

# ADMISSIONS POLICY 2023-2024



Date agreed: January 2022

Review date: September 2022

## Our vision

Our vision statement 'Explore, Enjoy, Excel together; be amazing' captures the ambition that we have for our children to be the best that they can be. We believe that every child is created uniquely and so it is our role to make sure that their individual gifts are nurtured so that children can reach their aspirations, believe in themselves and work together to achieve great things.

Our vision finds its root in Psalm 139, verse 14: 'I will praise you because I am fearfully and wonderfully made'.

Our vision motivates us to be a school community who through our vision and values create warm, supportive, positive relationships, allowing every person (staff, pupils, parents, governors and more) to 'be amazing' and 'be the best that they can be.'

Statement/Principles

## ST. MARY'S CE VA PRIMARY SCHOOL, YATE ADMISSIONS POLICY 2023-24

The Published Admission Number (PAN) for St Mary's is 45. Should the number of applications for reception places exceed 45; the places will be allocated using the following oversubscription criteria, in order:

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**, 'looked after children' or children who were previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear (to the governors) to have been in state care outside of England and ceased to be in state care as a result of being adopted. 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 (see the definition in Section 22(1) of the Children Act 1989).

**Secondly**, to children whose 'parent/carer and/or the child' worship as part of a Christian church. Applications must be supported by a Minister confirming attendance over the last three years, using the supplementary form attached to this policy. This is to be sent directly to the school.

Applicants under this criterion will be considered by the Governors based on information provided on the **Supplementary Form. Church / Place of Worship** representatives must confirm if the **Parent/Carer** and/or the child are regular worshippers. We define regularity in this context under three groups:

*Group 1: The child is a member of Group 1 if the Parent / Carer and/or the child are very regular worshippers. This means attending **worship** at a **Christian Church/Place of Worship** three or more times a month for a minimum of the last three years as at the date of application.*

*Group 2: The child is a member of Group 2 if the Parent / Carer and/or the child are regular worshippers. This means attending **worship** at a **Christian Church/Place of Worship** two or more times a month for a minimum of the last two years as at the date of application.*

*Group 3: The child is a member of Group 3 if the Parent / Carer and/or the child are occasional worshippers. This means normal attendance for **worship** at a **Christian Church / Place of Worship** is a minimum of once a month during the past year as at the date of application.*

In this context a Christian Church / Place of Worship 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.

‘Worship’ in the above context 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 completion of the application form.

In the event that during the period specified for attendance at worship, the church / place of worship has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admission arrangements in relation to attendance will only apply to the period when the church / place of worship has been open, or when alternative premises have been available for public worship.

Applicants will be ranked according to their group, with Group 1 being the highest rank and Group 3 being the lowest.

Governors recognise that St. Mary’s is a school that serves many different communities. We are therefore placing a cap on the number of applications that will be considered under the faith criteria. This is limited to 8. Any applications we have above this will be considered on any other relevant categories (siblings or distance) as defined in the remainder of this document.

In the event of a tie break in this oversubscription criteria, priority will be given firstly to criteria three as described below; students who have a sibling on roll at the school at the time the child is admitted and secondly to criteria four as described below; distance from school.

Whilst we are a Church of England primary school, St. Mary’s welcomes applications from children and families of all faiths. Applications from families and children of other faiths will

be considered against the first, third and fourth criteria of the admissions policy, as described below.

**Thirdly** to children who already have a sibling on roll in the school at the time when the child is admitted. Sibling is defined in these arrangements as children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters. In the event of a tie break places will be allocated as outlined in criteria four.

**Fourthly** all other children, beginning with those whose **home address** is closest to the school. Distances are determined as a straight line from the home address to a central point of the school buildings. These distances are calculated using the Local Authority's computerised mapping technology.

The home address is considered to be where the child lives most of the time with his or her parent(s) or carer(s) at the time of application. The governors cannot accept the address of a business, relative, friend, childminder, a temporary address, or an address of a house it is intended to move to or one that is not yet habitable. The only exceptions are for children of UK service personnel for whom special arrangements apply. The governors reserve the right to seek documentary evidence to support a claim of residence.

Where the child spends time with each parent/carer equally at two different addresses, governors will ask for proof of the arrangements and will determine the appropriate address to be used in allocating a school place. In reaching this decision, evidence may be requested to show the address to which any child benefit or universal credit is paid. Any other evidence provided by parents/carers which may include a Specific Issue Order will also be considered in reaching a decision on the home address for school admissions purposes.

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 it 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 a 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 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 based on the date of application. Waiting lists for Reception intake are kept until 31 December in the admissions year. Waiting lists for in-year places will be kept until the 31<sup>st</sup> August of the academic year that they are compiled in.

#### **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.

## **PARENTAL DISPUTES**

The governors can process only one application per child from one address for a school place. It is therefore important that parents/carers sharing responsibility for a child, and a child living at more than one address, agree on the application for a school place.

The governors are unable to resolve parental disputes and if the parents/carers do not agree, or submit more than one application, the allocation of a school place may be delayed until an agreement is reached.

## **ADMISSION APPLICATION FORMS**

**Admission application forms should be returned to your Local Authority.** For South Gloucestershire residents this is 15<sup>th</sup> January 2023:

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

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

## Supplementary Form for Admission to Year Reception in Sept 2023

### Section A

All the 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 ('second' 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 is considered to be where the child lives most of the time with his or her parent(s) or carer(s) at the time of application. The governors cannot accept the address of a business, relative, friend, childminder, a temporary address, or an address of a house it is intended to move to or one that is not yet habitable. The only exceptions are for children of UK service personnel for whom special arrangements apply. The governors reserve the right to seek documentary evidence to support a claim of residence.
2. Where the child spends time with each parent/carer equally at two different addresses, governors will ask for proof of the arrangements and will determine the appropriate address to be used in allocating a school place. In reaching this decision, evidence may be requested to show the address to which any child benefit or universal credit is paid. Any other evidence provided by parents/carers which may include a Specific Issue Order will also be considered in reaching a decision on the home address for school admissions purposes.
3. 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.
4. 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.
5. 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 2.
6. 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 2023, for admission to Reception for September 2023 only.

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

## Supplementary Form for Admission to Year Reception in Sept 2023 Section A To be completed by Parents / Carers:

### 1. General Information

Child's surname	
Child's forenames	
Date of Birth	
Home Address	
Postcode	

### 2. Regular church attendance:

Does a Parent / Carer meet the worship criteria outlined in this admissions policy?	Please circle YES <span style="margin-left: 150px;">NO</span> If yes, please circle the worship group you fit into: GROUP 1 <span style="margin-left: 50px;">GROUP 2</span> <span style="margin-left: 50px;">GROUP 3</span>		
If Yes, which place of worship?			
How long have they attended this place of worship?	Years	Months	
Does the child in Section 1 of this form meet the worship criteria outlined in this admissions policy?	Please circle YES <span style="margin-left: 150px;">NO</span> If yes, please circle the worship group you fit into: GROUP 1 <span style="margin-left: 50px;">GROUP 2</span> <span style="margin-left: 50px;">GROUP 3</span>		
If Yes, which place of worship?			
How long has he/she attended this place of worship?	Years	Months	

**3.** If, in order to meet the worship criteria in this policy, 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

One Parent / Carer must sign the following statement:

“I verify that the information given above is true and accurate.”

Signed:	Date:
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**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 2023 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 signature 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.

**Church / Place of Worship** representatives must confirm if the **Parent/Carer** and/or the child are regular worshippers. We define regularity in this context under three groups:

*Group 1: The child is a member of Group 1 if the Parent / Carer and/or the child are very regular worshippers. This means attending **worship** at a **Christian Church/Place of Worship** three or more times a month for a minimum of the last three years as at the date of application.*

*Group 2: The child is a member of Group 2 if the Parent / Carer and/or the child are regular worshippers. This means attending **worship** at a **Christian Church/Place of Worship** two or more times a month for a minimum of the last two years as at the date of application.*

*Group 3: The child is a member of Group 3 if the Parent / Carer and/or the child are occasional worshippers. This means normal attendance for **worship** at a **Christian Church / Place of Worship** is a minimum of once a month during the past year as at the date of application.*

In this context a Christian Church / Place of Worship 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.

'Worship' in the above context 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 completion of the application form.

In the event that during the period specified for attendance at worship, the church / place of worship has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admission arrangements in relation to attendance will only apply to the period when the church / place of worship has been open, or when alternative premises have been available for public worship.

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.**

## Supplementary Form for Admission to Year Reception in Sept 2023 Section B

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

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 Group</b>	Group 1	Group 2	Group 3
<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 **BLOCK CAPITALS**:

Name:	
Position of Responsibility:	
Contact Address:	
Telephone Number:	
Email 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.