



Living by our Christian Values of

Peace  
Trust  
Love  
Hope  
Friendship



## Admissions Policy 2019/20

### St Edward's CE Primary School

Approved by:                      *Governors*                                      Date: September 2018

Committee:                      *Admissions Committee*                                      Co-ordinator: Alison Whiteman

Last reviewed on:    1<sup>st</sup> September 2018

Next review due by: 1<sup>st</sup> September 2019

The *Governors* of St Edward's CE Primary School are their own admissions authority. Applications for a place in reception must be made by 15 January 2019.

It is the parents' responsibility to make an application for admission to school. Whilst efforts will be made to contact parents through pre-school providers where parents have indicated an interest in a place for their child, we cannot guarantee that every parent will be contacted.

The admissions number for every year group is 8. If the school receives more applications than places the governors will apply the over subscription criteria as set out below:

Children who have a Statement of Special Educational Needs or Education Health and Care Plan which names St Edward's CE Primary School as the most appropriate school to meet those needs will be offered places.

After that the priorities for admission are:

**Priority 1:**

Children who are in public care as Looked After Children including children who were looked after but ceased to be so because they were adopted, have a residence order or special guardianship order, as defined in the School Admissions Code.

**Priority 2:**

The children living within the catchment area. If there are not enough places for all the children living in the catchment area, then the *Governors* will look at the following criteria:

Firstly, priority will be given to children who are living in the catchment area who have an older sibling at the school on the day they are due to start.

After that priority will be given to those who live inside the catchment area and whose homes are nearest to school.

If there are still places available then the places will be offered to:

**Priority 3:**

Children who live outside the catchment area. If there are not enough places for all the children living outside the catchment area, then the *Governors* will look at the following criteria.

Priority A- will be given outside the catchment area to children who will have an older sibling at the school on the day they are due to start.

Secondly, priority B will be given to those parents meeting the full criteria of church affiliation, as defined below. Within each criteria of affiliation if there are more applications than places, distance from the school will be used to allocate places.

An affiliation to the Church of England as defined

(i)"at the heart of the church",

(ii)"attached to the church" or

(iii)"known to the church".

(Priority will be given to those who fulfil (i), then (ii) and finally (iii) - see full definitions given below).

Priority C will be given to those who live outside the catchment area and whose homes are nearest to the school.

If, in any of the above priority categories, there are more applications than there are places available, the rank order will be determined and priority will be given on the basis of distance measured as a straight line on a computerised mapping system between the home address and the nearest entrance gate of the school. The shortest distance being given highest priority.

**Exceptional circumstances.**

Very exceptionally, where a child has a particular health reason for wishing to attend St Edward's CE Primary School, that child may be given a place before any of the children who qualify under the Priorities above. This will only be allowed if written medical evidence can be provided which states attendance at this school is relevant to the medical well-being of the child.

The catchment area is that designated by Shropshire Council for transport purposes. Parents can have access to a map of the catchment area by contacting the school office.

**Please note:**

In the admissions policy we talk about 'living in the catchment area'. We define this as follows: a child will be treated as living in the catchment area if he/she resides with his/her parent(s) or guardian(s) at his/her normal and genuine place of residence.

For admissions purposes all distances are measured as a straight line distance on a computerised mapping system between the home address and the nearest entrance gate of the relevant school by pinpointing their eastings and northings. The shortest distance being given highest priority. Where two addresses are within the same block of flats, the lowest number of flat nearest to the ground floor will be deemed to be the nearest in distance.

In the case of twins or triplets from the same address the school will endeavour to admit both or all siblings.

In the event that two individual applications are exactly the same after all other criteria have been taken into account a tie breaker will be used. This will be random allocation and overseen by an independent party not connected with the admissions process.

A child's home address will be the normal residence of the parent(s) or legal guardian(s) who has care of the child. Where a child lives with parents with shared parental responsibility, each for part of the week, the home address will be considered to be the address of the parent where the child spends most time. If time is spent equally between the two parents, the home address will normally be taken to be the address registered to receive child benefit in respect of the child. In the event of shared care, parents must opt to use one address for all the preferences expressed. We define a sibling connection as follows as a brother or sister, half-brother or half-sister, step-brother or step-sister, living at the same address as part of the same family unit. Fostered and adopted siblings are also included. Older siblings must be attending the school on the date the younger sibling is due to start there. However, cousins or other relatives who take up residence in a home in order to establish an "in catchment area" address will not be given priority under the sibling criterion.

Church affiliation:

We define "at the heart of the church" as: someone who worships regularly twice monthly, which may include mid-week worship.

"Attached to the church" would be regular but not frequent worshipper, one who usually attends a monthly family or church parade service or who is regularly involved in a weekday church activity including an element of worship.

"Known to the church" would be an occasional worshipper, someone who perhaps known through a family connection, or one or more of whose family is involved in some church activity, such as a uniformed or other church organisation.

**A letter from the vicar or minister would be required to confirm any of the above at the time of application and must be sent directly to the school at the time of application.**

### **Waiting Lists**

A waiting list is kept for those who are unsuccessful at the Allocation stage and will continue after the Appeals stage and for further late applications up until the end of the Autumn term of the new school year. This arrangement is in line with Shropshire Council's arrangements which are described in full in the Parents' Guide to Education in Shropshire.

## Dates of Admission

Children may start at St Edward's CE Primary School in the following way, according to their date of birth:

<b>5<sup>th</sup> Birthday falls</b>	<b>Can start school on first day of</b>	<b>Must start school on first day of</b>
1.9.19 - 31.12.20	Autumn Term 2019	Spring Term 2020
Between 1.1.20 and last day of Easter holidays	Autumn Term 2019 or Spring Term 2020	Summer Term 2020
1st day of Summer Term 2020 and 31 August 2020	Autumn Term 2019, Spring or Summer Term 2020 or Autumn Term 2020*	Summer Term 2020 or Autumn Term 2021*

\*Parents may opt to defer entry by one term to the start of the term after their child's 5<sup>th</sup> birthday, in the case of the Autumn and Spring term born children. Summer born children may defer to the start of the Summer term, or to the start of the following Autumn term\*.

However, please note that where a parent wishes to defer a summer born child's entry to the following Autumn term, entry will normally be to Year 1 and not Reception. In such cases a place may not be held over, therefore parents would have to make a separate application.

New reception pupils are invited to attend induction sessions in the Summer term prior to starting school.

Allocation of places will be made by 16 April. Parents will be informed by Shropshire Council's Admission Team on behalf of the Governing on the national allocation day whether or not their child will be offered a place at S Edward's CE Primary School.

The Governors' Admissions Committee will decide on individual admissions. Should admission be refused, parents may ask for a review of the decision, by writing to the Chair of Governors, who will refer the request to the Governors' Review Committee. This committee does not include the head teacher or the Chair of Governors. Should the Governors' Review Committee agree that the admission is refused then parents may appeal formally as under the 1998 Act. The school has a joint arrangement with Shropshire Council, which will convene an Independent Appeal Panel according to the Code of Practice on School Admission Appeals. The Appeal would proceed according to the formula agreed by the Shropshire Education Authority and the Hereford Diocesan Board of Education. The forms needed for this are obtainable from the school or the Admissions Team, Shropshire Council.

## **In Year Applications**

Where parents/carers need to move their child to this school at a time other than the start of Reception year, they should enquire of the head teacher if there are any places available in the relevant year group. If places are available then it should be possible to offer a place. If the year group is full then parents/carers should follow the same procedure as written above.

A waiting list operates for the remainder of the academic year.

There is no cost associated with the admissions process to any Shropshire Local Authority maintained schools.

<https://www.shropshire.gov.uk/schooladmissions>