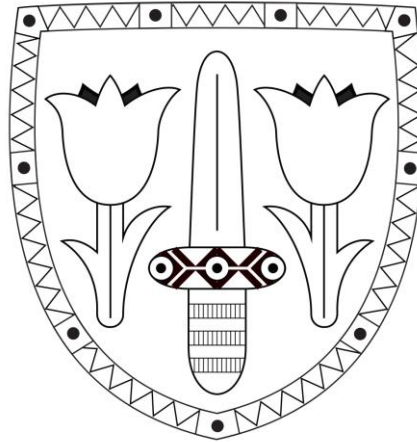


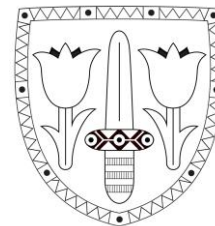
The Primary School of St Mary & St Martin  
School Policy Document



**ADMISSIONS  
POLICY  
2017-18**

<b>Date Written by HT / Governor</b>	
Date Approved by Full Governing Body	
Signature of Chair of Governors	
<b>Date of Next Review</b>	

# The Primary School of St Mary & St Martin



## **The Governors' Admission Policy 2017-18**

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 to the home Local Authority.

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.

### **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 and/or an Education, Health and Care Plan (EHCP) which names the school will be admitted, which will reduce the number of places available to the applicants.

#### **1. Looked after children/previously looked after children**

First priority will be given to all relevant looked-after children who are of the Anglican faith over all other children of that faith and higher priority to all looked -after children not of that faith than all other children not of that faith. This includes a child who was previously looked-after but immediately became subject to adoption, residence or special guardianship order.

#### **Definition:**

A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions in accordance with section 22(1) of the Children Act 1989 at the time of making an application to a school.

Previously looked-after children are children who were looked-after, but ceased to be so because they were adopted or became subject to a child arrangements order or special guardianship order. This includes children who were adopted under the Adoption Act 1976 and children who were adopted under section 46 of the Adoption and Children Act 2002.

Child arrangements orders are defined in section 8 of the Children Act 1989, as amended by section 12 of the Children and Family Act 2014. Child arrangement orders replace residence orders and any residence

order in force to 22<sup>nd</sup> April 2014 is deemed to be a child arrangements order. Section 14a of the Children's Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian/s.

## **2. Children who live in the catchment of the school with a sibling attending the school**

Children who live in catchment area (The Ecclesiastical Parish of Blyth and Hodsock) and have a sibling attending the school at the time of admission.

Definition: 'Sibling' including step siblings, foster siblings, adopted siblings and other children living permanently at the same address.

## **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**

\* "Sibling" including step siblings, foster siblings, adopted siblings and other children living permanently at the same address.

## **5. Children who have attended worship with their parent(s) or another carer at**

1. The Local Church of England Church
2. Another Church of England Church
3. A church which is a member of '*Churches together in England*'

When assessing the Church criteria the school will use the following three strands:

- ***At the heart of the church*** – refers to a regular, committed worshipper. This means one who worships at least twice a month (to accommodate difficult patterns of work and family relationships); account should be taken of week-day worship.
- ***Attached to the church*** – may be a regular, but not frequent worshipper. E.g. attends a monthly family or church parade service or is regularly involved in weekday church activity including an element of worship.
- ***Known to the church*** – may not be a frequent worshipper, but will probably be an occasional worshipper; someone who is known through a family connection, or one or more of whose family is involved in some church activity, such as a uniformed or other church organisation.

### *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.

Within each category priority will be given to pupils who live closest to the school “as the crow flies”. In the event of two distances being equal, lots will be drawn and independently verified.

### **Special Circumstances**

The School Admission Panel will give special consideration to the following groups of children 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

### **Twins and Multiple births**

The school will be sensitive to the needs of multiple-birth families and will accept all multiple-birth siblings, even if there is only place for one within PAN. This follows NCC guidance and is permitted within the School Admissions Code 2014 as an infant class size exception.

### **LATE APPLICATIONS**

Late applications will be considered by the Admissions Panel.

If the PAN has been reached or exceeded 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 Autumn Term.

### **IN-YEAR ADMISSIONS & ADMISSIONS TO YEAR GROUPS OTHER THAN THE FOUNDATION STAGE**

The Primary School of St Mary & St Martin participate in the Nottinghamshire County Council in-year Admission scheme. All applications must be made in-year to NCC on the following number:

0300 500 8080

Applications can be made up to 6 weeks before the place is required. Your child should continue to attend their current school until a school place at St Mary & St Martin has been offered and an admission date agreed.

Living in the catchment area, or having a sibling already attending the school does not guarantee a place will be offered.

For additional information please refer to the NCC website:

[www.nottinghamshire.gov.uk/learning/schools/admissions/changingschool](http://www.nottinghamshire.gov.uk/learning/schools/admissions/changingschool)

## **ADMISSIONS OF CHILDREN OUTSIDE NORMAL AGE GROUP**

Parents may seek a place for their child outside of the normal age group. However, children should only be educated out of the normal age group in very limited circumstances.

Nottinghamshire residents should submit a request in writing to Nottinghamshire County Council's School Admission Team as early as possible. Designated officers will make decisions based on the circumstances of each case and in the best interest of the child concerned. This will include taking account of the parent's views; information about the child's academic, social and emotional development; where relevant, the child's medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. The views of the head teacher will also be taken into account. When informing a parent of the decision on the year group to which a child should be admitted, the parent will be notified of the reason for the decision.

## **RIGHTS OF APPEAL**

When requests for admission are refused, the applicants will be informed in writing of the reasons by the home local authority and given the rights of appeal. Appeals should be lodged within 20 school days of the date of refusal.

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.

### **The Primary School of St Mary & St Martin participates in Nottinghamshire's Fair Access Protocol.**

All Local Authorities must have a fair access protocol to provide for children of compulsory school age who experience difficulty in securing a school place outside the normal admission round.

NCC has a well-established fair access protocol which involves working in partnership with schools, parents and carers to ensure that children and young people in vulnerable circumstances, including those at risk of exclusion or excluded from school, are allocated a school place quickly.

The majority of applications for school places will be dealt with through normal admission procedures. However, some children in vulnerable groups may find it difficult to secure a school place.

## DEFINITIONS

### Parent

The term “parent” is defined as those who have legal responsibility for the upbringing of a child ; natural parents, step parents , parents and guardians

### Address

The family’s main residence at the time of application Where parents live at separate addresses and share parenting, the address will usually be the address where the child wakes up on most mornings during the week, or the address of the parent who receives child benefit payments.

### Looked after children/previously looked after children

An adoption order is an order under section 46 of the Adoption and Children Act 2002. A residence order is an order setting out the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989 Section 14A of the Children Act 1989 defines “special guardianship order” as an order appointing one or more individuals to be a child’s guardian ( or special guardians)

### 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

**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 “*Supplementary Information Form*” completed by the parents with Verification from a minister of religion that the child and parent(s) have practised their faith by worship according to the three strands as detailed above for at least the past year.