



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

**ADMISSIONS POLICY**

**2009/2010**

## **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 5<sup>th</sup> birthday.

ALL Applications must be made on a NOTTINGHAMSHIRE Common Application Form.. A School Application Form should also be completed and returned to the school by the closing date in support of applications made in accordance with the criteria.

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.

The school operated 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 Autumn term.

### **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
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)
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
5. Children who have attended worship with their parent(s) or another carer at
  - i. The Local Church of England Church
  - ii. Another Church of England Church
  - iii. A church which is a member of "Churches together in England"  
at least twice per calendar month for the past year

#### *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 main entrance of the school (using LA software, currently “Arcview” Within each category priority will be given to pupils who live closest to the school “as the crow flies”

### **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.

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

### **ADMISSIONS TO YEAR GROUPS OTHER THAN THE INTAKE YEAR**

All other admission requests will necessitate the completion of the appropriate application form by parents/carers. Children will be admitted except where the admission would prejudice the provision of efficient education or the efficient use of resources. 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 unless it can be demonstrated that there would be prejudice to the provision of efficient education or the efficient use of resources. To avoid unnecessary delay, these decisions will normally be made by the Chair in consultation with the Admissions Committee and reported to the next full governing body meeting.

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 mid year request for admission are refused, the applicants will be informed in writing of the reasons by the Clerk to the Governors Admissions Committee together with their rights of appeal.

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.

### Looked after children

For these purposes a looked after child is a child who is in the care of a local authority or provided with accommodation with that authority as described in Section 22 of the Children Act 1989.

### 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
- Where one child of a multi birth can be admitted, his or her brothers and sisters will also be admitted unless this would create an infant class of more than 30 children

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 School Admissions Form completed by the parents with Verification from a minister of religion that the child and parent(s) have practised their faith by worship at least twice per calendar month at the minister’s place of worship for at least the past year.

THE PRIMARY SCHOOL OF ST MARY AND ST MARTIN  
BLYTH

**Applying for a place at Blyth School**

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

**PART 1**

Child's Surname..... Forenames .....

Date of Birth .....

Permanent Home Address.....

.....

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..... Post Code .....

Telephone Number .....

Position in Family 1 2 3 4

Details of siblings ..... (dob) .....

.....(dob) .....

.....(dob).....

Printed Name of parent or carer applying .....

Previous School or nursery if any: .....

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If there are more applications for places than there are free places in the school, the Governors will use the criteria below to decide on the level of priority to be given to each application.

The Governors embrace a policy of equal opportunity and will not use Special Needs as a reason for rejecting an application. However, proper facilities for your child may not be available at Blyth School.

Does your child have a Statement of Special Needs?

If so - are any Special Needs Support services involved?

Is this application for a Looked After Child ?

Do you live in the catchment area of the School ?            Yes    No

Does your child have a brother or sister at Blyth School now? .....

Is Blyth the nearest School to your home which your child could attend? .....

Does your family have any links with Blyth School? .....

Do you regularly attend Church? .....

**Parent/Carer Declaration**

I/We the Parent(s) Carer(s) has worshipped at least twice a month for the last year at .....

Signed (Parent/Carer) ..... Date .....

Countersigned by Minister of Religion ..... Date .....

Name of Minister .....

Telephone Number .....

Address .....

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Any other comments

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Thank you for your help.

Are there any special reasons why you wish your child to attend Blyth School?  
(please include a covering letter if necessary)

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Signed ..... Parent / Carer

Date .....j

