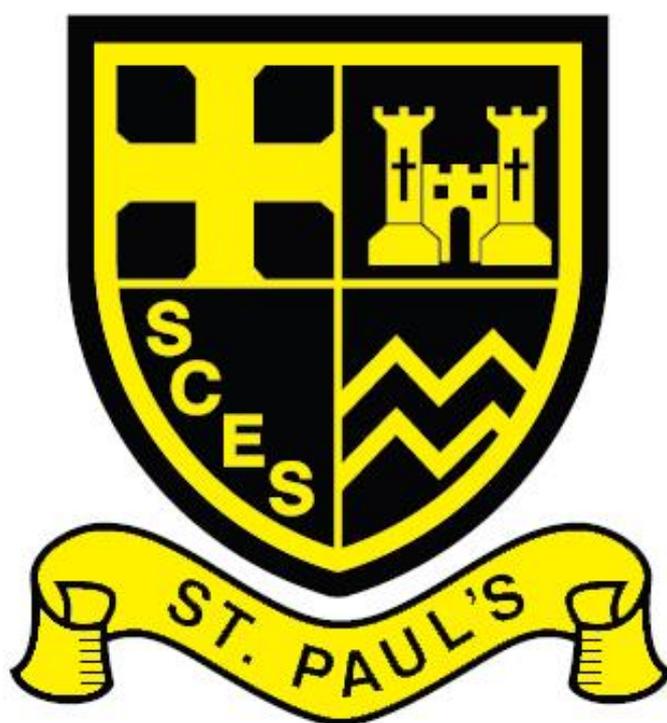


# **St. Paul's C of E Primary School**



## **Admissions Policy**

**Reviewed – March 2017  
Next Review Date – March 2018**

## **St. Paul's C. of E. Primary School**

### **ADMISSIONS POLICY**

#### **School Aim Statement**

“Everyone working together to create a caring Christian learning environment which inspires children to celebrate their unique potential and become a responsible, considerate, involved and happy member of God’s world”.

#### **Introduction**

This document sets out the Policy of St Paul’s Church of England Voluntary Controlled Primary School and nursery with respect to Admissions. For the purposes of this policy, Warwickshire Local Authority is the admission authority.

The school aims to serve its community by providing an education of the highest quality within the context of Christian belief and practice. It encourages an understanding of the meaning and significance of faith, and promotes Christian values through the experience it offers to all its pupils. Parents have the right to withdraw their children from the daily Christian act of worship and from Religious Education.

Parents who wish their children to be admitted to the school, should complete the Common Application Form either in hard copy format or “on line” at [www.warwickshire.gov.uk/admissions](http://www.warwickshire.gov.uk/admissions) In line with your Local Authority Co-ordinated Admission Scheme, the Common Application Form is available from schools, “on line” and from the Admissions Service at Warwickshire Local Authority. The form should be returned directly to the Local Authority. Parents will be informed by the Local Authority of the result of their application on the date also set out in the Local Authority booklet.

Every year the Local Authority will review and publish information concerning the school’s admission policy. This will confirm the maximum number of children to be admitted to the school as a whole, the Published Admissions Number (PAN) which is currently 60 into reception and 50 places (24 and 26 in each session) into nursery and explain how places will be allocated.

#### **Aims**

The overriding aim of this policy is that it should work for the benefit of all children and parents/carers in our area. It should be simple to use and assist parents/carers to take the best decisions on the preferred school for their children.

#### **Starting School**

A school place in the Reception class is available for children from the September following their 4th birthday. Governors have the discretion to determine whether attendance should be full-time or part-time during the term before the children attain the age of 5. They have determined that attendance shall be full time.

### **The application process – Nursery**

We admit children in the Autumn Term after their third birthday.

We have places for 50 children (12 full-time, 14 part-time in the morning and 12 part-time in the afternoon). The afternoon is funded by Nursery Education Funding.

We admit 12 children full-time and 26 for half a day (3 hours either morning or afternoon) for five sessions a week.

We will do all we can to meet your preference but cannot guarantee to do so.

You must apply to the school, on our application form before the end of February. Applications received after that date will be put on a reserve list.

Your application will be considered using the criteria below. We will tell you whether or not a place can be offered by the third Friday in March..

You may be asked to withdraw your child from the school if you cannot ensure that he or she attends regularly.

If your child comes to our nursery unit, he or she does not have to move on to the reception class. Equally, attendance at the nursery does not guarantee that he or she will be offered a place in our school.

### **Admissions Criteria for the Nursery Unit**

If there are more applications than there are places, we will offer places in the following order of priority:

1. First priority will be given to children who will have an older sibling in our main school in September and living in the priority area.
2. Children living in the priority area.
3. Children with siblings living within the school catchment area.
4. Children living within the catchment area.
5. Children living outside the area.

### **The application process - Reception**

Applications for Reception Year entry for the academic year starting September need to be formally registered with the Local Authority from the September a year before starting school to usually around 16<sup>th</sup> January for consideration by the admission authority.

St Paul's Church of England (VC) Primary School cannot guarantee places for children when there are no places available as a result of late applications for the normal year of entry or any application that relates to a different year group.

A decision on the admission of new entrants will be made during the autumn term, a year before the child's admission. The parents or carers will receive written notification of the outcome from the Local Authority on the dates shown in the Local Authority admissions timetable.

Applications from families moving into the area will be considered as on time if they are accompanied by proof of address by the date shown in the Local Authority timetable. Late applications, i.e. those received after the deadline for the normal admissions round will not be considered until after all of those which were received on time have been processed.

Parents should reply to the Local Authority accepting the offer of a place by the date in the Local Authority booklet. If they do not respond by this date it will be assumed that the place offered has been declined.

Once an offer of a school place has been made, it may only be lawfully withdrawn in very limited circumstances, which include an offer of place based upon a fraudulent or misleading application. Where an offer of place is withdrawn, the application will be considered afresh, and a right of appeal offered if an offer of place is refused.

### **Waiting Lists**

N.B. It is necessary to complete a Local Authority Common Application form to apply for a school place. Registering interest with the school on a “waiting list” before the admissions round guarantees neither a place nor priority within the oversubscription criteria. Offers of places will be made by the Local Authority on the school’s behalf.

If the school is oversubscribed for children due to start in the Reception Year and Year 3, a waiting list will be maintained up until the end of the first term and then Admissions will write to see if parents want their child/ren to remain on the waiting list. Other year groups who are on a waiting list will also be written to at more regular intervals at the end of each term. The position on the list will be determined by applying the published over-subscription criteria and not by date of receipt. This will mean a position will change if a later application is received from someone with higher priority according to the over-subscription criteria. The existence of a waiting list does not remove the right of appeal against any refusal of a place from any unsuccessful applicant.

Names will only be removed from the list if a written request is received, or if the offer of a place that becomes available is taken up or declined. The waiting list will close at the end of the autumn term. At that time parents of pupils on existing lists must confirm in writing their wish to be placed on a newly constructed waiting (or continued interest) list.

### **Multiple Births**

It is normal practice to accommodate children of multiple births, and such children will be treated as “excepted children” in respect of the infant class size limit of 30.

### **Home Address**

The address for admission purposes is the place where the child is permanently resident with his or her parent or parents or legal carer (s). Where a child lives with parents with shared responsibility, the home address will be considered to be the address where the child sleeps for the majority of the week. If the child spends exactly equal amounts of time with each parent or carer, it is the responsibility of the parents to decide which address is the home address for admission purposes. Parents should not assume that a place will automatically be allocated to their child.

## **Policy**

The admissions policy of St Paul's School is, while there are adequate places, to offer a place to all applicants irrespective of gender, religion, ethnicity or country of origin, disability or academic ability.

Where this school is named in a child's Statement of Special Educational Needs, the governing body recognises a duty to admit the child to the school.

## **Priority area**

Area bounded by and including Kingswood Road, Pennine Way, Wiclif Way, Church Road and Ansley Road, **shared with Park Lane Primary and Stockingford Primary**. Area to the north of the railway line, Whittleford Road and estates leading off these roads as far as and including, Frensham Drive, plus Zorrina Close, Merlin Avenue, Freesland Rise, Bettina Close and lower Bucks Hill.

## **Over-subscription Criteria**

Where more applications have been received than places available or where to admit would conflict with the school fulfilling class size legislation, the following priorities shall apply in order:

- **Children in Care**

Children within Local Authority care as defined in Section 22 of the Children's Act 1989 for example, children in residential homes or foster care and also children who were looked after, but ceased to be so because they were adopted (under the terms of the Adoption & Children's Act 2002) or because they became subject to a residency order or special guardianship order (under the terms of the Children's Act 1989)

- **Siblings living within the school's priority area.**

A child is considered in this category if an older sibling is attending the school at the deadline date, and will continue to do so when the sibling is admitted, and where the child lives within the priority area at the same address as the older sibling. Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.

- **Siblings living outside of the priority area.**

- **Other Children**

Children resident outside the priority area who do not qualify under one of the criteria above:

1. If the school is oversubscribed within any category above, the determining factor will be the distance from the child's home address to the school (priority being given to the shorter measurement).
2. DISTANCE - Distance will be calculated by straight line measurement from the address point location coordinate of the applicant's home address (as set by Ordnance Survey) to the centre point ('centroid') of the school in question. (All distances are subject to changes which may occur with updates of mapping data).

## **In-Year Admissions**

Parents should apply via Warwickshire Local Authority, which coordinates admissions through the course of the year. If the number of children already admitted to the appropriate year group is

lower than the published admission number, a place will be offered. If there are more applications than places available in the year group concerned, the Local Authority will apply the admission criteria to all the applications and offer up to the admission number in criteria order. No admission will be made to an infant class, where the regulatory class size limit of 30 children would be breached by doing so.

### **In-Year Fair Access**

The governing body recognises its duty to work with the Local Authority during the course of the year to provide fair access for “hard to place” children, even where the school has already reached its published admission number – except where the infant class size limit of 30 pupils would be breached by doing so. These pupils may include children who have previously been permanently excluded from a school, children of Traveller families, refugees and asylum seekers, and children on the Child Protection register. The protocol established by the Local Authority for this purpose is designed to ensure that such pupils are shared equally between schools in an area.

### **Appeals Procedure**

Parents have a right of appeal to the Independent Admission Appeals Panel against the decision of the Local Authority to refuse application for a school place. The Independent Admission Appeals Panel is arranged by the Local Authority. Details of the appeals procedure are sent out with all refusal letters.

### **Enquiries or comments about this policy should be addressed to:**

Mr Colin Dayman, Chair of Governors  
Post : Via St Paul’s School,  
Telephone 024 7638 3323  
Email: admin3106@welearn365.com

**Note: Subject to the above policy and the relevant appeals procedure, decisions regarding admissions will be the responsibility of the Local Authority.**

Reviewed March 2017

This policy has been approved by the Governing body on Monday 27<sup>th</sup> March 2017

This policy will be reviewed annually and updated as necessary.

**Policy signed:** \_\_\_\_\_ (Chair of Governors)

**Policy signed:** \_\_\_\_\_ (Head Teacher)

**Dated:** \_\_\_\_\_

**Review Date:** March 2018