

St. Swithun's C of E Primary School

Admissions Policy

St. Swithun's Mission Statement:

We welcome and value everyone as part of our Christian community.

We work together as a team which respects and values the unique contributions of each individual.

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 and friendship.

We endeavour to help 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 gospel values.

**'Love bears all things,
believes all things,
hopes all things,
endures all things.'**

(1 Corinthians 13:7)

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 School Admission Code came into force on 28 February 2007. This policy takes account of these new practices and has reviewed its policy accordingly.

2 Aims

- 2.1** We seek to be an inclusive school, welcoming children from all backgrounds and abilities.
- 2.2** All applications will be treated on merit, and in a sensitive manner.
- 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 choice. However, this is not always possible, due to excess demand on the places available.
- 2.4** A child's level of ability is irrelevant to this school's admissions policy, as are any special needs the child may have.

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 choice. 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 on a form that can be obtained from the LA, and should be returned by the date stipulated on that form. The LA will notify parents of the decision as soon as all the applications have been considered.
- 3.3** In this area, children enter school at the start of the academic year in which they become five. The school has an accommodation limit of 30 children in each Year group. Where applications for vacant places are being considered, the following criteria will be applied:

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

Priority 5: Parents/Carers are members of a Christian Church

Priority 6: Parents/Carers desire a Christian education for their child/children.

Priority 7: Other 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.

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.

Special circumstances: 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 professionals 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.

We are an inclusive school so therefore, children with a statement of Special Educational Needs 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.

As with the main school, admission to the Foundation Stage (FS) is controlled by the Governors of the school.

The capacity of St. Swithun's School Foundation Stage One (F1) is 26 places in the morning session and 26 places in the afternoon session.

Where applications for vacant places are being considered, the criteria for admission to the main school is applied. Parents will be notified by the LA before the school.

Parents are notified in writing when your child has a place in Foundation Stage One. As far as possible we try to meet your preference for a morning or afternoon session.

St. Swithun's
Foundation Stage
(Early Years Department)



We can not 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 two term admissions policy.

This policy is in line with government statutory legislation which came into effect in March 2005.

This policy means that children are admitted into Foundation Stage Two at two points in the year.

- 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 an 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.

4 Admission appeals

- 4.1** If we do not offer a child a place at this school, this will be because to do so would prejudice the education of other children by allowing the number of children in the school to increase too much.
- 4.2** 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.
- 4.3** 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 Sizes of classes for infants

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

6 Monitoring and review

- 6.1** 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

Signed _____