

*St Andrew's CE Primary School*



*Admission Policy*

*2019/20*

**ST. ANDREW'S CHURCH OF ENGLAND VOLUNTARY AIDED  
PRIMARY SCHOOL  
ADMISSION POLICY 2019/20**

**ETHOS STATEMENT**

'Recognising its historic foundation, St Andrew's CE Primary School will preserve and develop its religious character in accordance with the principles of the Church of England and in partnership with the Church at parish and diocesan level.

The school aims to serve its community by providing an education of the highest quality within the context of Christian belief and practice. It encourages an understanding of the meaning and significance of faith, and promotes Christian values through the experience it offers to all its pupils.'

**Introduction**

St Andrew's Church of England Aided Primary School is in the Diocese of York and is maintained by Kingston upon Hull LA.

The school provides a distinctively Christian education for children aged 4+ to 11+ years.

St. Andrew's is a Voluntary Aided school for which the Governing Body is the Admission Authority and responsible for admissions. It is guided in that responsibility by the requirements of law, advice from the York Diocesan Board of Education, its duty to the community and the Common Good.

The published Pupil Admission Number (PAN) for the admission of children into the Reception Year 2019 is 85. This number has been calculated according to the net capacity of the school, which the law defines and has been agreed with Kingston upon Hull LA. If no more than 85 applications are received for admission to the Reception Year, all applicants will be offered places.

All Governing Bodies are required to admit into the school a child with a statement of special educational needs or an Education, Health and Care Plan (EHCP) that names the school. This is not an over subscription criterion. It relates only to children who have undergone statutory assessment and for whom a final statement of special educational needs or EHCP has been issued.

**PLEASE CONTACT US IF YOU NEED ANY HELP IN APPLYING FOR ADMISSION.**

The Reception Class has one intake in September each year, but parents have a right to defer taking up the place until the term following the child's 5th birthday (but please see information at the end of this policy about deferred entry and requests for admission outside a child's normal age group).

**Co-ordinated Scheme for Admission Arrangements**

The co-ordinated scheme for admissions is a mechanism that ensures that all parents resident in the Kingston upon Hull Local Authority and who have expressed a preference for a primary school before the closing date will, receive a single offer of a school place on the same day from the Authority.

In order to provide every parent with an offer of one single place the Authority will be working with the Governing Bodies of the Voluntary Aided primary schools within the Kingston upon Hull area, including St Andrew's. Details of the co-ordinated scheme can be obtained from the Authority.

Applicants for places at St Andrews Primary should apply for a place either online or by using the Local Authority Application Form. The Local Authority makes paper forms available to parents and their Admission booklet can be downloaded from their web site. Booklets are also given to schools, libraries, nurseries and customer contact centres for reference. Applicants for a place under one of the faith-based criteria (criterion 4, 5 and 6 below) must also complete the additional form (Supplementary Information Form) which can be obtained from the school or the school website, and should be **returned to the school** by the closing date for applications. If the Supplementary Information Form is not completed and returned by the closing date, the governors will not be able to consider the application under criterion 4, 5 or 6.

### **Criteria for determining the allocation of places in Reception when the school is oversubscribed:**

The Governing Body operates a system of equal preferences under which they consider all preferences equally and the Local Authority notifies parents of the result. In the event that there are more applicants than places, after admitting all children with a statement of special educational need or EHIP naming the school, the Governing Body will allocate places using the over subscription criteria below, which are listed in order of priority.

**Tie breakers:** In the event of any further oversubscription in any category, places will be allocated according to the closeness of home to school, with those living nearest being given priority. Distance measurements are based on the shortest walked route from a child's home address to school measured from the home address to the main school gate using Ordnance Survey software. If the distance from home to school does not distinguish between two or more applicants with equal priority for the remaining place, random allocation will be used as the final tie-breaker. This will be supervised by someone independent of the school.

Children:

1. who are Looked After Children or Previously Looked After Children (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 at the time of making an application to a school. Previously looked after children are children who were looked after, but ceased to be so because they were adopted or became subject to a child arrangements order or special guardianship order;
2. with significant medical factors or exceptional family circumstances (footnote 1);
3. who will have an elder sibling in school at the anticipated time of admission (footnote 2);
4. whose parent(s)/carer(s) regularly and frequently (footnote 3) attend worship at a regular public service at a Church of England church;
5. whose parent(s) / carer(s) regularly and frequently attend worship at a regular public service at another Christian denomination participating in "Churches Together in England" and listed at footnote 4 below (footnotes 3 and 4);
6. whose parents/carers are active members of other World Faiths;
7. who have attended our Nursery for at least one term;
8. other children.

\*For applications under criterion 4, 5 or 6, parents/carers must also fill in the additional form (obtainable from the school, from the school website and at the end of this Policy) **and return it to the school.**

### **Footnote 1**

Significant medical needs must be supported at the time of application by a letter from a GP, hospital consultant or other medical professional indicating how a pupil's medical condition relates to the school preference including the particular reasons why this school is the most suitable, and the difficulties that would be caused if the child had to attend another school.

Exceptional family circumstances must be supported at the time of application by a letter from a supporting agency (eg Social Worker or Family Support Worker) indicating how the circumstances relate to the school preference including the particular reasons why this school is the most suitable, and the difficulties that would be caused if the child had to attend another school.

These applications will be given consideration under a review procedure in advance of school allocation being completed.

### **Footnote 2**

Definition of Sibling - Siblings include step, half, foster, adopted brothers and sisters living at the same address and full brothers and sisters living at the same address or apart.

### **Footnote 3**

'Regularly and frequently' means attendance at worship by a parent/carer at a regular public service at least once a month for a period of at least the year immediately prior to the application.

### **Footnote 4**

#### **Churches Together in England**

The Baptist Union of Great Britain  
Cherubim and Seraphim Council of Churches  
Church of England  
Church of Scotland  
Congregational Federation  
Council of African and Afro-Caribbean Churches  
Council of Oriental Orthodox Christian Churches  
Free Churches' Council  
Greek Orthodox Church  
Independent Methodist Churches

Joint Council for Anglo-Caribbean Churches  
Lutheran Council of Great Britain  
Methodist Church  
Moravian Church  
New Testament Assembly  
Religious Society of Friends  
Roman Catholic Church  
Russian Orthodox Church  
Salvation Army  
United Reformed Church  
Wesleyan Holiness Church  
Ichthus Christian Fellowship  
International Ministerial Council of Great Britain

### **Place of residence**

Residence is defined as the normal family address where the child resides at the closing date for receiving applications for admission to the school.

Childcare arrangements involving relatives' addresses do not qualify as normal family addresses for this purpose unless there is a court Residence Order in place.

Where parental responsibility is held by more than one person and those persons reside in separate properties, the child's ordinary place of residence will be deemed to be that property at which the child resides for the greater part of the week, including weekends.

The qualification date is the closing date for applications under the coordinated admissions scheme. (Where families change normal address after the closing date but before the allocation process has finished this can be considered under the review procedure).

### **Late Applications**

As the local authority will complete a second round of allocations for late applications, all applicants should send their completed application forms to the admissions team.

### **Waiting List**

1. Names of children will automatically be placed on the waiting list for school, when the child has been refused admission. The waiting list will be kept until 31<sup>st</sup> December at the end of the end of the Autumn term in the year of admission.
2. A vacancy only arises in the Reception Year when the number of offers to the school falls below the PAN (or a higher admission limit where one has been set).
3. The waiting list will be established on the offer day. This list will be kept until 31<sup>st</sup> December at the end of the Autumn term in the year of admission.
4. The waiting list is determined according to the Governing Body's priority of admission over-subscription criteria.
5. Following the offer day should an application be received for the school where the pupil has a higher priority, as determined by the admissions criteria for a place at the school, they will be placed on the list, above those with a lower priority.

### **False Information**

1. Where the Governing Body has made an offer of a place at this school on the basis of a fraudulent or intentionally misleading application from a parent, which has effectively denied a place to a child with a stronger claim to a place at the school, the offer of a place will be withdrawn.
2. Where a child starts attending the school on the basis of fraudulent and intentionally misleading information the place may be withdrawn depending on the length of time that the child has been at the school.
3. Where a place or an offer has been withdrawn, the application will be reconsidered and a right of independent appeal offered if the place is refused.

### **Applications outside of the normal admissions round**

Parents wishing to make an application outside of the normal admission round for their children to attend St. Andrew's should apply to the school direct. Applications must be made on the official Local Authority School Admission Application Form. If the application is refused, the applicant will be informed in writing and will be provided with information about their right of appeal.

### **Appeals against the Governing Body's decision to refuse admission**

1. If a place is not offered at the School, parents have the right of appeal to an Independent Appeal Panel formed in accordance with the legislation. Details of the appeals procedure will be sent to parents by the Local Authority or the Chair of the School Governors.
2. Parents who intend to make an appeal against the Governing Body's decision to refuse admission must submit a notice of appeal within 14 days of receiving the refusal letter to:  
The Chair of Governors at St. Andrew's Church of England Aided Primary School.

## **OTHER IMPORTANT INFORMATION**

There are, at present, three classes per age group. (Please Note, Admission to our School Nursery Department does NOT guarantee your child a place in the Reception). A separate application must be made for admission to the Reception Year, and places will be allocated according to the above.

There may be occasions to have mixed age group classes.

Further information on classroom organisation, review procedures and relevant policies are available on request from the School Office.

Once successful parents are informed, home visits are arranged.

Prospective parents are welcome to visit our school at any time. The school brochure and other appropriate forms/information are available on request.

### **Deferred admissions**

Children will be admitted to the Reception Year at the beginning of the Autumn Term before their fifth birthday. Parents may request that their child's school place be deferred until later in the school year, and if they do this the place will be held for the child. They cannot, however, defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the school year for which the original application was accepted (see below for requests for admission outside a child's normal age group.) Parents can also request that their child attends on a part time basis until the child reaches compulsory school age

### **Requests for admission outside the child's 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. In addition, the parents of a summer born child may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to reception rather than year 1.

Parents requesting admission out of the normal age group must put their request in writing, addressed to the Headteacher at the school, together with any supporting evidence that the parent wishes to be taken into account. The governing body will make decisions on requests for admission outside the normal age group on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's views; any information provided 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. The governing body will also take into account the views of the Headteacher. When informing a parent of their decision on the year group the child should be admitted to, the governing body will set out clearly the reasons for their decision.

Where the governing body agrees to a parent's request for their child to be admitted out of their normal age group and, as a consequence of that decision, the child will be admitted to a relevant age group (i.e. the age group to which pupils are normally admitted to the school) the local authority and governing body must process the application as part of the main admissions round, unless the parental request is made too late for this to be possible, and on the basis of their determined admission arrangements only, including the application of oversubscription criteria where applicable. The governing body must not give the application lower priority on the basis that the child is being admitted out of their normal age group.

Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school but it is not in their preferred age group.

**St Andrew's CE Primary School  
Admission for Academic Year 2019 / 2020  
Supplementary Information Form**



**Criterion 4/5/6:**

4. Children whose parent(s)/carer(s) regularly and frequently (footnote 3) attend worship at a regular public service at a Church of England church
5. Children whose parent(s)/carer(s) regularly and frequently (footnote 3) attend worship at a regular and public service at another Christian denomination participating in "Churches Together in England" or whose parents
6. Children whose parents/carers are active members of other World Faiths

**Footnote 3**

'Regularly and frequently' means attendance at worship by a parent/carer at least once a month at a regular public service for a period of at least a year immediately prior to the application.

If you are applying under criterion 4, 5 or 6, you must also fill in this form and provide verifiable evidence in writing from the minister/faith leader concerned and **return it to the school** by the closing date for applications.

.....

Name of child:

\_\_\_\_\_

Name of Minister/ Faith Leader:

\_\_\_\_\_

I/We have 'regularly and frequently' attended worship at a regular public service at \_\_\_\_\_ (insert name of church) at least once a month for a period of at least a year immediately prior to the application.

I/we include a letter from the Minister/ Faith Leader, as further evidence.

Signed \_\_\_\_\_ -

Date \_\_\_\_\_

## **ADMISSIONS POLICY FOR THE NURSERY DEPARTMENT**

Nursery: 78 part time places.

The closing date for applications will be 30th April, for admittance to the Nursery the following September.

We will apply the same criteria as listed for entry into statutory schooling.

**Tie breaker:** In the event of any further oversubscription in any category, places will be allocated according to age, with the oldest being given priority.

The Admissions Panel for the Nursery Department consists of two Governors (one of whom shall be a Parent Governor) a member of the Admin Staff and the Nursery Teacher, who have delegated power to admit pupils to the Nursery on behalf of the Governing Body.

On application parents will be furnished with the necessary information and school prospectus.

Parents will be notified as soon as possible if their application is successful and home visits are then made by the Head teacher and Nursery Manager. Formal acceptance of a place at St. Andrew's Nursery Department is then made by the parent after reading the Home-School Agreement.

Parents will be reminded that admission to the Nursery does not guarantee a school place. A separate application must be made for a place in Reception.

St Andrew's is an inclusive school and as such this policy should be read in conjunction with the school's Every Child Matters Policy Statement

***St Andrew's Church of England Aided Primary School Governing Body,***

This policy will be reviewed in September each year.