



## St. Swithun's C of E Primary School

### Admissions Policy for the academic year beginning

1st September 2019

#### **Our ethos and values:**

St Swlthun'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.

'Valuing individuals, aspiring and achieving together in faith'

#### **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 2014 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 considered against the admissions oversubscription criteria.
- 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 preference. However, this is not always possible, due to excess demand on the places available.



- 2.4 Parents may apply outside the normal age range (due to a child being gifted and talented or ill health) however the decision will be made by the governing body and notified by the Local Authority. Information is available at <http://www.nottinghamshire.gov.uk/media/109754/factsheet-summer-born-final2.pdf>

### **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 preference. 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 to the home local authority. The local authority will notify parents of the decision as soon as all the applications have been considered.
- 3.3 In-year applications must be made to the local authority in the same manner as all other applications. The Local Authority will inform the parents of a decision.
- 3.4 Parents have the right to defer admission to school. A child will be offered a place for Foundation Stage 2, however the parent can defer the child's entry 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 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.
- 3.5 Children born between 1<sup>st</sup> September 2014 and 31<sup>st</sup> August 2015 will be offered a place to join the F2 class in September 2019. A successful applicant must take up the allocated place during the 2019/20 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:

St Swithun's C of E Primary School will first accept all pupils with a statutory right to a place through a Statement of Special Educational Needs (SEN) or Educational Health and Care Plan (EHC) naming the school. After the admission of these pupils, criteria will be applied for the remaining places in the order in which they are set out below:

**Priority 1:** Looked after children (and previously looked after children) 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 child arrangements order or special guardianship order). This includes children who were adopted under the Adoption Act 1976 and children who were adopted under section 46 of the Adoption and Children Act 2002.

Child arrangements orders are defined in section 8 of the Children Act 1989, as



amended by section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. 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).

**Priority 2:** Children who have a sibling attending the school at the time of admission.

Sibling:

- Sibling is defined as children who live as brother or sister in the same house, including natural brothers or sisters, half-brothers or half-sisters, legally adopted siblings, stepbrothers or sisters and foster brothers and sisters.

In the case of twins or other siblings from a multiple birth, where there is only one place available in the school, both will be considered together as one application. The school's admission number may be exceeded by one; the School Admissions Code makes an exception to the infant class limit in this situation.

*1. An adoption order is an order under section 46 of the Adoption and Children Act 2002. A 'child arrangements order' is an order under Section 12 of the Children and Families Act 2014 determining (a) with whom the child is to live, spend time or otherwise have contact and (b) when a child is to live, spend time or otherwise have contact with any person. 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)*

In the case of siblings in the same year group, where there is only one place available in the school, both will be considered together as one application. The school may go above its admission number as necessary to admit all the children, except in cases where infant class regulations, as stated in the Schools Admissions Code, prevent this from happening.

**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.

### **Home address**

The child's place of 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(s) address may be used.



Where a child spends part of the 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, the address where the child permanently spends at least three 'school' nights (i.e. 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 the place of residence, even if the child stays there for all or part of the week. Evidence that a child's place of residence is permanent may also be sought.

The evidence should prove that a child lived at the address at the time of the application and will continue to live there after the time of admission. Informal arrangements between parents will not be taken into consideration. The designated officer may also seek proof of residence from the courts regarding parental responsibilities in this matter.

In all cases all those with parental responsibility must be in agreement with the preferences made.

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.

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 or an Education, Health Care plan 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.

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.

#### **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 Fair Access**

St-Swithun's participates in Nottinghamshire County Council's Fair Access protocol. All schools, including Voluntary Aided Schools, Trust Schools and Academies must participate in the protocol.



The purpose of the Fair Access Protocol is to ensure that vulnerable children are offered a school place as quickly as possible and to evenly spread children with additional needs across all schools in the county. The protocol only applies to mid-term applications; it does not operate when children transfer from primary school to secondary school.

## **6 Fraudulent or Misleading Applications**

As an Admission Authority, we have the right to investigate any concerns we may have about an application and to withdraw the offer of a place if we consider there is evidence that a fraudulent claim has been made or misleading information provided, for example a false address was given which denied a place to a child with a stronger claim. We reserve the right to check any address and other information provided so we can apply the oversubscription criteria accurately and fairly.

## **7 Admission of children outside their normal age group**

- 7.1 Parents may request that their child is admitted outside their normal age group, for example, summer born children\*, if the child is gifted and talented, has experienced problems such as ill health or is born prematurely.
- 7.2 For Reception year, any parent of a summer born child wanting their child to be admitted outside of the normal age group should make an application to their Local Authority for their child's normal age group at the usual time but also submit a request for admission outside of the normal age group at the same time.
- 7.3 For other year groups, any parent wanting their child to be admitted out of the normal age group should submit a request, in writing, to St Swithun's C of E Primary school as soon as is possible.
- 7.4 When such a request is made, the school will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the parent, the Head, Governors and any supporting evidence provided by the parent. The school is responsible, as the admissions authority, for making the decision on which year group a child should be admitted to.

All such applications will be considered at the time they are submitted.

*\*The term 'summer born' is used to refer to children born from 1 April to 31 August.*



## **8 Consideration of applications**

St Swithun's C of E Primary school will consider all applications for places at the school.

Where fewer than the published admission number(s) for the relevant year groups are received, St Swithun's C of E Primary school will offer places to all those who have applied.

Any applications received after the closing date will be accepted but considered only after those received by the closing date.

## **9 Sizes of classes for Key Stage 1**

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

## **10 Monitoring and review**

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

Reviewed: Spring 2015

Next Review: Spring 2016

Reviewed: Spring 2016

Next review: Spring 2017

Reviewed: Spring 2017

Next review: Spring 2018

Reviewed: Spring 2018

Signed: