

St Swithun's C of E Primary School
Grove Street
Retford
Notts
DN22 6LD
Tel: 01777 702043
FAX: 01777 705280

ADMISSION ARRANGEMENTS

The Published Admission Number (PAN) is 30 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.

FIRST ADMISSIONS

At St. Swithun's School, from 2006 the Governors will operate a two term window admissions policy.

A two term window entry policy means that children are admitted into Foundation Stage up to two terms before they are five.

- Children who have their fifth birthday between the 1st September and the 31st December (inclusive) are admitted on the first day of the Autumn Term.
(Up to one term earlier than compulsory school age)

- Children who have their fifth birthday between the 1st January and the 31st March (inclusive) are admitted on the first day of the Spring Term or at half term during the Autumn or Spring terms.
(Up to two terms earlier than compulsory school age)

- Children who have their fifth birthday between the 1st April and the 31st August (inclusive) are admitted on the first day of the Spring Term or at half term during the Spring or Summer terms.
(Up to two terms earlier than compulsory school age)

These arrangements would be arranged in consultation with parents and on the basis of how pupils would cope with any earlier start to their school life.

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.

Due to our new Foundation Stage Unit opening in September 2006 we find that children do not have an issue with transition into full time education. Their time at school is slowly built up and they glide easily into their school life. Should you experience any difficulties at any time a personalised transition programme can be designed around your child.

Applications must be made on the NOTTINGHAMSHIRE Common Application Form. A Supplementary Application Form may also be completed and returned to school by the closing date in support of applications if necessary.

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 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.

ADMISSION CRITERIA (in order of priority)

Children who have a statement of special educational needs which names the school specifically will be admitted which will reduce the number of places available to other applicants.

Priority 1: Looked after children.

Priority 2: Children who live in the designated catchment area and have a sibling attending the school at the time of admission.

Priority 3: Children who live in the designated catchment area.

Priority 4: Children who have siblings already attending the school.

Priority 5: Out of catchment children who have a sibling attending the school at the time of admission.

Priority 6: Parents/Carers are members of a Christian Church.

Priority 7: Parents/Carers desire a Christian education for their child/children.

Priority 8: Other children living nearest to the school at the time of application.

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 numbered 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 vice chair of the admissions committee/governing body and reported to the next meeting.

All pupils 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. pupils moving into the catchment area or coming under the Special Circumstances of Section B)

RIGHTS OF APPEAL

When mid-year requests 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-coordinated 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 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
- Where one child of a multiple 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.

GUIDELINES FOR A MINISTER'S VERIFICATION

Applications on denominational grounds must be supported by a supplementary form/letter completed by the parent(s) with verification from a minister of religion that 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.

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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 once per calendar month for at least the previous year at either a Church of England church or another Christian church.

Please complete the first two sections (Child details and Parent(s) Carer(s) 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/we the parent(s)/Carer(s) have worshipped at least once a month for the last year at _____ Church. My/our 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 _____

Any other comments

Thank you for your help.

If you wish to reply to this consultation, please send your replies to the Head Teacher at:

St. Swithun's C of E Primary School
Grove Street
Retford
Notts.
DN22 6LD

or by telephoning the school on 01777 702043

by 28th February 2007. Thank you.

