

Saighton Church of England Primary School and Pre-School

'Nurturing Children in a Christian Environment to Achieve Excellence'



**This policy is followed by the Governing Body of Saughton Church of England Primary School and Pre- School**

Date of Review: December 2021

Date of next review: Summer 2022

Signed..... Head Teacher

Signed..... Chair of Governors

Parents should be aware before applying that in this school RE, collective worship and our whole ethos are based on the teachings of the Church of England.

Applications for admission to the school should be made on the common application form enclosed with the Local Authority's brochure or online by the dates published by the Local Authority. Also on the Supplementary Form by those applying under criteria 4, 5 and 6

Applications may also be made on-line by using both the common application form and the Supplementary Form. It is not normally possible to change the order of your preferences for schools after the closing date. Whether application is made on paper or electronically, both forms must be completed by those applying under criteria 5, 6 and 7.

Letters informing parents of whether or not their child has been allocated a place will be sent out by the Local Authority during the spring term in the year of admission. Parents of children not admitted will be informed of the reason and offered an alternative place by the Authority.

The number of places available for admission to the Reception class will be a maximum of 16. This arrangement follows consultation between the governing body, the Diocesan Board of Education, Local Authorities and other admissions authorities in the area. The governing body will not place any restrictions on admissions to the reception class unless the number of children for whom admission is sought exceeds this number. By law, no infant class may contain more than thirty children.

The Governing Body operates a system of equal preferences under which they consider all preferences equally and the Local Authority allocates places according to its policy. In the event that there are more applicants than places, the governing body will allocate places using the following criteria, which are listed in order of priority:

1. Looked after children – a ‘looked after child’ is a child who is in the care of the local authority or provided with accommodation by that authority (as defined in section 22 of the Children Act 1989) or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order 67.
2. Children with special medical or social circumstances affecting the child where these needs can only be met at this school.
3. Children resident in the parishes of Bruera and Aldford and the part of Huntington in St. Luke’s parish that was previously in the parish of Bruera prior to 2013. A map is available from the school and on the school website.
4. Children who have a sibling in school who will still be attending school the following year.
5. Children who are in attendance at Saughton Pre-School in the term prior to starting school.
6. Children whose parents are faithful and regular worshippers in the Parish Church(es) of St Mary the Virgin, Bruera and St John the Baptist, Aldford.
7. Children whose parents are faithful and regular worshippers in a neighbouring Anglican Church for whom this is the closest Church of England school measured using an Ordnance Survey address-point system which measures straight line distances from the address point of the school to the address point of the place of residence, with those living closer to the school receiving the higher priority.
8. Children whose parents are faithful and regular worshippers of another Christian denomination, as recognised by Churches Together in Britain and Ireland and for whom this is the closest Church of England school, measured using an Ordnance Survey address-point system which measures straight line distances from the address point of the school to the address point of the place of residence, with those living closer to the school receiving the higher priority.
9. Other children

## Notes

(a) Professional supporting evidence from eg a doctor, psychologist, social worker, is essential if admission is to be made under the criterion for special medical or social circumstances, and such evidence must set out the particular reasons why the school in question is the most suitable school and the difficulties which would be caused if the child had to attend another school.

(b) By “faithful and regular” we mean attendance at a minimum of two services per month for at least six months prior to the closing date for applications. A letter from your incumbent or minister or other church officer will be required as proof of attendance.

(c) A map showing the boundaries is available from school.

(d) Where the above criteria are not adequate to distinguish between requests for admission which cannot all be accepted without exceeding the admission limit, priority will be decided on the basis of the distance from the school to home measured using an Ordnance Survey address-point system which measures straight line distances from address point of the school to the address point of the place of residence, with those living closer to the school receiving the higher priority. In the event of a tie-break on distance a random paper draw will be undertaken by an independent body.

(e) All children with birthdays between 1 September and 31 August are admitted in September. For children with a birthday after Christmas or after Easter parents may defer entry until later in the year and the headteacher should be consulted if this option is being considered.

- (f) A parent is any person who has parental responsibility or care of the child. Where admission arrangements refer to 'parent's attendance at church' it is sufficient for just one parent to attend.
- (g) Siblings include step, half, foster, adopted brothers and sisters living at the same address and full brother and sister living apart.
- (h) Where the 30<sup>th</sup> child is a sibling, as in the case of twins, then governors may admit above the infant class size limit if it is possible to do so.

### **Children with an Education, Health Care Plan (EHCP)**

Section 324 of the Education Act 1996 requires the governing bodies of all maintained schools to admit a child with an EHCP that names their school.

### **Late applications for admission**

Where there are extenuating circumstances for an application being received after the last date for applications, and it is before the governors have established their list of pupils to be admitted, then it will be considered alongside all the others.

Otherwise, applications which are received after the last date will be considered after all the others, and placed on the waiting list in order according to the criteria.

### **Address of pupil**

The address used on the school's admission form must be the current one at the time of application. If the address changes subsequently, the parents should notify the school. Where the parents live at different addresses, the current-at-the-time-of-application, normal address of the child will be the one used. This will normally be the one where the child wakes up for the majority of Monday to Friday mornings. Parents may be asked to show evidence of the claim that is being made for the address, e.g. identity cards of various sorts showing the child's address as the one claimed. Where there is dispute about the correct address to use, the governors reserve the right to make enquiries of any relevant third parties, e.g. the child's GP. For children of UK Service personnel and other Crown Servants returning to the area proof of the posting is all that is required.

### **Non-routine admissions**

It sometimes happens that a child needs to change school other than at the "normal" time; such admissions are known as non-routine admissions. Parents wishing their child to attend this school are advised to arrange to visit the school. They will be provided with an application form once they have a definite local address. If there is a place in the appropriate class, then the governors will arrange for the admission to take place. If there is no place, then the admissions committee will consider the application and information about how to appeal against the refusal will be provided. Appeals for children moving into the area will not be considered until there is evidence of a permanent address, e.g. exchange of contracts or tenancy agreement with rent book.

### **Appeals**

Where the governors are unable to offer a place because the school is over subscribed, parents have the right to appeal to an independent admission appeal panel, set up under the School Standards and Framework Act, 1998, as amended by the Education Act, 2002. **Parents should notify the clerk to the governors at the school within 14 days of receiving your offer letter.** Parents will have the opportunity to submit their case to the panel in writing and also to attend in order to present their case. You will normally receive 14 days' notice of the place and time of the hearing.

If your child does not gain a place in Reception or Key Stage 1 because of Government limits on Infant class sizes, the grounds on which your appeal could be successful are limited. You would have to show that the decision was one which in the circumstances no reasonable governing body would have made, or that your child would have been offered a place if the governors' admissions arrangements had been properly implemented.

Please note that this right of appeal against the governors' decision does not prevent you from making an appeal in respect of any other school.

### **Fraudulent applications**

Where the governing body discovers that a child has been awarded a place as the result of an intentionally misleading application from a parent (for example a false claim to residence in the catchment area or of involvement in a place of worship) which effectively denies a place to a child with a stronger claim, then the governing body is required to withdraw the offer of the place. The application will be considered afresh and a right of appeal offered if a place is refused.

### **Deferred admission**

If your child is due to start school during the next academic year, it is important that you apply for a place for September. If your child's fifth birthday is between the months of September and December, then, if you wish it, admission may be deferred until January; if it is between January and April, then admission may be deferred until the start of the summer term though it is likely to be in your child's interest to start no later than January.

### **Twins/ Multiple Births**

Where there are twins/ children from multiple births wanting admission and there is only a single place left within the admission number, then the governing body are able to go above the infant class size limit if it is deemed possible and appropriate to do so.