

## Admission Policy 2015-2016

The published admission number ['PAN'] is **15** children in each year group (from Foundation Stage 2 to Year 6).

In the event of oversubscription, all applications for first, full time places will be considered in accordance with the admission criteria, as set out below.

Attendance at any early years provision (Foundation Stage 1) at the School does not automatically guarantee a place in Reception (Foundation Stage 2). **Applications for full time school must be made for all children, including any who have attended the early years provision.**

Children are admitted full time to school in the Autumn Term (September) following their fourth birthday. For children offered a place at St. Mary's before they reach compulsory school age, it is possible to defer entry until later in the school year.

For children who were born in the summer term, further information about deferring admission is available at [www.nottinghamshire.gov.uk](http://www.nottinghamshire.gov.uk).

Applications must be made on the home Local Authority Common Application Form. Parents will also be invited to complete a St Mary's School Supplementary Admissions form if they wish to make an application to be considered in accordance with the religious/faith criteria.

The offer of a school place will be made by Notts County Council as the home Local Authority to all parents on the 'offer day' set out in the coordinated scheme.

Should an application for a place be received after the stated closing date, it will be processed in accordance with the provisions of the Notts County Council coordinated scheme.

### Admissions to Year Groups other than the Intake Year

St. Mary's School must offer all applicants a place if it is not over-subscribed. The School uses the in-year coordinated scheme set out by Notts County Council.

The school participates in Nottinghamshire County Council's Fair Access Protocol.

### Right of Appeal

When requests for admission are refused the applicants will be informed in writing of the reason(s) in the outcome letter and it will be stated that appeals information can be obtained through Rothera Dowson solicitors. Further information on appeals may also be obtained from the School Office. Appeals should be lodged within 20 school days of the notification of the refusal of a school place.

### Waiting List

The School operates a waiting list for its intake year group in partnership with Notts County Council. This is prioritised following the oversubscription criteria and kept until the end of the Autumn Term.

## Admission Criteria

The Governing Body has adopted a fair, open and objective system for considering all requests for admission when there is an oversubscription of applications for the places available. A child who has a statement of special educational needs which names St Mary's CE Primary School will be admitted. When there is an oversubscription situation the following criteria will be applied in the priority order given.

- A. A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order. [Please see note 1 below.]
- B. A child who has a sibling attending the School on the date of admission of the child. [Please see note 2 below]
- C. A child or parent/carer who is a regular twice monthly worshipper at a Church of England church for at least the previous twelve months.
- D. A child or parent/carer who is a regular twice monthly worshipper at any member of Churches Together in England for at least the previous twelve months.
- E. A child whose particular medical needs, mobility support needs, special educational needs or social needs and who has written evidence from a doctor, social worker or other relevant professional stating that in his or her opinion St Mary's School is the only school which could cater for the child's particular needs.
- F. Priority may be given to the children of staff in either or both of the following criteria: Where a member of the 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 the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage .
- G. All other children.

In each category, a child living nearest the school will be given priority. Distances will be measured in a straight line from the child's home address to the main entrance of the school using the Local Authority's computerized measuring system. In the event of two distances being equal, lots will be drawn and independently verified.

In respect of multiple births, the School will offer places, over and above the PAN, where the child whose twin or sibling of a multiple birth is admitted otherwise than as an 'excepted pupil'.

In respect of children of nomadic travelers, they will be admitted unless the year group in question is full when, to admit further children would prejudice the provision of efficient education or the efficient use of resources in the school. In this case, the Local Authority will be informed immediately so that alternative arrangements can be made without delay.

Children of UK service personnel who apply for a place outside the normal admission round may be admitted to an infant size class even though it is already at the statutory limit of 30 children.

## Notes

### 1. Looked after and previously looked after

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 in accordance with section 22(1) of the Children Act 1989 at the time of making an application to a school.

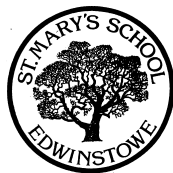
Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order). Previously looked after children are those who were adopted immediately following having been looked after. An adoption order is an order under section 46 of the Adoption and

Children Act 2002. A 'residence order' is 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).

1. 'Sibling' means a brother or sister including half-brother or half-sister or legally adopted child living at the same address as the applicant child. It also includes a child looked after by a local authority placed in a foster family with other school age children. It also includes stepchildren, or children who are not related but live as a family unit where the parents both live at the same address as the child.
2. 'Parent' is defined by s.576 Education Act 1996 as including :
  - a. All natural parents, whether they are married or not; and
  - b. Any person who, although not a natural parent, has parental responsibility for a child or young person; and
  - c. Any person who, although not a natural parent, has care of a child or young person. Having parental responsibility means assuming all the rights, duties, powers, responsibilities and authority that a parent of a child has by law [defined in the Children Act 1989]. People other than a child's natural parents can acquire parental responsibility through adopting a child, or being granted a residence order, or being appointed a guardian, or being named in an emergency protection order [although parental responsibility in such a case is limited to taking reasonable steps to safeguard or promote the child's welfare].
3. Home address or residence is taken to be the parental home other than in the case of children fostered by a local authority where either the parental address or the foster parent address may be used. Where a child spends part of a week in different homes, their place of residence will be taken to be their parent or parents' address. If a child's parents live at separate addresses, whichever of the 2 addresses the child permanently spends at least 3 'school' nights, that is, Sunday, Monday, Tuesday, Wednesday or Thursday, will be taken to be the place of residence. Addresses of other relatives or friends will not be considered as a place of residence, even when the child stays there for all or part of the week. The Governors reserve the right to seek proof of residence and may require evidence from the courts regarding parental responsibilities in these matters.

### **Guidelines for a Minister's Verification**

Applications on denominational grounds (Criteria C and D) must be supported by the Supplementary Information Form completed by the parent(s)/carer(s) with verification from a minister of religion that the child or parent(s) have practiced their faith by regular twice monthly worship at the Minister's place of worship for at least the previous 12 months.



**St. Mary's C of E Primary School Edwinstowe  
SUPPLEMENTARY INFORMATION FORM**

You should complete this form if you are applying for a place and consider that you or your child meets the School's faith-based admissions criteria. The appropriate Common Application form must be sent to Nottinghamshire County Council admissions.

In determining admission applications priorities C & D are given to children or their parent(s)/carer(s) who are regular twice monthly worshippers at a Church of England or a Churches Together in England church for at least the previous twelve months.

Please complete the first two sections and ask your Minister to complete the third section. The completed form should be sent to the School Office by the closing date given for the Common Application procedure.

<b>1: Childs Details</b>	
Name	
Date of Birth	
Parent/Carers name	
Parent/Carers address	
<b>2: Parent/Carer declaration</b>	
I the Parent/Carer or child have regularly worshipped at least twice a month for the last twelve months at:	
Signed:	Dated:
<b>3: Minister's Section</b>	
Countersigned by Minister of Religion	
Date	
Name of Minister	
Telephone Number	
Address	
Comments:	