

St Peter's C of E Academy  
Admissions Policy 2020-2021

### Introduction

We welcome children from families of all faiths and none. We believe that the education of children should be a partnership of parents, teachers and governors, working together in the best interest of all the children. We strive to be a place where Christian priorities and values inform every subject in the curriculum and are reflected in the day to day life of the school.

The purpose of the admissions policy is to guide parents through the application process for the admission of a child to St Peter's C of E Academy, and procedures in the event of an over-subscription for places.

### Foundation Stage Children

Children receiving a place in the Foundation stage class will be offered a place that can be taken up at any (suitable) time during the school year. Children are entitled to a full time place in the September following their 4<sup>th</sup> birthday.

Parents can defer the date their child is admitted to school until later in the school year but not beyond the point at which they reach compulsory school age or for children born between 1<sup>st</sup> April and 31<sup>st</sup> August, not beyond the beginning of the final term of the school year for which the offer was made.

Part time provision is available. Wiltshire Council has determined part time to be 5 mornings a week or 5 afternoons a week. If parents wish their child / children to attend part time from September 2020 or to defer entry until later on in the academic year for which admission is sought, they must arrange this with the school.

Agreed deferred places in the foundation stage will be held for the child until they start school, in the year group they would have originally joined.

All applications for a foundation stage place outside the child's normal year group will be processed following government legislation in place at the time.

### Application Process for Foundation Stage places.

Application forms for children starting at St Peter's C of E Academy in September 2020 are available on line from [www.wiltshire.gov.uk](http://www.wiltshire.gov.uk). Paper copies are available from Wiltshire Council, who can be contacted on 03004560100. The co-ordination of all admissions applications is handled by Wiltshire Council (or your home Local Authority). The closing date for the receipt of applications to Wiltshire Council is midnight on the 15<sup>th</sup> of January 2020.

### Over Subscription Criteria

In the event that applications for places at the school exceed its planned admission number, children with a Statement of Special Educational Needs which names this school, will be offered a place. Priority for entry following this will be decided by an Admissions Panel comprising School Governors, using the admission criteria specified below:

1. Children in care (Looked After Children or previously Looked After Children) as defined in section 22 of the Children's Act 1989 (please read note in the definitions and interpretations section on p4)
2. Children who (at the time of their admission) have siblings already at the school.
3. Children and / or parents who attend regular\* worship at St Peter's Church, Chippenham.
4. Children and / or parents who attend regular\* worship at another Christian Church.
5. All other children.

Date issued: November 2018

Review by: September 2019

Custodian: Admissions Panel of the Local Board

Public consultation: 12/12/2017 – 23/01/2018.

Determined & adopted by Local Board on 20/11/2018

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The school will admit over its planned admission number (30) when applicant number 30 and 31 are twins.

If criterion 3 or 4 applies, parents must return the fully signed form on appendix 1 directly to the school, not to the Local Authority. \*Regular worship means attendance at the church at least once a month for the past year and the form requires this to be confirmed by the priest or minister.

### **Tie-Break**

If the school is oversubscribed in any of the above categories, the shortest distances between the school and the child's address will be used. This will be measured according to the Ordinance Survey Easting's and Northing's for the child's home address and the school as supplied by the local authority. If 2 or more children with the same priority for admission live an indistinguishable distance from the preferred school, but cannot all be admitted, then the available place will be decided by means of casting lots by the Headteacher.

### **In-year Transfers Between Schools**

Wiltshire Council co-ordinate in-year transfers for all children including those who are not Foundation Stage children. Parents should contact Wiltshire Council for an application form and guidance.

<http://www.wiltshire.gov.uk/schoolseducationandlearning/schoolsandcolleges/schooladmissions/schooladmissionsformsanddocuments.htm>

Should a parent living in Wiltshire wish to apply for a school in another authority, they must contact that authority directly to apply.

Where the LA receives an in year application form expressing a preference for an Academy, Foundation or VA school the application will be forwarded to the school within 5 school days of receipt.

The school's governing body is responsible for deciding the outcome of the application and advising the LA accordingly within 10 school days of the date on which the information was received by the school.

In all cases, a decision letter will be sent out by the local authority within 20 school days of receiving the application form and this will provide information, if appropriate, about the statutory right of appeal.

All applications for children requesting admission outside their normal age group will be processed as outlined in Wiltshire Councils Coordinated Admission Scheme, which has been drafted in line with the Schools Admission Code.

### **Appeals**

Parents have the right to appeal against a decision to refuse a place to their child. If parents wish to appeal, they must do so in writing to the school. Appeals will be handled in accordance with the School Admissions Code of Practice.

### **Waiting List**

If the academy is unable to offer a place immediately, parents may put their child's name on the academy's waiting list which is managed by Wiltshire Council. This list is kept until 31<sup>st</sup> of December of each school year of admission.

### **Acceptance of places offered**

Parents must take up the place within 28 working days of the required admissions date stated on the original application form. Failure to do this will result in the offer of a place being withdrawn. If a parent secures a place on appeal, that place must also be taken up within 28 days of the required admission date stated on the original application form

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**Definitions and Interpretations**

**Children in Care** (Looked After Children or Previously Looked After Children) a 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements or special guardianship order. A looked after child is a child who is (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 (see the definition in section 22 (1) of the Children Act 1989).

**Proximity to the Academy** will be measured according to the Ordnance Survey Easting's and Northing's for the child's home address and the school as supplied by the local authority. The child with the least distance from the school will be offered a place in the event of a tie.

**LA means the Local Authority** (e.g. Wiltshire Council)

**Family home** is defined as the address where a child resides the majority of the time during their attendance at the school.

**Reference to parents** includes either or both parents or a sole parent, and where only one of two parents satisfies the criterion the application will be treated equally with applications where the criterion is satisfied by both parents. The word *parents*, includes legal guardians.

**The word sibling** refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, foster brother or sister or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that brother or sister.

**Regular worship** means attendance at the church at least once a month for the past year.

**Christian Churches** are defined as members of Churches Together in Britain and Northern Ireland.

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**Supplementary form for admission to St Peter's C of E Academy**

Confirmation of regular worship to satisfy criterion 3 or 4 of the admissions criteria

Child's name	Child's date of birth
Parent's name	Signature

Priest or minister, please tick the statement below which applies;

I confirm that the child and / or parent named above, attended St Peter's Church at least once a month for the past year.

I confirm that the child and / or parent named above attended \_\_\_\_\_ Church at least once a month during the past year.

To be signed by priest or minister.

Name \_\_\_\_\_

Date \_\_\_\_\_

Position \_\_\_\_\_

Church stamp (where available)
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This form must be returned to the school office, not Wiltshire Council by 15<sup>th</sup> January 2019.