



**The Primary School
of
St Mary and St Martin
(C of E Aided)**

ADMISSIONS POLICY

2015/2016

The Governors' Admission Policy

The Published Admission Number (PAN) is 17 children per year. In the event of oversubscription, all applications for the reception year will be considered in accordance with the admission criteria, as set out below

FIRST ADMISSIONS

Children who are allocated a place will be admitted full-time at the beginning of the year in which they are 5. Parents may defer their child's admission until the start of the term in which their child reaches their 5th birthday.

ALL Applications must be made on a NOTTINGHAMSHIRE Common Application Form...

The offer of a school place will be made by the L.A. to all parents on the "offer day" set out in the co-ordinated scheme.

ADMISSION CRITERIA

The following criteria are used to determine which pupils should be admitted to the school.

Children who have a statement of Special Educational needs which names the school will be admitted which will reduce the number of places available to the applicants

1. Looked after children/previously looked after children

First priority will be given to all relevant looked after children who are of the Anglian faith over all other children of that faith and higher priority to all looked after children not of that faith than all other children not of that faith.

A looked after child or a child who was previously looked after but immediately after being looked after became subject to adoption, residence 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 the social services functions (see the definition in section 22(1) of the Children Act 1989)

2. Children who live in the catchment of the school

(The Ecclesiastical Parish of Blyth and Hodsock) and have a sibling attending the school at the time of admission.

- "Sibling" including step siblings, foster siblings adopted siblings and other children living permanently at the same address

3. Children who live in the catchment area of the school

4. Children who live outside the catchment area of the school and have a sibling attending the school at the time of admission

- "Sibling" including step siblings, foster siblings adopted siblings and other children living permanently at the same address

5. Children who have attended worship with their parent(s) or another carer at

1. The Local Church of England Church
2. Another Church of England Church
3. A church which is a member of "Churches together"

When assessing the Church criteria the school will use the following three strands:

- ***At the heart of the church*** – refers to a regular, committed worshipper. This means one who worships at least twice a month to accommodate difficult patterns of work and family relationships, account should of week day worship.
- ***Attached to the church*** – may be a regular, but not frequent worshipper .g attends a monthly family or church parade service or is regularly involved in weekday church activity including an element of worship
- ***Known to the church*** – may not be a frequent worshipper, but will probably be an occasional worshipper, someone who is known through a family connection, or one or more of whose family is involved in some church activity, such as a uniformed or other church organisation.

Churches together in England

The Baptist Union of Great Britain

Church of England

Council of African and Afro-Caribbean Churches

Free Churches Council

Independent Methodist Churches

Lutheran Council of Great Britain

Moravian Church

Cherubim and Seraphim Council of Church

Church of Scotland Congregational Federation

Council of Orthodox Christian Churches

Greek Orthodox Church

Joint Council for Anglo Caribbean Churches

Methodist Church

New Testament Assembly

6. Other children living nearest to the school at the time of application.

Distances will be measured “as the crow flies” from the child’s home address to the maintenance of the school.

Within each category priority will be given to pupils who live closest to the school “as the crow flies”. In the event of two distances being equal, lots will be drawn and independently verified.

Special Circumstances

The School Admission Panel will give special consideration to the following groups of children 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.

Cases agreed under “special circumstances” will take precedence over all the above numbers criteria

Twins and Multiple births

If there are more applications than places available and one child from a multiple birth can be admitted, the other child(ren) will also be admitted as excepted.

LATE APPLICATIONS

Late applications will be considered in line with the published coordinated scheme in conjunction with the admissions panel.

If the PAN has been reached or exceeded 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 Autumn Term.

ADMISSIONS TO YEAR GROUPS OTHER THAN THE INTAKE YEAR

From September 2010, local authorities must coordinate all in year applications for parents in their area (known as “home LA”). This does not affect the rights and duties of the governing body to set and apply their own admission arrangements and oversubscription criteria. The school will communicate their decision to the local authority who will notify the parent of the decision to either to offer or refuse a place. Parents will be required to confirm their acceptance of a place to the local authority within 14 days. All applications received in mid-term will be dealt with in accordance with the above criteria.

In the event of a place being available in the appropriate year group then that will be offered by Governors but communicated to parents by the home L.A. If no places are available, the child’s name will be added to the waiting list and will be subject of movement up or down the waiting list as described above; parents will be offered the right of appeal.

Where mid-term applicants are received from children for whom this school is the named school in a statement of special educational needs or from children “looked after” by the Local Authority, the school will admit regardless of whether or not a place is available in that year group.

All in-year other admission requests will necessitate the completion of the appropriate supplementary application form by parents/carers. The school will normally admit pupils up to the PAN set for the year group when it was first admitted.

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

Gypsy, Roma and Traveller families will complete necessary Admission forms to be quickly registered at a school whether they are residing permanently or temporarily in the area. If there is a place available in school the application for admission may not be refused.

RIGHTS OF APPEAL

When requests for admission are refused, the applicants will be informed in writing of the reasons by the home local authority and given the rights of appeal. “Appeals should be lodged within 20 school days of the date of refusal”

For Admissions into the intake year through the co-ordinated admissions scheme, Nottinghamshire County Council will inform applicants of the outcome of their application and of their right of appeal.

DEFINITIONS

Parent

The term “parent” is defined as those who have legal responsibility for the upbringing of a child ; natural parents, step parents , parents and guardians

Address

The family’s main residence at the time of application Where parents live at separate addresses and share parenting, the address will usually be the address where the child wakes up on most mornings during the week, or the address of the parent who receives child benefit payments.

Looked after children/previously looked after children

*An adoption order is an order under section 46 of the Adoption and Children Act 2002. A residence order is an order setting out 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 “special guardianship order” as an order appointing one or more individuals to be a child’s guardian (or special guardians)

Siblings

- 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 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

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.

APPLICATIONS ON DENOMINATIONAL GROUNDS must be supported by a “supplementary information form” completed by the parents with Verification from a minister of religion that the child and parent(s) have practised their faith by worship according to the three strands as detailed above for at least the past year.

Supplementary Information Form

THE PRIMARY SCHOOL OF ST MARY AND ST MARTIN, BLYTH

Parents are requested to supply the School Governors with the following information which may be checked against other records.

Child's Surname Child's Forename (s) Date of Birth	Permanent Home Address Post Code
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Do you attend Church regularly ? Yes /No

<p>Parent / Carer Declaration</p> <p>I/We the Parent(s)/ Carer(s) has/have worshipped at least twice a month for the last year at</p> <p>Signed by Parent/Carer Date</p> <p>Countersigned by Minister of Religion Date</p> <p>Name of Minister Telephone Number</p> <p>Address</p> <p>.....</p> <p>Thank you for your help.</p>

Signature of Parent / Carer

Contact details : Home Phone Number

Mobile Phone Number

Date

Please be sure to advise us of any changes in these details