

Admissions' Policy

St. Paul's Junior and Infant School is a Church Aided School, which means that members of St. Paul's Church and the Diocese of Wakefield have contributed towards the building of the school and its maintenance over many years. All admissions are controlled by the governors, in accordance with the policy described below:

The term in which children are admitted to the Early Years' Unit full-time or part-time depends on their date of birth. Date of entry is as follows:

Date of Birth

1st September 2005 – 31st December 2005

1st January 2006 – 30th April 2006

1st May 2006 – 31st August 2006

Date of part-time admission

January 2010

Easter 2010

September 2010

Term of full-time admission

1st September 2005 – 31st March 2006

1st April 2006 – 31st August 2006

September 2010

January 2011

Separate admission forms are completed for part-time and for full-time education:

- **Applications for part-time education must be made to the school. Forms are available from the school.**

- **For full-time education you should apply to the LA for a Common Application Form and to the school for a Supplementary Information Form. The Common Application Form must be returned to the LEA by the stated date. The Supplementary Form should be returned to the school by the same date.**

If you would like to visit the school before deciding whether to enrol your child, please call in or telephone (01924 303725), and arrangements will be made for you to see the school at work.

Admission Procedures

The Annual Admission Number for admission to the Reception class in the school year commencing 1st September 2010 will be 36 children. This follows consultation between the Governing Body, the Diocesan Board of Education, Local Authority and other admissions authorities in the area. The Governing Body will not place any restriction on admissions to this year group 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 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.

Special Educational Needs

The School will admit children with statements of Special Educational Needs in which the **School** is named on the Statement.

Over-subscription Criteria

If there are more applications for admission to the school than there are places available, governors have decided that they will give preference to the children in the order given below.

1. 'Looked after Children' (A child who is looked after by the Local Authority in accordance with Section 22 of the Children Act 1989).
2. Children whose parents or carers are members of St Paul's Church and whose names are entered on the church electoral roll.

*A Supplementary Information Form (SIF) to provide confirmation of Christian commitment is available from the school. The form should be signed by the Vicar, Rector, Priest in Charge, etc. During an interregnum the form should be signed by a Churchwarden. **Failure to complete this form may affect the oversubscription criteria in which your child is placed.***

3. Children who live within the LA catchment area for the school and who have brothers or sisters (this includes step-brother(s)/sister(s) and half-brother(s)/sister(s)) attending the school at the proposed date of admission.
4. Children who live within the LA catchment area for the school.
5. Children who have a brother or sister (this includes step brother(s)/sister(s) and half-brother(s)/sister(s)) at school and who live outside the LA catchment area attending the school at the proposed date of admission.
6. Church going families from other churches who want a Church of England Based education for their child(ren).

*A Supplementary Information Form (SIF) to provide confirmation of Christian commitment is available from the school. The form should be signed by the Vicar, Rector, Priest in Charge, etc. During an interregnum the form should be signed by a Churchwarden. **Failure to complete this form may affect the oversubscription criteria in which your child is placed.***

7. Other children, with priority being given to those living nearest to the school. The distance measured will be from the central (centroid) point of applicant's property to the central (centroid) point of the school's ground. Measurement will be made using the LA's in-house and mapping software.

Notes:

- (a) "Live" means the permanent address of the child.

Preference will be given within each category to those children who live nearest to the school. The distance measured will be from the central (centroid) point of applicant's property to the central (centroid) point of the school's ground. Measurement will be made using the LA's in-house and mapping software.

- (b)
 - (i) The closing date for applications for part-time admission to the school is the 30th September, 2009. The school will write to parents by the 30th October, 2009 informing them whether or not their application has been successful.
 - (ii) The closing date for application for full-time admission to the school is the 16th November, 2009. The Common Application Form must be returned to the LA by this date, and the Supplementary Information Form to the school by this date. Due to co-ordination, the LA will inform parents in writing by the 2nd April, 2010 whether or not their application has been successful.

- (c) If the governors are unable to offer a full-time place for your child you will be told how to appeal against this decision, if you wish to do so. You cannot appeal against the governors' refusal to admit a child on a part-time basis.
- (d) Further information can be obtained from the school office.

Waiting List

Parents who wish their child's name to be put on the waiting list must inform the school in writing. Any place that becomes available will be allocated according to the school's over-subscription criteria, with no account being taken to the length of time that the child's name has been on the list.

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 note of appeal within twenty one days of receiving the refusal letter to:

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

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

If your child is 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.

SUPPLEMENTARY INFORMATION FORM FOR ADMISSIONS TO

Alverthorpe St Paul's CE (VA) Junior & Infant School

INTRODUCTION

St Paul's is a Church Aided School, which means that members of the Parish of St Paul's 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 Paul'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:

'At the heart of the church' - 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.
'Attached to the church' - 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.

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**

Verified by	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 toSchool

Address.....

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BY THE FOLLOWING DATE.....