

St. Swithun's C of E Primary School

Admissions Policy for the academic year beginning

1st September 2015

Our ethos and values:

St Swithun's School aspires to be a Church school that includes children, parents/carers, staff, governors and the wider community, which we refer to as "our family".

We welcome and value everyone as part of our community based on Christian values.

We work together as a team which respects and values the unique contributions of each individual child and adult.

We learn together in a safe, secure and stable loving environment.

We strive for excellence in all we do and say, building an atmosphere of trust, respect and friendship.

We endeavour to support each other to reach our full potential.

We are committed to developing the spiritual and emotional well being of everyone in our community.

Our school is proud to be rooted in Christian values.

'Love bears all things,
believes all things,
hopes all things,
endures all things.'
(1 Corinthians 13:7)

1 Introduction

- 1.1** Our governing body applies the regulations on admissions fairly and equally to all those who wish to attend this school. The governing body has referred to the School Admissions Code 2012 and Schools Admission Appeals Code 2012.

2 Aims

- 2.1** We seek to be an inclusive school, welcoming children from all backgrounds and abilities.
- 2.2** All applications will be treated on merit, and in a sensitive manner.
- 2.3** The only restriction we place on entry is that of number. If the number of children applying for entry exceeds the places available, we adopt the procedure set out below to determine whether a child is to be accepted or not. It is our wish for parents to find a place for their child at the school of their choice. However, this is not always possible, due to excess demand on the places available.

- 2.4** A child's level of ability is irrelevant to this school's admissions policy, as are any special needs the child may have.

3 How parents can apply for their child to be admitted to our school

- 3.1** St. Swithun's is an Aided Church of England School and the admission of children is controlled by the Governors of the school. The school determines the admission arrangements in agreement with the Diocese. We also work in partnership with the Local Authority (LA) for co-ordinated admissions into full time education.
- 3.2** The LA's annual admissions prospectus informs parents how to apply for a place at the school of their choice. Parents have a right to express their preference, but this does not, in itself, guarantee a place at that particular school. Application should be made on a form that can be obtained from the LA, and should be returned by the date stipulated on that form. The local authority will notify parents of the decision as soon as all the applications have been considered.
- 3.3** Children born between 1st September 2010 and 31st August 2011 will be offered a place to join the F2 class in September 2015. A successful applicant must take up the allocated place during the 2015/16 academic year. The school has a published admission number of 30 children. Where applications for vacant places are being considered, the following criteria will be applied:

Priority 1: Looked after children (and previously looked after children)

Priority 2: Children who have a sibling attending the school at the time of admission. (Siblings includes step siblings and adopted siblings, children living permanently at the same address).

Priority 3: Families attending a Christian Church (letter from minister required)

Priority 4: Children wanting a Christian Education (letter from parent/guardian)

Priority 5: Children living nearest to the school at the time of admission. Distance is measure as the crow flies from the entrance of the child's home to the entrance of the main admin building using the Local Authority software. In the event of two distances being equal, lots will be drawn and independently verified.

Where children are equally ranked according to these priorities, the final determination will be made according to the distance from the school as provided by the LA.

Special circumstances: Children whose particular medical needs, mobility support needs, special educational needs or social circumstances are supported by written evidence from a doctor, social worker or other relevant professionals stating that the school is the only school which could cater for the child's particular needs. The evidence must be presented at the time of application.

Cases agreed under 'special circumstances' will take precedence over all the above numbered criteria.

We are an inclusive school so therefore, children with a statement of Special Educational Needs will be admitted to the school.

Gypsy, Roma and Traveller children are welcome at our school. If a place is available then they will be admitted quickly so that they can continue their education.

As with the main school, admission to the Foundation Stage (FS) (3 year olds) is controlled by the Governors of the school.

The capacity of St. Swithun's School Foundation Stage One (F1) is 26 places in the afternoon session.

Where applications for vacant places are being considered, the criteria for admission to the main school is applied.

Parents are notified in writing when your child has a place in Foundation Stage One.

St. Swithun's
Foundation Stage
(Early Years Department)



We cannot notify parents about the outcome of their application until an offer from the LA has been received (F2 and above).

At St. Swithun's School the Governors operate a one term admissions policy. All start in September.

Parents should understand that a place in F1 does not guarantee a place in the main school and a new application form has to be made during the year before the child starts full-time school.

4 Admission appeals

4.1 If parents wish to appeal against a decision to refuse entry, they can do so by applying directly to the Governors. A panel considers all such appeals, and its decision is binding for all parties concerned. If the appeals panel decides that we should admit a child to whom we had refused a place, then we will accept this decision and continue to do all we can to provide the best education for all the children at our school. Appeals should be lodged within 20 school days of the date of the refusal letter.

4.2 The school operates a waiting list for its intake year group in partnership with Nottinghamshire LA. This is kept and prioritised following the oversubscription criteria until the end of the first week of the spring term.

5 Sizes of classes for infants

5.1 We teach infant children (aged five to seven) in classes that have a maximum number of 30 children.

6 Monitoring and review

6.1 This policy will be monitored by the governing body and reviewed every three years, or earlier in the light of any changed circumstances, either in our school or in the local area. The policy will always take due note of guidance provided by the local Admissions Forum.

Signed:

Presented to full Governors: Spring 2006

Presented to Staff: Spring 2006

New policy implemented from Sept 2006

Reviewed: Spring 2008

Next review: Spring 2011

Reviewed Spring 2011

Next review: Spring 2012

Reviewed: Spring 2012

Next review: Spring 2013

Reviewed: Spring 2013

Next review Spring 2014

Reviewed: Spring 2014

Next review: Spring 2015

Signed