

Admissions Policy
St. Peter's C of E (Voluntary Aided) Primary School
Gringley-on-the-Hill
2023-24

St. Peter's C of E Primary School is a Church aided primary school in Southwell & Nottingham Diocese and is maintained by Nottinghamshire County Council. This means that & 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. It adheres to the Department of Education School Admissions code December 2014, Nottinghamshire LA guidelines and Fair Access Protocol.

We aim to establish firm partnership foundations between the staff and parents of St Peter's from the onset, so that expertise can be shared for the well-being of the development of all children.

In making an application for admission to St Peter'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.

Children are admitted to Foundation Stage 1 (Nursery) on a part-time or full time (30 hours) basis each term (from September 1st, January 1st or April 1st depending on term dates), following the child's third birthday.

The parents of children due to be admitted to Foundation Stage 1 (Nursery) are invited to visit with their child at convenient pre-arranged times. There is an initial introduction meeting with the Head teacher followed by accompanied visits in the unit where parents and children can get a feel for what it is like in our Foundation Stage Unit.

Children who are 4 years of age between 1st September 2021 and the 31st August 2022 will be offered a full time place in the Foundation Stage 2 (Reception) class from September 2022, provided that the cohort is not over-subscribed.

A place in the FS1 class does not automatically guarantee a place in the Foundation Stage 2 class. In the event of oversubscription, the criteria outlined on page 3 & 4 will be followed.

St Peter's School is currently one of the schools in the Retford Oaks Academy family in the Retford area. The list of Church of England Secondary Schools in Southwell & Nottingham Diocese can be obtained via the School Office – parents should note that

these Schools have their own admissions policies and attendance at St Peter's School does not guarantee a place at them.

COORDINATED SCHEME FOR ADMISSIONS

Details of the coordinated scheme can be obtained from Nottinghamshire County Council (www.nottinghamshire.gov.uk). Applications for places are made to the home local authority.

The Governors of St Peter's School request that an additional form 'St Peter's Church of England (Aided) Primary School: Supplementary form', which is available from the School, be completed and returned to the School by the closing date for applications (see page 8).

The Published Admission Number (PAN) is 12 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.

Each admission authority must maintain a clear, fair and objective waiting list for at least the first term of the academic year of admission, stating in their arrangements that each child will require the list to be ranked again in line with the published oversubscription criteria. Priority must not be given to children based on the date their application was received or their name was added to the list. Waiting lists are held in line with Nottinghamshire County Council's arrangements.

FIRST ADMISSIONS

Children who are allocated a place will be admitted full-time at the beginning of the academic year of their 5th birthday. This is a single point of entry admission system. Parents may defer their child's admission until the start of the term after their 5th birthday by:

- a) Requesting that the date their child is admitted to school is deferred until later in the academic year or until the term in which the child reaches compulsory school age, and
- b) Requesting that their child takes up the place part-time until the child reaches compulsory school age.

Advice on the admission of summer born children from the Department for Education (July 2013) states that:

- School admission authorities are required to provide for the admission of all children in the September following their fourth birthday but flexibilities exist for children whose parents do not feel they are ready to begin school at this point.
- School admission authorities are responsible for making the decision on which year group a child should be admitted to but are required to make a decision based on the circumstances of the case.

- Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to reception rather than year 1.

Attendance in Foundation Stage One (Nursery) class at the school, does not automatically guarantee a Foundation Stage Two (Reception) place.

Applications must be made on the Common Application Form as outlined in Nottinghamshire County Council’s co-ordinated scheme. Parents or carers of children who reside outside of Nottinghamshire should use the form of their own “home” authority.

The Governors will use the supplementary form ‘St Peter’s Church of England (Aided) Primary School, Gringley-on-the-Hill: Application for Admission’ when considering applications. This form asks for information that will enable the Governors to determine whether the child is a Christian child and whether the parents worship regularly at St Peter and St. Paul’s Parish Church or at another Christian Church. If the additional information is not submitted, it may not be possible to determine whether or not the child has been baptised or whether or not the parents worship regularly.

Please find the form on page 8 of this document.

This completed form should be returned to the school office by the closing date for applications for admission the following September.

The offer of a school place will be made by the home Local Authority (LA) to all parents on the ‘offer day’ set out in the co-ordinated scheme.

LATE ADMISSIONS

Late applications are processed according to the coordinated scheme.

OVERSUBSCRIPTION CRITERIA (in order of priority)

In the event of more applications than places available, the following criteria will be applied, after those children with a statement of Special Education Needs or Education, Health Care Plan that names St. Peter’s C of E Primary School, have been admitted.

1. Children ‘looked after’ by a local authority and ‘previously looked after’ children (*see definitions below*).
2. Children who live in the catchment of the school (the Ecclesiastical Parish of St. Peter’s and St. Paul’s, Gringley-on-the-Hill - as measured by www.achurchnearyou.com/parishfinder.php) - at the closing date for applications, and have a sibling attending the school at the time of admission.

3. Children who live in the catchment area of the school (as measured by www.achurchnearyou.com/parishfinder.php) at the closing date for applications.
4. Children who live outside the catchment area of the school and will have a sibling attending the school at the time of admission.
5. Children of parents/carers who are 'regularly involved in Christian worship' (see *definitions below*).
6. All other children living nearest to the school at the time of application.

In the event a tie-breaker is required, because of two distances being equal, lots will be drawn and independently verified.

The school will offer places over and above the planned admission number where the child whose twin or sibling from a multiple birth is admitted.

Distances will be measured "as the crow flies" from the child's home address to the main entrance of the school using the Local Authority's computerised measuring system.

Within each category, priority will be given to pupils who live closest to the school 'as the crow flies'.

Terms and definitions:

1. **Home address** - The child's place of residence is taken to be the parental home, other than in the case of children fostered by a local authority, where either the parental address or the foster parent's address may be used. Where a child spends part of the week in different homes, one of which is not a parental address, their place of residence will be taken to be their parent or parents' address. If a child's parents live at separate addresses, where the child permanently spends at least 3 'school' nights i.e. Sunday, Monday, Tuesday, Wednesday or Thursday will be taken to be the place of residence. Addresses of other relatives or friends will not be considered as the place of residence, even when the child stays there for all or part of the week. Evidence that a child's place of residence is permanent may also be sought. Such evidence should demonstrate that a child lived at the address at the time of the application, and will continue to live there after the time of admission. Informal arrangements, even between parents, will not be taken into consideration. The governing body may also seek proof of residence from the courts regarding parental responsibilities in these matters.

For children of UK service personnel (UK armed forces) or crown servants returning from overseas to live in this area a place will be allocated in advance of the family returning from overseas to live in this area provided the application is accompanied by an official letter that declares a relocation date and Unit postal

address or quartering area address. This address will be used for any distance measurement.

2. Distance measurements

In the event of needing to choose between pupils living in the same block of flats, with the same distance measurement, the lowest numbered flat(s) will be treated as being closest to the school.

All applications made for entry to St. Peter's C of E Primary School will be considered by the Governor's Admissions Committee.

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 with the exception of criterion 1. Such cases will be decided by an admissions committee established by the Governing Body.

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. *The school participates in Nottinghamshire County Council's inyear coordinated scheme.* The school will normally admit pupils up to the PAN set for the year group when it was first admitted. If the school is not oversubscribed, all applicants must be offered a place. Nottinghamshire County Council's public website, which includes application forms and guidance for parents/carers, can be found by following this link:

<http://www.nottinghamshire.gov.uk/learning/schools/admissions/changingschool/>

In the event of a place being available in the appropriate year group, then that will be offered by Governors but communicated to parents by Nottinghamshire County Council. If no places are available, the child's name will be added to the waiting list and will be subject of movement up or down the waiting list as described above; parents will be offered the right of appeal.

In conjunction with Nottinghamshire County Council, the School maintains a waiting list until the end of the Autumn Term of those unsuccessful Reception Class applicants. The Governing Body maintains a waiting list for 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. Whenever a vacancy arises the Governors review all those waiting for a place in that particular year group and apply the oversubscription criteria to determine which place is offered. The governing body then notify Nottinghamshire County Council who will write to parents.

Governors will consider admission requests and places will be filled in accordance with the admissions criteria. 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).

Where mid-term applicants are received from children for whom this school is the named school in a statement of special educational needs or from children 'looked after' by the Local Authority the school will admit regardless of whether or not a place is available in that year group.

CONFIRMATION OF ACCEPTANCE OF OFFERED PLACES

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

This policy reflects the governing body's commitment to ensuring that the admissions process is fair and non-discriminatory and should ensure that any equal opportunity issues arising from the process are included.

FAIR ACCESS PROTOCOL

The government has stated that all Local Authorities must have a Fair Access agreement that allows hard to place children to be given a place before any over-subscription criteria are applied and before anyone is considered under the oversubscription criteria. St. Peter's participates in Nottinghamshire County Council's Fair Access Protocol

RIGHTS OF APPEAL

Nottinghamshire County Council will write to parents to advise them of the decision as the school participates in the Nottinghamshire County Council in-year co-ordinated scheme.

For intake applications, the home local authority will communicate the decision to parents.

If an application is refused, parents have the right to appeal to an independent panel. The appeal must be addressed to the Chair of the school's Governing Body, whose contact details can be found in the newsletters on the school's website, www.stpeterscofegringley.co.uk

If the governing body are unable to provide a valid objection to refuse a child who is resident in the village of Gringley-on-the-Hill, a place at the school, a place will be offered

without going through the Appeal process. This may mean that the number of children in the cohort exceeds the Pupil Admission Number (PAN) of 12. This was ratified within the SDP committee.

DEFINITIONS

Parent - For school admissions the LA will consider the following to be parents:

- the mother of the child
- an adoptive parent
- the father of the child where he was married to the mother either when the child was born or at a later date
- the father of the child if (since 1 December 2003) he was registered as the father on the birth certificate
- any other person who has acquired 'parental responsibility' through the courts.

'Looked after' children and previously 'looked after' children

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 Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special 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 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
- stepchildren or children who are not related but live as a family unit, where parents both live at the same address as the child.

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 deliberately misleading information

being supplied on the Common Application Form and/or St Peter's own supplementary form.

Regular involvement in Christian worship

We define regular involvement in Christian worship as having attended church services on average at least twice a month over the 12 months prior to the date of the Governor's Admissions Committee meeting that considers applications for admissions.

This must be evidenced by a reference from your minister on the supplementary form below.

**St. Peter's C of E Primary School
Gringley-on-the-Hill**

Supplementary Admissions Form

Please complete the form below, this completed form should be returned to the school office by the closing date for applications for admission the following September.

Child details:

Child's name: _____

Child's date of birth: _____

Parent/carer's name: _____

Parent/carer's address:

Have you regularly attended Christian worship at least twice a month over the last year?

Yes/No (delete as applicable)

Name of minister: _____

Minister's role: _____

Contact details: _____

Thank you for your help.