ST MARY'S SCHOOL

YATE

'Enjoy, Explore, Excel Together; Be Amazing!'

Psalm 130 v.14: I will praise you because I am fearfully and wonderfully made

ADMISSIONS POLICY 2028 - 2029

FOR CONSULTATION

Ratified By:	**Board of Trustees**	In consultation with:	**South Gloucestershire LA** **Diocese of Bristol**
Approved by:		Date:	
Policy Date:	**Autumn Term 2 2026**	Review Date:	**Autumn Term 2 2027**
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1. 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.'

2. Introduction

This policy should be read in conjunction with the South Gloucestershire Primary School Admissions Guide and the Department of Education Schools Admissions Code September 2021.

For further information on admissions please contact the Admissions and Transport Team via:

- Email: admissionsandtransport@southglos.gov.uk
- Telephone: 01454 868008
- Website: South Gloucestershire Admissions

This policy will be published on the school's website; https://www.stmarysyate.org.uk/our-school/policies/ on the Severn Federation Academy Trust website; www.sfat.uk/policies

3. Admissions Authority

The Board of Trustees is the Admissions Authority for St. Mary's Church of England Primary School as part of the coordinated scheme with the Local Authority.

Parents must apply for a place at the school via the online application service Apply online for a school place | South Gloucestershire (southglos.gov.uk).

Paper application forms can be accessed through contacting South Gloucestershire Admissions and Transport team: 01454 86008, or contacting the school office.

4. Published Admission Number

There will be 45 reception places available in September 2028.

The Published Admission Number for St. Mary's Church of England Primary School is 45 and should not be exceeded, as stated in Section One of the School Standards & Framework Act 1998 (as amended by the Education Act 2002) and the Education (Infant class Sizes) (England) regulations 1998.

Pupils will normally be admitted in the school year in which they reach their fifth birthday.

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5. Children with an Education, Health and Care Plan (EHCP)

Children with an Education, Health and Care Plan (EHCP) Children who have an Education, Health and Care Plan (EHCP) are placed in schools through the arrangements set out in the SEND Code of Practice associated regulations and not general school admissions arrangements. The Board of Trustees are required by Section 324 of the Education Act 1996 to admit a child with an EHCP that names the school, even if the school is full. Parents of children with an EHCP should contact their child's casework officer for any further information.

6. Over Subscription Criteria

Where applications for admission exceed the number of places available, the following criteria will be applied in the order stated below:

1. **Children in public care *(1)* or a child who was previously in public care but immediately after being in public care became subject to an adoption *(2)* child arrangements order (residency order) *(3)* or special guardianship order *(4)* including those who appear to the admission authority to have been in state care outside of England and ceased to be in state care as a result of being adopte*d (5)***

   1) A 'child in public care' 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) at the time of making an application to a school.

   2) This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children's Act 2002 (see section 46 adoption orders).

   3) Under the provisions of section 12 of the Children and Families Act 2014.

   4) See Section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

   5) A child is regarded as having been in state care outside England if they were in the care of, or were accommodated by a public authority, religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

2. **Children whose 'parent/carer and/or the child' worship as part of a Christian church**

   Note: 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

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- Church or a congregation, which can provide evidence of affiliation to the Evangelical Alliance

Church Applicants will be considered by the St. Mary's Local Academy Committee 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.

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.

The Board of Trustees 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.

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 criteria the first, third, fourth, fifth and sixth criteria of the admissions policy, as described below.

3. **Children who have a sibling who will be attending St. Mary's Church of England Primary School at the time of reception admission (i.e. a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of a parent/carer's partner)**

   Note: The older child must be continuing to attend the school when the younger child is admitted and in every case the child must be living in the same family unit at the same address.

4. **Children with an authenticated medical reason for attending the school**

   Note: Children for whom only this particular school is appropriate due to an exceptional medical condition. Applications will only be considered if supported by a written statement from the applicant's doctor which must demonstrate that there is a very specific connection between the medical need and the facilities or resources of the school. The final decision to accept a child under this category will be made by the St. Mary's Local Academy Committee through consultation with relevant professionals where necessary.

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5. **Children of members of staff**

   Note: (a) If the member of staff has been employed at St. Mary's Church of England Primary School for two or more years at the time the of the application being made, (b) if the member of staff is recruited to fill a vacant post of which there is a demonstrable skill shortage.

6. **Children with the strongest geographical claim in the year in which the child is to start school on the closing date for applications**

   Note: The distance will be measured in a straight line from the ordnance survey point of the child's home address (including flats) to the ordnance survey point of the school. Those living the closest will receive the higher priority.

Special Notes:

Where any particular category at points 1-5 above is oversubscribed, criterion 6 (the strongest geographical claim based on straight line distance) will be used to determine which child is offered a place.

In the event of a tie between two or more children, when applying criterion 6, the strongest geographical claim will be measured in a straight line from the ordnance survey point from the child's home address (including flats) to the ordnance survey address point of the school using the Local Authority's computerised measuring system with those living closer to the school receiving the higher priority.

Where there are not enough places available to offer all children a place at the school, a process of random allocation will be followed by the St. Mary's Local Academy Committee. This process will be overseen by an independent person.

7. Deferred Entry

Children are entitled to a full-time place from the September following their fourth birthday, however, 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 academic year for which the original application was accepted. 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.

8. Delayed Admission

The Board of Trustees of the Severn Federation Academy Trust, of which St. Mary's Church of England Primary School is a member of the Trust, acknowledges the updated advice from the Department of Education that, parents/carers of "summer born" children (born between 1 April and 31 August) may request to start the Reception Class of a school a whole academic year later.

St. Mary's Local Academy Committee will make a decision on behalf of St. Mary's Church of England Primary School. We follow the Local Authority process which states that parents can only apply for a Reception place at a school once and must apply for a place during the standard application process

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timeline for their chronological year group, stating their reasons for requesting deferred entry to the following year.

St. Mary's Local Academy Committee will decide whether the deferred entry can be approved for the school. 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 Local Academy Committee's decision within one school term.

Children born in the summer term and whose parents do not wish them to start school until the term after their 5th birthday will have to make a separate in-year application for Year 1 for the following academic year, unless there is a professional agreement that joining a lower year group is in the best interests of the child, in which case a common application form will have to be completed for admission to reception in the academic year 2029/2030. An agreement to placement out of year group will not guarantee a place at St. Mary's Church of England school, as any application will be considered against the published admission criteria when the application is made for the following year.

For additional information please see the Parental Guidance for Delayed Admissions on the school website; www.stmarysyate.org.uk/admissions, or contact the Headteacher.

9. Normal Admission Round

The term 'normal admissions round' refers to all applications for admission to the main year of entry of the school i.e. Reception for Infant and Primary Schools. Applications made during the normal admissions round will be made in advance of the academic year in which the child is due to start at the new school. Children are entitled to a full-time place, however, may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

10. In Year Admission

In the school year 2028/2029 and beyond, applications for a school place made outside the normal round of admissions for children of compulsory school age (i.e. Reception to Year 11) must be made directly to the school. If there are available places in any year group during the year they will be allocated based on the over-subscription criteria above.

The Local Authority maintains a statutory duty of being aware of all pupils and vacancies within schools and academies.

11. Appeals

If the school is full in the relevant year group, and a place is not offered, parents/carers have a right to appeal against this decision to an Independent Appeal Panel. Any appeal must be in writing and addressed to the Headteacher as soon as possible after reconsideration.

Appeals will be arranged in accordance with the School admission appeals code. Further details about the appeal process are available from the School Office; office@stmarysyate.org.uk 01454 867155.

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12. Waiting List

If the school is oversubscribed, a waiting list will be held for the first two school terms (i.e. until the end of December). The waiting list will be prioritised according to the school's oversubscription criteria. Waiting lists for Reception intake are kept until the 31st December in the admissions year.

In-year applications will be ranked by the over-subscription criteria and placed on the waiting list on this basis, not based on the date of application. Waiting lists for in-year applications will be kept until the 31st August of the academic year that they are compiled in.

The school has signed up to the In-Year Fair Access Protocols held by the Local Authority. Should a vulnerable child within these protocols require a place at the school, they will take precedent over any child on the waiting list.

This policy is available on the school website: Policies - St Mary's CE Primary School
Paper copies are available on request from the School Office. Appendices Overleaf.

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Appendix 1: Supplementary Form

Supplementary Form for Admission to Year Reception in Sept 2028
Section A

All the pages of this form must be sent directly to the school, if applying under Criteria 2. This information is required if you intend to apply under the oversubscription criteria 2; children whose parent/carer and/or the child worship as part of a Christian church.

Please note:

- The Common Application Form must also be submitted to the Local Authority: Apply online for a school place | South Gloucestershire (southglos.gov.uk).
- This form only needs to be completed if you wish for consideration under oversubscription criteria number 2.

Refer to the Admissions policy and guidance notes for the year which you are applying for admission to support this application

Guidance Notes for Parents/Carers

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

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. Addresses 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 will not be accepted. The only exceptions are for children of UK service personnel for whom special arrangements apply. The right to seek documentary evidence to support a claim of residence is reserved.

Where the child spends time with each parent/carer equally at two different addresses, proof of the arrangements and will determine the appropriate address to be used in allocating a school place will be requested. 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.

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.

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.

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 2028, for admission to Reception for September 2028 only.

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

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Supplementary Form for Admission to Year Reception in Sept 2028
Section A

To be completed by Parents / Carers:

GENERAL INFORMATION	
Parent/Carer Surname:	
Parent/Carer First Name:	
Parent/Carer Email Address:	
Child's Surname:	
Child's Forenames:	
Childs' Date of Birth:	
Child's Home Address & Postcode:	
Parent/Carer Home Address & Postcode: ***(If different from the child's address)***	

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REGULAR CHURCH ATTENDANCE		
Does a Parent / Carer meet the worship criteria outlined in this admissions policy? *(Please circle)*	**YES**	**NO**
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**	**NO**
If 'Yes', which place of worship?		
How long has the child attended this place of worship?	**Years:**	**Months:**

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):		
Email Address:		

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Declarations

One Parent / Carer must sign the following statement:

I verify that the information given above is true and accurate

Name:	
Date:	
Signature:	

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.

If any discrepancy in the information given before the term of entry is found, the right to re-consider any place offered is reserved.

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Supplementary Form for Admission to Year Reception in Sept 2028
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. 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.

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.

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Supplementary Form for Admission to Year Reception in Sept 2028
Section B

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

We, being the authorized representatives of ..... *(place of worship)* have read the guidance notes on this form and believe the application falls within the category below:	
Regular attendance group:	
Not regular attendance group:	
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 information below in BLOCK capitals:	
Name:	
Position of Responsibility:	
Contact Address:	
Telephone Number:	
Email Address:	

Both the LA admission application form and this 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.

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