

## St Mary's C.E. (V.A.) Primary School

### Admissions Policy 2010-2011

Parents wishing to visit school before or after making an application should contact the school office to make arrangements. Information meetings for each new intake are arranged before your child begins school.

The school's Governing Body is the admissions authority for our school. The Local Authority operates a co-ordinated admissions scheme and administers a system of equal preferences under which all applications are considered equally and The School's Governing Body allocates the available places in accordance with its published admissions policy. In the event that there are more applications than places available, the Governing Body will allocate places using the following criteria, which are listed in order of priority. The Local Authority will inform parents of the offer of a place on 2<sup>nd</sup> April 2010.

Parents applying for a place in our school must complete a Wakefield Common Application Form expressing up to three preferences in order. If you wish your application to be considered using the Christian Commitment Oversubscription criteria you will need to supply additional information. A Supplementary Information Form is available from the school office and this should be returned to our school directly. The Common Application Form (WCAF) must be returned directly to the LA. Additional information on the SIF is needed to determine priority for admissions to our school if there are more applications than places available.

From September 2009 the LA has determined that there will be two points of admission during the school year.

Places are offered on a full-time basis (see below):

Date of Fifth Birthday

Term of Full-term Admission

1<sup>st</sup> September to 31<sup>st</sup> March

Autumn (September)

1<sup>st</sup> April to 31<sup>st</sup> August

Spring (January)

The closing date for applications for Upper Foundation for September 2010 is 16<sup>th</sup> November 2009. The standard admission number for our school is 30. If the number of applications received does not exceed the admission number, all preferences will be met. If there are more applications received than places available the Governing Body applies the school's admission criteria, which is determined by the Governing Body. The admission criteria sets out the order in which places will be offered. Where there are more applications on the same criteria level than places available then places will be offered in order of distance from to the school ie. those living closest to the school as the 'crow flies' will be offered places ahead of those living further away on any particular criteria level.

#### **Special Educational Needs**

The admission of pupils with a statement of Special Educational Needs is dealt with by a completely separate procedure and complies with the Special Educational Needs Code of Practice. The school will admit children with statements of Special Educational Need in which the school is named on the statement.

## **The admission criteria:**

**When there are more applications for admission than there are places available, preference will be given in the following order:**

1. Looked After Children' defined as children who are in the care of a Local Authority (in accordance with Section 22 of the Children Act 1989).
2. Children who live within the LEA catchment area\* for the school who have brothers or sisters in the school and whose parents have a church commitment;
3. Children who live within the LEA catchment area\* for the school and who have brothers or sisters in the school;
4. Children who live within the LEA catchment area\* for the school and whose parents have a church commitment;
5. Children who live within the LEA catchment area\* for the school;
6. Children who live in the Parish of St. Andrew's and St. Swithun's, who have brothers or sisters in the school and whose parents have a church commitment;
7. Children who live in the Parish of St. Andrew's and St. Swithun's and who have brothers or sisters in the school;
8. Children who live in the Parish of St. Andrew's and St. Swithun's and whose parents have a church commitment.
9. Children who live in the Parish of St. Andrew's and St. Swithun's;
10. Children who live outside the Parish of St. Andrew's and St. Swithun's, who have brothers or sisters in the school and whose parents have a church commitment;
11. Children who live outside the Parish of St. Andrew's and St. Swithun's and who have brothers or sisters in the school;
12. Children who live outside the Parish of St. Andrew's and St. Swithun's whose parents have a church commitment;
13. Children who live outside the Parish of St. Andrew's and St. Swithun's.

***NB – Parents who have older children already attending the school are not guaranteed a place for their younger child/ren. Where there are more applications than places available the admission criteria (above) will be followed.***

***\* The LA regards the area immediately around the school as the school's catchment area. The school keeps a list of addresses included. If parents have any queries as to whether their street is included, please contact the school.***

Please return the Wakefield Common Application Form (WCAF) to the LA and our school's Supplementary Information Form to the Headteacher at the school, or to the Local Education Office as soon as possible and by 16<sup>th</sup> November 2009 for admission to Upper Foundation in the year commencing September, 2010. Parents will be advised of the outcome of their applications by the LA on 2<sup>nd</sup> April 2010.

## Waiting List

Parents who wish their child to be included on the waiting list must inform the school in writing. Any places that become available will be allocated according to the published oversubscription criteria of the admission policy with no account being taken of the length of time on the waiting list or any priority order expressed as part of the main admission round.

In accordance with paragraph 3.27 of The Admissions Code. - As soon as school places become vacant **The Governing Body** must fill the vacancies from any waiting list, even if this is before admission appeals have been heard. Placing a child's name on a waiting list does not affect a parent's right of appeal against an unsuccessful application.

The waiting list will be reviewed and revised:

- each time a child is added to, or removed from, the waiting list
- when a child's changed circumstances will affect their priority
- at the end of each school year, when parents with a child on the waiting list will be contacted and asked if they wish to remain on the list for the following school year.

It should be noted that children who are the subject of direction by a local authority to admit or who are allocated to a school in accordance with an In-Year Fair Access Protocol (paragraph 3.28 of The Admissions Code), **must** take precedence over those on a waiting list. Where an admission authority holds a waiting list, they **must** make clear in their admission arrangements that these children will take precedence over any child already on that list. Legislation enables this to be done immediately without the need to apply to the Schools Adjudicator for a variation in determined admission arrangements<sup>1</sup>.

## 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 who intend to make an appeal against the Governing Body's decision to refuse admission must submit a notice of appeal to:

The Clerk to Aided School Appeal Panel  
Wakefield Diocesan Board of Education  
Church House  
1 South Parade  
Wakefield  
WF1 1LP  
Telephone : 01924 371802

---

Within twenty one days of receiving the refusal letter.

Normally appeal hearings will be held within six weeks of the closing date for receiving the notice of appeal.

If your child was refused 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.

This information is published by the Governors of St Mary's CE (Voluntary Aided) Primary School.

**SUPPLEMENTARY INFORMATION FORM FOR ADMISSIONS TO**

**ST MARY'S CE (VA) PRIMARY SCHOOL**

**INTRODUCTION**

St Mary's is a Church Aided School, which means that members of the Parish of St Andrew and St Swithun and the Diocese of Wakefield have contributed towards the building of the school and continue to pay towards its maintenance.

The School is designated as a school with a Religious Character and as such is permitted to give application preference to members of a particular faith or denomination.

The purpose of the Supplementary Information Form is to verify the Christian commitment of the parent(s) applying for a place at St Mary's School. You **should complete this form** if you want your application to be considered using the Christian commitment Oversubscription Criteria of **The Schools** admissions policy.

I / We – Name(s)	
Of - Address	
Parent(s) of (Child's name)	

**Declare** Christian Commitment, for at least the previous **two years**, described as:

<b>'At the heart of the church'</b> - A regular worshipper who is on the electoral roll of the church and worships at least twice per month. The worshipper could be one or both parents or the child.	Pleas
<b>'Attached to the church'</b> - A regular but not frequent worshipper. A person who usually attends a monthly family or church parade service or is regularly involved in a weekday church activity including an element of worship.	Pleas

Parental Signature(s)	Please print your name(s)
(1)	(1)
(2)	(2)
Date	Date

**PLEASE GET THIS FORM SIGNED BY THE PERSON VERIFYING YOUR DECLARATION**  
See the schools admissions policy to find out who these persons are

<b>Verified by</b>	Vicar, Rector, Priest in Charge, Minister of Religion etc. (During an interregnum the form may be signed by a Churchwarden).
Signature	
Please print your name	
Status within the church	
Date	
Your contact address / telephone	

**Please return to St Mary's CE (VA) Primary School**

**Charles Street**

**Wakefield**

**WF1 4PE**

**BY THE FOLLOWING DATE.....20xx**