

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

### Admissions Policy 2016-2017

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 by second class post on **18<sup>th</sup> April 2016**.

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 (SIF) 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.

For September 2016 it is determined that there will be one point of admission during the school year. Therefore pupil with a date of birth between 1<sup>st</sup> September 2011 and 31<sup>st</sup> August 2012 will start school on the first day the school is open following 1<sup>st</sup> September 2016.

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

The closing date for applications for Upper Foundation for September 2016 is **15<sup>th</sup> January 2016**. The standard Admission Number (AN) or Planned Admission Number (PAN) 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 children. 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 as soon as possible and by **15<sup>th</sup> January 2016** for admission to Upper Foundation in the year commencing September 2016.

Parents will be advised of the outcome of their applications by the LA on **18<sup>th</sup> April 2016**.

### **In-Year Admissions**

All applications made outside the normal admissions round (i.e. in-year applications) for school should be made on the Wakefield's Common Application Form, which is available from the School Admissions Team and the school office. Applications will be processed in accordance with the "In Year Co-ordination Scheme". Parents can express up to 3 school preferences.

Where there are sufficient places, an application will normally be agreed. If a place is not available, a refusal letter is sent outlining the right of appeal. If the application is from a Wakefield resident then a place will be allocated at the next nearest school with places. Should the child be already attending a Wakefield school then no school will be offered as an alternative. The child's name

will be added to the waiting list for the school in the order against the Admissions Policy above. Should a vacancy arise at the school, the place will be offered to the child at the top of the waiting list.

### **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: several

- 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.

### **Fair Access Protocol**

The LA has agreed a Fair Access Protocol with its primary and secondary schools. This means that, in some circumstances, pupils defined in the Protocol will have a higher priority for admission to schools and/or year groups, which are already full, than all other pupils seeking admission to that school. Full details of the Protocol can be obtained from the LA.

### **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.