

Sturton-le Steeple CE Primary School

ADMISSION ARRANGEMENTS

The admission number is 10 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.

Children who are allocated a place will be admitted full-time in September if they are 5 before December 31st, or full time in January for all other birthdays in the academic year. Parents may defer their child's admission until the start of the term after their 5th birthday, other than for children born in the summer term who would need to be admitted as Year 1 pupils.

Attendance at the early years provision (Foundation 1) at the school does not automatically guarantee a reception (Foundation 2) place.

Applications must be made on the Common Application Form. A Supplementary Application Form should also be completed and returned to school by the closing date in support of applications made in accordance with Criterion 5 as published below (see note on Evidence.)

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 will be admitted which will reduce the number of places available to other applicants.

1. Looked after children
2. Children who live in the school's catchment area who will have a brother or sister at the school at the time of admission
3. Other children who live in the catchment area
4. Children who live outside the catchment area who will have a brother or sister at the school at the time of admission

5. Children who have regularly attended worship with their parent(s) or another carer at a Church of England church or a church that is a member of "Churches Together in England".
- 6 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 L.A. software, currently "Arcview").

Within in 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 students 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. students moving into the catchment area or coming under the Special Circumstances of Section B)

RIGHTS OF APPEAL

When mid-year requests for admission, or requests for admission to the sixth form 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 completed by the parent(s) with verification from a minister of religion that both 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 monthly for at least the previous year) at either a Church of England church or another Christian church which is a member of Churches Together in England.

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 _____

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.