

# Admission Policy Sept 2019-20



Policy for admissions in Sept 2019-20

Reviewed Oct 2016

Reviewed Oct 2017

Date for next review: Sept 2018

## ST.MARY'S CE VA PRIMARY SCHOOL, YATE ADMISSIONS POLICY 2019-20

Should the number of applications for reception places exceed 45; the places will be allocated using the following criteria:

**Firstly** –children public care (as defined by section 22 of the 1989 children Act), including **those who have ever been previously 'looked after' children.**

**Secondly** to children who already have a sibling on roll in the school at the time when the child is admitted.

- Children are siblings if they are half or full brother/sister, or they are adoptive brother/sister
- And they are children of the same household.

In the event of a tie break places will be allocated as outlined in criteria four.

**Thirdly** to children whose families **regularly** worship as part of a Christian church. Applications must be supported by a Minister's reference confirming attendance over the last two years and sent directly to the school (the 'Supplementary form' is attached to this policy and is available from the school).

Christian church means:

- The Church of England or other Anglican Church, or
  - A Christian church which is in membership of Churches Together in England (or its partner bodies in Scotland, Wales & Ireland), or
  - Church or a congregation, which can provide evidence of affiliation to the Evangelical Alliance.
- In the event of a tie break priority will be given to children falling into criteria three and then criteria four as described below.

**Church Applicants** will be considered by the Governors on the basis of information provided on the **Supplementary Form** as confirmed by **Church/Place of Worship** representatives, if the **Parent/Carer** and/or the child are regular worshippers. This means attending **Church/Place of Worship** two or more times a month for a minimum of the last two years.

'Worship' in the above includes not only Sunday services, but also weekday ones and it includes Sunday School or equivalent on a Sunday or on another day, so long as the group is primarily about worship.

'Minimum of years': **Parents/Carers** should calculate the minimum number of years' attendance as including the period up to the date of application closure.

**Fourthly** all other children, beginning with those who live closest to the school. Distances from home to the nearest school gate are measured using the latest South Gloucestershire Council Routes to school Gazetteer.

The closing date for on time applications is 15th January 2018. Applications received after the closing date are **'late applications'** and will not normally be considered for the initial allocation of places. However, the reason why the application is late will be considered before deciding whether or not to consider it along with the on-time applications.

If places become available following the initial allocation of places for the reception year, the same criteria will be applied to late applications, or applications for children whose parents have indicated in writing that they still wish to be considered for a place.

Deferred Admissions will be in line with South Gloucestershire LA arrangements, as set out in its Admission to Primary Schools booklet.

For admission during the school year the number of children in any single Year Group will not exceed 45. If places become available in any particular Year Group during the year they will be allocated to new children of the appropriate age on the basis of the above criteria.

#### **RIGHT TO APPEAL**

If the school is full in the relevant year group and a place is not offered there is a right of appeal against this decision to an Independent Appeal Panel. Where the child has a Statement of Special Educational Needs the appeal is to the Special Educational Needs and Disability Tribunal.

#### **WAITING LIST**

In the event of oversubscription and refusal of applications for places, a waiting list will be maintained for any vacancies which occur until the 31 July and then discarded. Priority order on the waiting list will be determined according to the oversubscription criteria for the school, not by the date of joining the waiting list.

#### **TIE BREAKER**

Where the school is oversubscribed and it does not prove possible to resolve allocation of places by the application of the oversubscription criteria set out above, any remaining places will be allocated by drawing lots. Lots will be drawn by an appropriate person, independent of the admissions process at the school.

#### **CHILDREN WITH STATEMENTS OF SPECIAL EDUCATIONAL NEEDS**

There is a different procedure for the admissions to school for children with statements of Special Educational Needs: it is administered by the Local Authority (LA) in whose are the family lives. The LA is responsible for issuing the Statement and consulting parents and the Governing Body of St. Mary's, if a preference has been made for the school, before the school is named in the statement

#### **ADMISSION APPLICATION FORMS**

**Admission application forms should be returned to your Local Authority.** For South Gloucestershire this is:

Student Access and Support Team,  
South Gloucestershire Council  
Badminton Road  
Yate  
South Glos  
BS37 5AF

Applications can also be submitted on line [www.southglos.gov.uk/admissions](http://www.southglos.gov.uk/admissions)

## **Supplementary Form for Admission to Year Reception in Sept 2019 Section A**

All 3 pages of this form must be sent **directly to the School**. Governors need this information to enable them to apply the oversubscription criteria to your application. Your application cannot be considered if you have not also submitted the Common Application Form to your Local Authority.

**The form only needs to be filled in if you are applying under the oversubscription faith criteria ('third' criteria as shown on page 1 of the Admissions Policy).**

Please ensure that you read the Admissions Policy and the Guidance Notes, which will help you to complete this form.

### **Guidance Notes for Parents/Carers**

**Please read very carefully, the Admissions Policy that accompanies this form, before filling in any part of the form.**

1. The home address must be the child's main place of residence at the closing date for applications. Where parents/carers have shared responsibility for a child and the child lives for part of the week with each Parent/Carer, the nearer address will be considered as the home address.
2. To help you decide into which group you and/or your child fits, descriptions of the groups have been printed in full, in the Admissions Policy. Please read these descriptions very carefully, as your authorised representative will have to confirm the group into which you fit.
3. Now take all pages of this Supplementary Form and the Admissions Policy to the authorised representative of your place of worship. You may need to make an appointment with them first. Please ensure that they read the guidance notes before signing your form.
4. All pages of the supplementary form must reach St Mary's CE VA Primary School by the 15 January 2019. Failure to do so will jeopardise an offer of a possible place for your child.
5. You must also complete the Local Authority's Common Application Form and it must reach your Local Authority on or before this same date, 15 January 2019.

**Please enclose a stamped postcard / self addressed envelope if you require confirmation of receipt of this Supplementary Form**

### **To be completed by Parents / Carers:**

#### **1. General Information**

Child's Surname	
Forenames	
Date of Birth	
Home Address	
Postcode	

**2: Regular church attendance:** This means attending **Church/Place of Worship** two or more times a month for a minimum of the last two years.

2: Parent / Carer		
Does a Parent / Carer regularly attend a place of worship?		
If Yes, which place of worship?		
How long have they attended this place of worship?	Years	Months
Does your child regularly attend a place of worship?	Please circle YES NO	
If Yes, which place of worship?		
How long has he/she attended this place of worship?	Years	Months

<b>3:</b> If, in the last two years, you and/or your child have attended a place of worship different from the one(s) stated above, please give details below.	
Place of worship	
Exact Dates of Attendance	From: _____ To: _____
Name of Minister(s):	
Contact Address(es):	
Telephone Number(s):	
E-Mail Address(es)	

**4: Declarations**

<b>One Parent / Carer must sign</b> the following statement: I verify that the information given above is true and accurate.	
Signed:	Date:

**Now take the complete ‘Supplementary Form’ to the minister, leader or authorised representative of your place of worship.**

Please note that the form must be signed by one person who holds a position of responsibility in the church or place of worship; this will, for example, include the priest, minister or pastor, churchwarden, steward, elder or deacon, Sunday school or youth leader but must not include anyone related in any way to the applicant.

**Should the Governors find any discrepancy in the information given before the term of entry, they reserve the right to re-consider any place offered.**

**Supplementary Form for Admission to Year Reception in Sept 2019 Section B**

**This part of the form is to be completed by the church representative only.**

**Guidance notes for Church Representatives**

Please read these guidance notes very carefully before agreeing with the level of involvement of the Parent/Carer and/or child in your church or place of worship:

1. We require the signatures of one person who holds a position of responsibility in the place of worship but who must not be related in any way to the applicant.
2. It is hoped that the Parent/Carer has made an appointment with the person of responsibility in the place of worship, to discuss this application. If you disagree with the Parent/Carer’s description of their involvement, please indicate this, together with an explanation.
3. To help you decide into which group the applicant fits, descriptions of the groups are printed below. Please note where a Parent/Carer has indicated a second Church in Box 3 of the Supplementary Form, please allocate to a group based solely on frequency of attendance at your church.  
Regular attendance means attending **Church/Place of Worship** two or more times a month for a minimum of the last two years.

- **Any less frequency would NOT qualify as ‘regular church attendance.’**
- ‘Worship’ in the above includes not only Sunday services, but also weekday ones and it includes Sunday School or equivalent on a Sunday or on another day so long as the group is primarily about worship.

‘Minimum of years.’ Parents/Carers should calculate the minimum number of year’s attendance as including the period up to the day before the specified closing date for submission of the Supplementary Form.

Please reiterate to the Parent/Carer that the **Local Authority’s Common Application form must also be filled in and returned to the Local Authority**, whereas this **supplementary form must be returned direct to St Mary’s CE VA Primary School**. Both forms must arrive at their respective destinations by the closing date of 15 January 2019.

**Thank you very much for your help and time in this process.**

We, being the authorised representatives of .....,  
....., (Place of Worship) have read the guidance notes of this form and believe that the application falls within the category below:

Decide which description comes closest to describing the parent/carer, or their child’s involvement in the place or worship. Place a tick against ONE of the groups below:	
<b>Regular attendance</b>	
<b>Not regular attendance</b>	

This section should not be signed by any relative of the applicant Please ensure that you have ticked one of the above boxes before signing below. If your decision on the regularity of attendance differs from that of the parent, please indicate briefly why, including any extenuating circumstances:

Signature:	
Please complete the following in <b>BLOCK CAPITALS</b>	
Name:	
Position of responsibility:	
Contact Address:	
Telephone Number:	
E-Mail Address:	

**Both parts of the Supplementary form must be completed** and returned to their correct destinations by the closing date.

If you would like confirmation of safe receipt of your Supplementary Form please enclose a stamped addressed postcard.