

# Admission Policy Sept 2021-22



Policy for admissions in Sept 2019-20

Reviewed Oct 2016

Reviewed Oct 2017

Reviewed Oct 2018

Reviewed: Sept 2019

Next Review: Sept 2020

## ST.MARY'S CE VA PRIMARY SCHOOL, YATE

### ADMISSIONS POLICY 2021-22

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

Children with an EHCP will be admitted, where the school is named within their EHCP. This is not a part of the oversubscription criteria.

**Firstly** –children in 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 'parent/carer and/or the child' **regularly** worship as part of a Christian church. Applications must be supported by a Minister confirming attendance over the last two years, using the supplementary form attached to this policy. This is to be sent directly to 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 criteria four as described below; distance from school.

**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 in an act 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 centre of the school are measured using the latest South Gloucestershire Council Routes to school Gazetteer.

The closing date for on time applications for places in Reception is published by the local authority. Applications for Reception received after the closing date are '**late applications**' and will not normally be considered for the initial allocation of places.

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 and the Admissions Code:

*Where a child is offered a place at a school: a) that child is entitled to a full-time place in the September following their fourth birthday; b) the child's parents can defer the date their child is admitted to the school until later in the school year, but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which is was made; c) where the parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age. (Admissions Code 2:16)*

Parents may request that a child is admitted out of their age group – for example, a place to be deferred for a year and a child admitted into reception rather than year 1.

For requesting admission out of the normal age group, such a request must be sent to the governing body, at the time of submitting their request for a place at St Mary's.

The full governing body will make decision on the basis of 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, their 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. Parents will be notified of the governing body's decision within one school term.

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, following the over-subscription criteria above.

All applicants will be admitted if the school is not oversubscribed.

#### **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 an EHCP, 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. Once the initial waiting list has been established for places in reception, ranked by the criteria above, any additional applications will be added to the list, using the same oversubscription criteria. Any in-year application will be ranked according to our oversubscription criteria and placed on the waiting list on this basis, not on the basis of date of application.

#### **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 AN EDUCATION HEALTH CARE PLAN**

There is a different procedure for the admissions to school for children with an EHCP: it is administered by the Local Authority (LA) in whose area the family lives. The LA is responsible for issuing the EHCP 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 EHCP.

## **ADMISSION APPLICATION FORMS**

**Admission application forms should be returned to your Local Authority.** For South Gloucestershire residents 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 2021

### Section A

All 3 pages of this form must be sent **directly to the School, if applying under Criteria 3**. 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 admissions closing date, as set by the Local Authority. Failure to do so will mean that your application cannot be considered under oversubscription criterion 3.
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 2021, for admission to Reception for September 2021 only.

**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	



## Supplementary Form for Admission to Year Reception in Sept 2021

### 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 frequent attendance 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. This must be confirmed by the church representative. 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 admissions closing date, as set by the Local Authority

**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/carers, 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>	
Form please enclose a stamped addressed postcard. 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.