



Admissions Policy Swineshead St Mary's Primary School

Aims

- To ensure that parents and pupils have as much information as possible about Swineshead St Mary's School and the education that we provide.
- To make each child's start a happy and successful one.
- To begin a partnership with parents that will be lasting

Welcome packs, school brochures and Local Authority Admissions documents are available from the school. Prospective parents are warmly encouraged to tour the school before making their choice.

Parents need to apply direct to the local authority in order to be offered a place.

For the academic school year beginning of the September term the Governors will accept up to the school's published admission number of 40. No infant class is to exceed 30 pupils. In the event of the school being over-subscribed, that is, there are more parents asking for places than there are places available, the Governors will follow the admissions criteria set out below.

For entry into reception in September we will allocate places to parents who make an application before we consider any parent who has not made one. Attending a nursery or a pre-school does not give any priority within the oversubscription criteria for a place in the school. Parents must make a separate application for the transfer from nursery to the school.

In accordance with legislation the allocation of places for children with the following will take place first; Statement of Special Educational Needs (Education Act 1996) or Education, Health and Care Plan (Children and Families Act 2014). We will then allocate remaining places in accordance with this policy.

Admission Criteria

- 1 The child has a Statement of Educational Needs or Education, Health and Care Plan.
- 2 The child is in the care of the local authority. ¹
- 3 The school is one preferred by the parents.
- 4 There is a brother or sister² at the school who will be still attending when the child is due to start.
- 5 Faith affiliation – Priority will be given in the order listed to:
 - a. Regular* worshippers at the local Parish Church of Swineshead.
 - b. Regular* worshippers at another Christian church.
 - c. Regular* worshippers at a place of worship of any of the other four world faiths (Hinduism, Islam, Judaism and Sikhism)

Notes:

**Regular will be defined as at least once a month*

This will be verified by a signed letter from an officiating minister at the place of worship

6 Increasing order of straight line distance.³

7 The child is in receipt of Pupil Premium or Service Pupil Premium.⁴

8 The distance from the home to the school. Priority will be given to the child living nearest the school.⁵

Definitions and notes

1. A child in the care of the local authority is provided with accommodation by them in accordance with section 22 of the Children's Act 1989, at the time of application.

2. Brother or sister

- A full brother or full sister, whether or not resident in the same household.
- Another child normally living for the majority of term time in the same household, where an adult in the household has parental responsibility as defined in the Children Act 1989. Or any child in the household where an adult in the household is defined as a parent for the purposes of Section 576 of the Education Act 1996.
- In the case of twins, or brothers and sisters in the same year group, where there is only one place available in the school, both will be considered together as one application. The school will be allowed to go above its admission number by one, except in cases where infant class size regulations prevent this from happening. If this happens we can only legally offer one place. In this case, parents will be given the choice, either to accept places in the nearest school with two places. In the latter instance, the County Council will provide free transport for both children, provided the distance from home to school qualifies.

3. Nearest school

The nearest school is found by measuring the straight line distance from the child's home address to the school. This is measured electronically from the Post Office address point of the home to the Post Office address point of the school. It is measured to three decimal places, e.g. 1.256 miles.

By home we mean the address where the child lives for the majority of the school term time with a parent who has parental responsibility as defined in the Children Act 1989. Or any child in the household where an adult in the household is defined as a parent for the purposes of Section 576 of the Education Act 1996. This could include a person who is not a parent but who has responsibility for her or him.

It could include a child's guardians but will not usually include other relatives such as grandparents, aunts, uncles etc unless they have all the rights, duties, powers and responsibilities and authority, which by law a parent of a child has in relation to the child and their property.

Where your child lives normally during the school week with more than one parent at a different addresses, the home address for the purposes of school admissions will be that of the parent who lives closest, as measured by driving distance, to the school in question.

If you have more than one home, we will take as the home address the address where you and child normally live for the majority of the school term time.

4. Pupil Premium

The pupil premium is additional funding for publicly funded schools in England to raise the attainment of disadvantaged pupils and close the gap between them and their peers. The service pupil premium helps schools to support the unique challenges children with parents in the armed forces can often face.

5. Distance from home to school

The nearest address to the school is found by measuring the distance from your address to the school by driving distance along public highways. We do not measure to any other schools. This is measured electronically by The School Admissions Team from the post office address point of the home to the post office address point of the school.

Tie-breaker

If any of the oversubscription criteria have too many applicants then the tie-breaker will be by distance using the method in note 5.

We will investigate any concerns we may have about the accuracy of information provided on an application form and may withdraw the offer of a school place if there is evidence that fraudulent claims have been made.

Oversubscription Criteria

- 1 The child is in the care of the local authority.
- 2 The child has a Statement of Educational Needs or Education, Health and Care Plan.
- 3 The child is in receipt of Pupil Premium or Service Pupil Premium.
- 4 There is a brother or sister at the school who will be still attending when the child is due to start.
- 5 Faith affiliation – Priority will be given in the order listed to:
 - a. Regular* worshippers at the local Parish Church of Swineshead.
 - b. Regular* worshippers at another Christian church.
 - c. Regular* worshippers at a place of worship of any of the other four world faiths (Hinduism, Islam, Judaism and Sikhism)
- 6 The distance from the home to the school. Priority will be given to the child living nearest the school.
- 7 The school is one preferred by the parents.

Reserve list

For admission into school the governors will keep a waiting list which we call a reserve list. If you were not offered a place and you named us as a higher preference, your child is automatically put on the reserve list above the one you were offered. Your child will also be put on a reserve list if you would like your child to join the school and the school does not have any places available at that particular time. The list is in the order of the oversubscription criteria. Names can move down the list if someone moves into the area and is higher placed on the oversubscription criteria. The list is kept by the Schools Admission Team until August 31.

If you wish your child to join the school please contact the school direct on 01205 820356 to speak to Mrs Moore. You will be informed of availability for your child (outside of our reception intake) and the process of keeping in touch with the school in terms of preference when a place becomes available.

Right of appeal

Parents who are not offered a place for their child have a right to appeal to an Independent Appeal Panel. Further information about the process and the necessary paperwork can be obtained from the Education Team 01522 782030.

Fair Access

The government has stated that all local authorities must have a Fair Access agreement that allows hard to place children, for example those that have been permanently excluded, to be given a place before any oversubscription criteria are applied and before anyone is considered from the reserve list.

Such children are shared out to make sure no one school has to take too many of these children.

Mid-year admissions

The governors will accept admissions into other year groups if there are places. If there are more applications than places then the oversubscription criteria will be used to decide who should be offered the place. If there are no places then you will be told of the independent appeal system

Children of UK Service Personnel (UK Armed Forces)

In order to meet the government's military covenant aimed at helping service personnel, and Crown Servants returning from abroad we have adopted the following arrangements.

For late co-ordinated applications and midyear applications supported by the appropriate military documentation we will aim to remove any disadvantage to UK service personnel (UK Armed Forces) – see admission and over subscription criteria.

The school's Governors will consider whether:

- An application from that address would normally succeed in an oversubscribed year
- There is any child on the reserve list with higher priority under the oversubscription criteria
- The prejudice from admitting an extra child would be excessive

The Governors have discretion to admit above the admission number in these circumstances if they wish, but are not obliged to do so.

Section 2.15 (f) of the School Admissions Code 2014 makes an exception to the Infant Class Size Regulations for Services Children needing to apply for school places outside the main admissions round.

We will need the notice of posting or official government letter and posting address before we can consider an application under these arrangements. We allocate a school as soon as possible by applying the policies and practices that we normally follow.

Fraudulent or Misleading Applications

As an admission authority we have the right to investigate any concerns we may have about your application and to withdraw the offer of a place if we consider there is evidence that you have made a fraudulent claim or provided misleading information, for example a false address was given which denied a place to a child with a stronger claim.

We reserve the right to check any address and other information provided so we can apply the oversubscription criteria accurately and fairly.

Admission of Children below Compulsory School Age

Community and Voluntary Controlled Schools provide for the admission of all children in the September following their fourth birthday.

Where a child has been offered a place:

- That child is entitled to a full-time place in the September following their fourth birthday;
- 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, whichever is the sooner;
- 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.
- Parents interested in deferring admission or arranging part-time attendance must contact the school to discuss this.
- Parents of summer born children deferring admission until the child starts Year 1 risk losing the offered school place.

Admission of Children outside their Normal Age Group

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. Parents wishing to make these requests must contact their home local authority for guidance on the procedure to follow.

It is important for parents to note that they will have the opportunity and responsibility to provide whatever evidence they wish to support their request.

Decisions will be made on the basis of the circumstances of each case and in the best interests of the child concerned.

Reviewed: 18th September 2019

To be reviewed annually

Mrs CV Collett.....

Executive Headteacher

Date.....

Signed.....
Mrs R Blowers
Chair of Governors
Date.....