Christian denomination participating in “Churches together in England” **[see definition 2 and 5]**
- 7a Children who live outside the Parish and regularly attend another Christian denomination participating in “Churches together in England” **[see definition 5]**
- 8 Children whose parent[s] live in the Parish and are practising members of a Faith other than the above mentioned. **[see definition 2 and 5]**
- 8a Children who live in the Parish and are practising members of a Faith other than the above mentioned. **[see definition 5]**
- 9 Children whose parent[s] live outside the Parish and are practising members of a Faith other than the above mentioned **[see definition 2 and 5]**
- 9a Children who live outside the Parish and are practising members of a Faith other than the above mentioned. **[see definition 5]**
10. Children of staff of the school **(see definition 3)**
11. Children who live in the Parish. **[see definition 5]**
12. Children who do not live in the Parish **[see definition 5]**

## **Definitions**

### **Definition 1**

“Children in public care” ( Looked After Children) means a child that is looked after by a local authority in accordance with Section 22 of the Children’s Act 1989 at the time an application for admission to a school is made and who the local authority has confirmed will still be looked after at the time of the child’s admittance to school and Children who were previously in Care/Looked After. A previously looked after child is a child who was adopted or became subject to a residence or special guardianship order immediately following having been looked after.

### **Definition 2**

“parent(s)” means the parent(s) or legal guardian with whom the child normally lives.

### **Definition 3**

#### **Children of Staff at School**

“Children of staff”

- a) where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made and / or
- b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage

**Definition 4**

“regularly attend” means has attended church services at least 24 times in the twelve months prior to the date on which the application is made. A minimum of twelve must be attendance at a Sunday service.

**Definition 5**

“Parish” means the ecclesiastical parishes of All Saints, Aston-cum-Aughton (which includes the district of Christ Church, Swallownest) and Holy Trinity, Ulley.

**Definition 6**

“Admission number” the number which has been calculated according to the net capacity of the school (which the law defines) and has been agreed with Rotherham Local Authority. This list has been amended to include amongst others – twins and children from multiple births when one of the siblings is the 30<sup>th</sup> child admitted.

**Definition 7**

“brother or sister” a brother or sister permanently living at the same address. This includes a step-brother, step-sister, half-brother or half-sister permanently living at the same address.

“Churches Together in England” means:

The Baptist Union of Great Britain	Lutheran Council of Great Britain
Cherubim and Seraphim Council of Churches	Methodist Church
Church of England	Moravian Church
Church of Scotland	New Testament Assembly
Congregational Federation	Religious Society of Friends
Council of African and Afro-Caribbean Churches	Roman Catholic Church
Council of Oriental Orthodox Christian Churches	Russian Orthodox Church
Free Churches’ Council	Salvation Army
Greek Orthodox Church	United Reformed Church
Independent Methodist Churches	Wesleyan Holiness Church
Joint Council for Anglo-Caribbean Churches	Ichthus Christian Fellowship
	International Ministerial Council of Great Britain

Ref: [www.cte.org.uk](http://www.cte.org.uk)

**Please refer to the website for an up to date list**

**WAITING LIST**

The waiting list will be operated in accordance with the Rotherham LA Scheme

**FALSE INFORMATION**

Where the Governing Body has made an offer of a place 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, the offer of a place will be withdrawn

Where a child starts attending the school on the basis of fraudulent and intentionally misleading information, the place may be withdrawn depending on the length of time that the child has been at the school. Where a place or an offer has been withdrawn, the application will be re-considered and a right of independent appeal offered if the place is refused.

### **APPEALS AGAINST THE GOVERNING BODY'S DECISION**

If a place is not offered, parents have a right of appeal which will be heard by an Independent Appeals Panel formed in accordance with the DfES Code of Practice. Details of the appeals process will be made available to all unsuccessful applicants.

Appeals must be submitted in writing to the LA within 21 days of the date of the notification that the application for a place at the school was unsuccessful.

#### **APPEALS should be sent to –**

The Appeal Clerk, Legal and Democratic Services  
Town Hall, The Crofts, Moorgate Street Rotherham S60 2TH

## **HOW TO APPLY FOR A PLACE FOR YOUR CHILD AT ASTON ALL SAINTS CHURCH OF ENGLAND PRIMARY SCHOOL**

Early in the Autumn Term of the academic year prior to the one in which your child will start school, you should receive from the Local Authority an information booklet containing two forms:

- COMMON APPLICATION FORM FOR ENTRY TO PRIMARY SCHOOL
- MINISTER OF RELIGION REFERENCE FORM TO MAKE AN APPLICATION FOR A CHURCH OF ENGLAND AIDED SCHOOL (Additional Information Form)

**These forms should be returned to the Local Authority by the closing date.** The closing date for receiving applications by the Local Authority and the Offer Day will be as stated on the Common Application Form.

### **Documentation**

1. The school requests additional information not contained on the Common Application Form. This additional information is needed to place your application in the correct priority of admission category.
2. The Supplementary Information Form should be completed, securely attached to the Common Application Form and returned to the LEA
3. Where regular attendance at a place of worship is to be taken into account, you should also fill in the “Minister of Religion Referral Form” (on the reverse of the Supplementary Information Form) and get it countersigned by your Minister of Religion.
4. The Supplementary Information Form is not an application for admission to the school and its return does not guarantee a place at the school. However, failure to complete and return the Additional Information Form may affect which priority of admission category your application is placed in.

### **Applications should be sent to:**

Rotherham Metropolitan Borough Council  
Children and Young People’s Services  
School Planning, Admissions and Appeals Service  
Riverside House, Second Floor, Wing C, Main Street, Rotherham, S60 1AE