

Sutton – cum - Lound C. of E. (Aided) Primary School



INTRODUCTION

Sutton - cum -Lound C. of E .Primary School is a church aided primary school in Southwell & Nottingham Diocese and is maintained by Nottinghamshire Local Authority (L.A.). This means that St. Bartholomew's Church and Southwell & Nottingham Diocese have contributed towards the cost of building the school and continue to care for its buildings and its people.

It is a Voluntary Aided School in which the Governing Body is responsible for admissions. It is guided in that responsibility by the requirements of the Law, by advice from Southwell & Nottingham Diocesan Board of Education, its duty to the community and the common good.

In making an application for admission to Sutton- cum- Lound C. of E. Primary School, parents should be aware that their children will receive religious instruction in the Christian faith in accordance with the principles and practices of the Church of England and will receive their education in a Christian school.

ADMISSION ARRANGEMENTS

The published admission number is 14 children per year. In the event of over-subscription, all applications for the reception year will be considered in accordance with the admission criteria, as set out below.

Children who are allocated a place will be admitted full-time in the September following their fourth birthday. In some circumstances, a parent can defer their child's admission. Parents can request that the date their child is admitted to school is deferred until later in the academic year or until the term in which the child reaches compulsory school age. Parents can also request that their child takes up the place part-time until the child reaches compulsory school age.

Applications must be made on the Common Application Form available from the home local authority.

A Supplementary Application Form should also be completed and returned to school by the closing date in support of applications made in accordance with Criterion 3 as published below (see note on Evidence.)

The offer of a school place will be made by the home local authority to all parents on the 'offer day' set out in the co-ordinated scheme.

The school operates a waiting list for its intake year group in partnership with Nottinghamshire County Council. This is kept and prioritised following the oversubscription criteria until the end of the autumn term. The governors continue to maintain the waiting list until the first week of the spring term.

Parental Preference

The L.A. Common Application Form provides the opportunity for parents/guardians to nominate a number of schools to which they would like to send their child. Parents can put these in rank order of preference. The Governing Body of Sutton- cum- Lound C. of E. Primary School, in line with L.A. Admissions policy, will consider all applications against the School's Admissions and Oversubscription Criteria.

ADMISSION OVERSUBSCRIPTION CRITERIA (in order of priority)

In the event of oversubscription, the following criteria will be applied after those children with a statement of special educational needs that names the school have been admitted:

1. "Looked after children" or children who were previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order ¹. 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)
2. Children who have a sibling² attending the school.

3. Children whose parents³/carers worship at least once a month for the last year at;
- i) St Bartholomew's Church, Sutton cum Lound
 - ii) Another Church of England Church
 - iii) A Church which is a member of 'Churches Together in England'.⁴

Parents claiming admission under Criterion 3 must complete the supplementary admission forms, with minister verification.

4. Children who live nearest to the school.⁵

Special Circumstances: The following groups of children will be given special consideration in their application to the school.

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 professional 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. It will be the admissions committee established by the Governing Body that will make the decision to offer or refuse admission in these circumstances.

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

IN-YEAR ADMISSIONS

The school participates in Nottinghamshire County Council's non-statutory in-year coordinated scheme. Full details are available at www.nottinghamshire.gov.uk. The school will normally admit pupils up to the PAN set for the year group when it was first admitted.

Governors will consider admission requests and places will be filled in accordance with the admissions criteria. To avoid unnecessary delay, these decisions will normally be made by the chair in consultation with the vice chair of the Governing Body and reported to the next meeting.

All students admitted will normally be placed on the school roll at the start of the next term or half term unless there are genuine reasons for an earlier admission (e.g. students moving into the catchment area or coming under the Special Circumstances of Section B)

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

Where one child of a multiple birth can be admitted, under the school's admission criteria his or her brothers and sisters will also be admitted.

RIGHTS OF APPEAL

When applications for admission are refused, the applicants will be informed in writing of the reasons by Nottinghamshire County Council together with their rights of appeal.

Appeals should be lodged within 20 school days of the date of receipt of the refusal letter.

DEFINITIONS

Looked after children and previously looked after children

Looked after and previously looked after

¹A 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).

Siblings

² A sibling is a brother or sister who share the same parent, a half brother or sister where two children share one common parent, a step brother or step sister, where two children are related by a parent's marriage, adopted or fostered children living in the same household under the terms of a residence order.

Parents

³ The term 'parent' is defined as those who have legal responsibility for the upbringing of a child.

⁴ A list of Churches belonging to "Churches Together in England" can be found on the following websites: - www.churches-together.net & www.eauk.org

⁵ Distance measurements to be made 'as the crow flies' from the front gate of the pupil's registered home address to the reception office of the main school using Nottinghamshire County Council's computerised distance measuring software. In the event of two distances being equal, lots will be drawn by an independent person.

If we receive an application which contains fraudulent or deliberately misleading information any offer of a place based on that information will be automatically withdrawn.

MINISTER'S VERIFICATION

Applications on denominational grounds must be supported by a supplementary form completed by the parent(s) with verification from a minister of religion that both the child and parent(s) have practiced their faith by worship at least once per calendar month at the minister's place of worship for at least the past year.

Sutton cum Lound C of E (Aided) Primary School

Supplementary Admissions Form

You should complete this form if you are applying for a place and consider that you and your child meet the school's faith-based admissions criterion.



This supplementary form must accompany the appropriate common application form.

- In determining faith admission applications priority is given to children who have worshipped regularly with their parent(s) (at least monthly for at least the previous year) at either a Church of England church or another Christian church which is a member of Churches Together in England.

Please complete the first two sections (Child details and Parent/ Carer declaration) and ask your minister to complete the third section. The completed form should be returned to the school office by (Date)

1. Child details:

Child's name: _____

Child's date of birth: _____

Parent/carer's name: _____

Parent/carer's address: _____

2. Parent/Carer Declaration

I the parent/Carer _____ have worshipped at least once a month for the last year at _____

My child _____ has also worshipped at least once a month for the last year at _____

Signed (Parent/Carer) _____ Date _____

3. Minister's section

Countersigned by minister of religion _____ Date _____

Name of Minister _____

Telephone number _____

Address _____

Thank you for your help.

