

**INFORMATION SHEET - TO BE KEPT BY APPLICANT**  
**Worksop St. Anne's Church of England (Aided) Primary School**  
**ADMISSIONS POLICY**  
**for the Academic Year beginning 1 September 2009**

## **INTRODUCTION**

St. Anne's School is a Church aided primary school in Southwell & Nottingham Diocese and is maintained by Nottinghamshire Local Authority (LA). This means that St Anne's Church and Southwell & Nottingham Diocese have contributed towards the cost of building the school and continue to care for its buildings and its people.

It is a Voluntary Aided School in which the Governing Body is responsible for admissions. It is guided in that responsibility by the requirements of the Law, by advice from Southwell & Nottingham Diocesan Board of Education, its duty to the community and the common good.

In making an application for admission to St Anne's School, parents should be aware that their children will receive religious instruction in the Christian faith in accordance with the principles and practices of the Church of England and will receive their education in a Christian school.

The normal point of entry to the School is the Reception Class. It is the Governors' intention to admit 30 pupils to the Reception Class in line with the Government's Class Size Initiative. The Governors' policy is to set the maximum size of all classes at 30 pupils.

St Anne's School is currently one of the Portland "Family of Schools" in the Worksop area and the majority of pupils, attaining the age of 11+, proceed to Portland School for their secondary education. The nearest Church of England (Aided) Secondary Schools are The Minster School in Southwell and the Queen Elizabeth School in Mansfield – parents should note that these Schools have their own admissions policies and attendance at St Anne's School does not guarantee a place at them.

**Please note:** St Anne's School does not have a Catchment Area.

## **COORDINATED SCHEME FOR ADMISSIONS**

The coordinated scheme for admissions is a mechanism that ensures that all parents **who apply during the normal admissions round for a Reception Class place for their child in a school maintained by** Nottinghamshire LA will receive a single offer of a school place on the same day from the LA. In order to provide every parent with an offer of one single place, the LA will be working with the Governing Bodies of the Voluntary Aided primary schools within the Nottinghamshire area, including St Anne's School. Details of the coordinated scheme can be obtained from the LA.

Applications for places are made by completion of the **LA Common Application Form**. **The Governors of St Anne's School require an additional form "Worksop St Anne's Church of England (Aided) Primary School: Application for Admission"**, which is available from the School, **to be completed**.

### **Parental Preference**

The LA Common Application Form provides the opportunity for parents/guardians to express up to two choices of schools in rank order of preference. The Governing Body, in line with LA Admissions policy, will consider all applications against the School's Oversubscription Criteria.

### **Date of Admission to the School in 2009/2010**

A successful applicant born between 1 September 2004 and 31 March 2005 would be expected to join the Reception Class in September 2009; all remaining successful applicants would be expected to join the Reception Class in January 2010. A successful applicant must take up the allocated place during the 2009/2010 Academic Year.

## **CRITERIA FOR ADMISSION – OVERSUBSCRIPTION CRITERIA (to be read in conjunction with the Explanatory Notes)**

All applications for admission will be considered and placed in a particular Category – Category 1 will represent the Category of pupils most likely to gain admission whereas Category 5 is least likely to gain admission if applications exceed the Published Admission Number (PAN) of 30.

The Governors will use the additional application form *"Worksop St Anne's Church of England (Aided) Primary School: Application for Admission"* when considering applications. If one of the School's forms has not been

completed, or is considered to be out of date, every effort will be made to contact parents with a view to having one available for consideration at the appropriate Admissions Meeting. **This additional form asks for information about the child's Baptism and about family attendance and commitment at a Christian Church.**

### **Category One**

Children who:

- a) have a Statement of Special Educational Needs where St Anne's School is named as the most appropriate educational setting for the child. **Children with such a statement will be admitted to the School.**
- b) are in Public Care (Looked After Children) (*see Note 9 below*) where St Anne's School is named as the most appropriate educational setting for the child.
- c) have particular medical needs, mobility support needs, special educational needs or social circumstances. Written evidence from a doctor, social worker or other relevant professional stating that St Anne's School is the only school that could cater for the child's particular needs must be submitted at the time of application.

### **Category Two**

Christian children (*see Notes 2 & 3 below*) who:

- a) worship or whose family worships regularly (*see Note 4*) at St Anne's Parish Church.
- b) worship or whose family worships regularly (*see Note 4*) at another Christian Church.
- c) have siblings (*see Note 5*) attending St Anne's School at the time of application.

### **Category Three**

Children who:

- a) worship or whose family worships regularly (*see Note 4*) at St Anne's Parish Church.
- b) worship or whose family worships regularly (*see Note 4*) at another Christian Church.
- c) have siblings (*see Note 5*) attending St Anne's School at the time of application.

### **Category Four**

Children who are worshipping members or whose family are worshipping members of other World Faiths.

### **Category Five**

Children that do not fall into any of the categories 1 to 4.

**Parents should note** that, if there are more applications than there are places available, the following Oversubscription mechanism will be used. Beginning with the Category in which applications first exceed the Admissions Number, preference will be given to those who live closest to the school as measured by the straight-line distance between home and school as provided by Nottinghamshire LA. (The Governing Body has noted concerns raised by H M Government and believes that this system allows for the widest socio-economic mix at St Anne's School.)

## **EXPLANATORY NOTES**

1. Reference to "parents" in this Policy applies equally to a parent, to a child's legal guardian or guardians or the person or people to whom parental responsibility had been assigned.
2. "Christian children" are children who have been baptised into the Christian Church, or those formally received into a Christian Denomination, or those whose parents have been formally received into a Christian Denomination, or those whose parents are preparing for reception into a Christian Denomination. Documentary evidence may be required.
3. "Christian Church" and "Christian Denomination" refer to Churches in membership of Churches Together in Nottinghamshire.
4. "Worships regularly" is regarded as attendance at Church averaging at least once each month over the 12 months prior to the date of the Governors' Admissions Committee meeting that considers applications for admission, as evidenced by reference to the Attendance Book maintained at St Anne's Church or as testified to by the local minister/priest at any other Church.
5. "Sibling" means either a brother and/or sister, or a half brother and/or half sister, or a legally adopted child being regarded as a brother or sister, or a stepbrother and/or stepsister, or a child being

fostered, residing at the same address as the current pupil. The Governors will, as far as is possible, treat applications for admission for twins, triplets and other multiple births, in such a way as to ensure that they are equally likely to be successful applicants.

6. The child's ordinary place of residence will be deemed to be a residential property at which the parent, guardian or person with parental responsibility for the child resides on the closing date for receiving applications for admission to the school. Where parental responsibility is held by more than one person and those persons reside in separate properties, the child's ordinary place of residence will be deemed to be that property at which the child resides for the greater part of the week.
7. All applications made for entry to St Anne's School will be considered by the Governors' Admissions Committee.
8. Parents attending St Anne's Church are advised to sign the Register of Attendance which is placed at the back of the Church.
9. **A child in public care (looked after child/child in care) is a child who is in the care of the Local Authority or provided with accommodation by that Authority.**

## **ADDITIONAL INFORMATION**

### **o False Information**

The Governing Body reserves the right to withdraw the offer of a place or, if the child has already begun attending the School, to require the removal of the child, if the offer of a place has been made on the basis of fraudulent or intentionally misleading information being supplied on the Common Application Form and/or St Anne's own application form.

### **o Late Applications and Applications for Occasional Vacancies**

Late Applications **for Reception Class** will be dealt with in accordance with the LA scheme. **Applications for occasional vacancies in other classes should, in the first instance, be addressed to the School. Applications will be considered by the Admissions Committee and, if a vacancy exists in the appropriate class, a place will be offered subject to the Oversubscription Criteria being applied. The School fully accepts its responsibility to deal quickly and fairly with applications from the parents of Gypsy, Roma and Travelling children.**

### **o Waiting List**

In conjunction with the LA, the School maintains a waiting list of those unsuccessful Reception Class applicants and all applicants for admission to other classes. The list is for parents who would still like their child to be considered if and when a vacancy arises in the appropriate class. Names are only added to the waiting list upon specific request and the list is reviewed every six months. Whenever a vacancy arises the Governors review all those waiting for a place in that particular class and the place is offered in accordance with the current, published, Admissions Policy. The application of "first come - first served" is not permitted.

### **o Appeals**

Parents have the right to make a formal appeal against a decision not to offer them a place for their child at the school of their choice. Full details of the appeal procedure will be provided at the time admission is refused.

### **o Confirmation of acceptance of offered place**

Once the LA has written to parents informing them of the allocated school for their child, the School will write to parents of children allocated places at St Anne's School asking them to confirm that they wish to accept the place that has been offered.

### **o Information about St Anne's School**

Detailed information about St Anne's School is given in the Prospectus, copies of which are available from the Head or the Secretary at the School. The Prospectus contains information about School Uniform policy and how to access transport, if required.

### **o Information about Admissions**

Details about admissions to the Reception Class are published at the School in November each year and in St. Anne's Church Parish Magazine, at St. Anne's Church and at St. Anne's Church Hall.

### **o Interviews, Selection Tests, Charges, etc.**

St Anne's School believes that its Admissions Policy is fair to all applicants. The Governors wish to emphasise that candidates for admission **will not** be interviewed, subject to an entrance test or subject to any pre-entrance payments.

### **o Contact Address**

For further information regarding Admissions to St Anne's School, please contact, in the first instance, the Head. His address and telephone number are:

The Head  
St. Anne's Church of England (Aided) Primary School  
Harrington Street  
Worksop  
Nottinghamshire  
S80 1NQ  
Telephone: 01909 473223