St Martin's CE (Aided) Primary School

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Admissions Policy

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Signed:

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St Martin's CE (Aided) Primary School
Admission Policy

Admissions to Year R

This policy will apply to all admissions from 1 September 2019, including in-year admissions.
The Governing Body of St Martin's Church of England (Aided) Primary School is the admission authority for **The School**. The admission arrangements are determined by the Governing Body, after statutory consultation.

The Published Admission Number (PAN) for St Martin's Church of England (Aided) Primary School (**The School**) is 20. The PAN is the number of places for children available in the year group above.
A guiding principle of admissions to this school is that a church school should serve its local community, defined in the trust deed of 1857 as the ecclesiastical parish of East Woodhay. The policy aims to be clear, fair and objective and to comply with all relevant legislation.

Outside the normal admissions round, the Local Authority's Fair Access protocol will be applied alongside the policy to secure the admission of vulnerable pupils from specific groups.

If **The School** is oversubscribed, places will be offered in the following priority order. Places for applications received after the deadline will be allocated using the same criteria:

Admission Criteria

1. **Looked after children or children who were previously looked after.** (see Definition A)

2. **(For applicants in the normal admission round only)** The child or their family who have a **serious medical, physical or psychological condition** which makes it **essential** that the child attends the preferred school rather than any other. (Appropriate medical or psychological evidence must be provided in support must be provided at the time of application.) (see Definition B)

3. A child **living in the catchment area** of **The School**: (see Definition C)
   (i) Children who at the time of application have a **sibling** (see Definitions D) on the roll of **The School**.
   (ii) Other children living in the catchment area of **The School**.

4. A child **living out of the catchment** area of **The School**:
   (i) Children who at the time of application have a **sibling** (see Definitions D) on the roll of **The School**.
   (ii) A child or a child with a parent who is an active member of a Christian Church (see Definition E) included in the list of Christian Churches (see Definition F) and who requests admission on denominational grounds and provides relevant evidence
   (iii) Other children.

Definitions

A Looked after children or children who were previously looked after

This criterion provides a priority for children who are (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). It can also be used for children who were previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order. An adoption order is an order under section 46 of the Adoption and Children Act 2002 or section 12 of the Adoption Act 1976. A 'residence order' is as an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

B Serious medical, physical or psychological condition

Where a place is requested for a child or family who have a serious social or medical, condition, you must supply supporting independent evidence at the time of application confirming the reason(s) why attendance at **The School** is essential rather than any other school. You must also describe the difficulties that would be caused if the child had to attend another school. The evidence should be provided by a suitably qualified medical professional. The evidence will be considered carefully in confidence by the admissions committee of The Governing Body, who will endeavour to reach a fair and equitable decision.

C The Catchment Area

The catchment area for St Martin's Church of England (Aided) School is the Ecclesiastical Parish of East Woodhay, which is part of the wider East Woodhay civil parish. The child's permanent residence is where they live, normally including weekends and during school holidays as well as during the week, and should be used for the application. The permanent address of children who spend part of their week with one parent and part with the other, at different addresses, will be the address at which they spend most of their time.

Moving home and UK service personnel and crown servants

Places can only be offered on the basis of future moves on the basis of:

- a letter from the solicitor (or equivalent) confirming exchange of contracts to buy a property relevant to the application;
- a tenancy agreement confirming the renting of a specific property relevant to the application;
- a letter from a housing association confirming that the parent(s) will be living at a specific address relevant to the application; or
- in the case of UK service personnel and Crown servants, an official government letter (MOD, FCO or GCHQ) letter declaring a relocation date to the relevant parish or catchment area of **The School** (or to establish distance from **The School**).

To be considered all evidence must be submitted at the time of application.

D Siblings

'Sibling' refers to a brother or sister, half brother or half sister, adoptive brother or adoptive sister, step brother or step sister, foster brother or foster sister and includes children living as siblings in the same family unit. 'It will also be applied to situations where a full or half brother or sister are living at separate addresses. Categories 3(i) and 4(i) includes children who at the time of application have a sibling for whom the offer of a place at the preferred school has been accepted, even if the sibling is not yet attending.

E Active member of a Christian Church

'Active member of a Christian church' is defined as attending worship at a church in the list of Christian Churches listed in this policy at least twice a month for the previous two years before the deadline for admissions. Parents applying under criterion 4(iii) are required to complete a Supplementary Information Form (SIF), which asks for declaration and verification of your child or your active membership. The SIF, which is available from the County website www.hants.gov.uk or from **The School** Office, must be completed and returned to **The School** by **midnight on 14 January 2019**. (As it is a paper form that needs to be signed, the SIF is not available for completion online.) In order to ensure that you have the required church attendance you may need to complete two or more forms. This is normally more applicable to those who have moved into the area but attended church at their previous address.

If a disability or other 'special needs' circumstance prevents regular attendance (as defined above) at a specific place of worship but the person concerned is recognised by the church leaders as a 'regular worshipper' then this can be taken into consideration in your declaration and the verification of your "Active membership of a Christian Church".

F List of Christian Churches used for admission to The School

A 'Christian Church' is defined as an Anglican Church or a recognised Christian Church or a church listed in the Christians Together in Newbury. The full list of Christians Together in Newbury can be found at

https://ctnablog.wordpress.com/members/churches/

The School holds a full list of recognised Christian churches. Copies are available from the School Office.

Additional Information

Tie-breaker

If **The School** is oversubscribed from within any of the above criteria or sub-criteria, straight line distance will be used to prioritise applications; applicants living nearer **The School** have priority. The Local Authority's Geographic Information Systems (GIS) will be used to determine distances from the defined point of the home address point to defined point of **The School**.

Distances to multiple dwellings will give priority to the ground floor over the first floor and so on. On individual floors, distances will be measured to the stairs leading to the communal entrance. If distances are equal (for example within a block of flats), lots will be drawn by a person independent of The Governing Body to determine the allocation of a place.

Who can apply

Only a parent can apply for a place at a school. A parent is any person who has parental responsibility for or is the legal guardian of the child, as set out in the Children Act 1989.

How to apply

The Local Authority operates a Co-ordinated Admissions scheme which processes all main round (ordinary) admission applications. They also publish a Composite Prospectus which details all admission arrangements for schools within the Local Authority. Please see www.hants.gov.uk for the prospectus and details of the scheme.

You must complete a Local Authority Application Form available from website www.hants.gov.uk If you wish to use the "Active member of a Christian church' criteria to support your application you must also complete a Supplementary Information Form (SIF). This form is available from the Local Authority Website, website www.hants.gov.uk or as a paper copy from **The School** Office. Please also see the definition on 'Active member of a Christian Church'.

Admission to Key Stage 2 in a Primary School
Occasionally The School will admit more children than PAN to Key Stage 2. The Admissions panel has the delegated power to authorise admissions of 1 child over PAN and the Full Governing Body has the power to authorise admissions of 2 children over PAN.

Offering places
The Governing Body will consider first all those applications received by the published deadline of **midnight on 14 January 2019**. Notifications to parents offering a place will be sent by the Local Authority on **15 April 2019**.

Applications made after **midnight on 14 January 2019** will be considered after all on-time applications have been fully processed unless exceptional circumstances merit consideration alongside on-time applications.

For the normal admission round, all on-time preferences will be considered simultaneously and ranked in accordance with the admission criteria. If more than one school can offer a place, the parent's highest stated available preference will be allocated.

Pupils with a statement of special educational needs
The governors will admit any pupil whose education, health and care plan (previously a final statement of special educational needs) names **The School**. Where possible these children will be admitted within the PAN.

Multiple births
Where a twin or child from a multiple birth is admitted to a school under this policy then any further twin or child of the same multiple birth will be admitted, if the parents so wish, even though this may raise the number in the year group above **The School**'s PAN.

In-year applications (ordinary)
The allocation of any places which may become available during the year will be made on the basis of the current Admissions Criteria. There are no deadline dates for in year applications. Applications must be made using the Local Authority Admission Form available on line at www.hants.gov.uk. Any parent with parental responsibility can apply for a place for their child at any time to any school. The Governing Body will decide whether a place can be offered at **The School**.

In-Year Fair Access placements by the local authority
The local authority must ensure that all pupils are placed in schools as quickly as possible. It may therefore sometimes be necessary for a pupil to be placed by the local authority, or a local placement panel acting on behalf of the authority, in a particular school even if there is a waiting list for admission. Such placements will be made in accordance with the provisions of the local authority's In-Year Fair Access Protocol. The Protocol is based on legislation and government guidance.

Waiting lists
When all available places have been allocated a waiting list will be operated by **The School**. All children not being offered a place will automatically be placed on the waiting list for **The School**. Waiting lists for any academic year will be maintained for indefinitely.

Any places that become available will be allocated according to the criteria of the admission policy with no account being taken of the length of time on the waiting list or any priority order expressed as part of the main admission round. Fair Access admissions and school closure arrangements will take priority over the waiting list.

The waiting list will be reviewed and revised:

- each time a child is added to, or removed from, the waiting list;
- when a child's changed circumstances affect their priority;
- periodically when parents, with a child on the waiting list, will be contacted and asked if they wish to remain on the list for the following school year.

At the time of receiving an offer of a school place parents will be advised of the process for adding their child's name to a school's waiting list. Parents may keep their child's name on the waiting list of as many schools as they wish and for as long as they wish.

Starting school and deferred entry to Year R

Admission authorities **must** provide for the admission of all children in the September following their fourth birthday. The authority **must** make it clear in their arrangements that, where they have offered a child a place at a school:

a) that child is entitled to a full-time place in the September following their fourth birthday;

b) the child's parents can defer the date their child is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which it was made; and

c) where the parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

It is recommended that parents considering such a request contact **The School** as early as possible to ensure that an informed decision is made.

Notes on compulsory school age and summer born children

A child is not required to start school until they have reached compulsory school age following their fifth birthday. For summer born children this is almost a full school year after the point at which they could first be admitted. Compulsory school age is set out in section 8 of the Education Act 1996 and The Education (Start of Compulsory School Age) Order 1998. A child reaches compulsory school age on the prescribed day following his fifth birthday (or on his fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

All children born from the beginning of April to the end of August reach compulsory school age in the September following their fifth birthday. It is likely that most requests for children to be admitted out of their normal year group will come from parents of children born in the later summer months or those born prematurely.

Admission of children outside their normal age group

Parents who have deferred entry into Year R or of a gifted and talented child or a child who has experienced problems or missed part of a year, for example due to ill health, can request a place outside the normal age group. The Governing Body will make a decision on the basis of the circumstances of each case. Parents do not have a right to appeal if they have been offered a place and it is not in the year group they would like.

Admission Appeals

If you are unsuccessful in being offered a place for your child at **The School** you will be informed by The Local Authority in writing, be given reasons for the refusal and informed of your right to an independent appeal against the decision.

Warning

Places are withdrawn every year because parents give false information on application forms, e.g. a false 'home address'. This includes cases where parents take out a short-term let or buy a property solely to use its address on the application form without any intention of taking up permanent residence there. In fairness to

all parents, all allegations of fraudulent practice brought to The Governing Body attention will be investigated. The Governing Body reserves the right to withdraw the offer of a place if fraudulent or intentionally misleading information has been used on an application.

Legislation
This policy takes account of all relevant legislation including the legislation on sex discrimination, race relations, and disability, together with all relevant regulations and the School Admissions Code (published by the DfE in 2014).

Further Information
If you require further information about applying for a place at St Martin's Church of England (Aided) Primary School, please contact **The School**.

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Map of the ecclesiastical parish / catchment area of The School which make up the catchment area.

