



St. David's C of E Primary School

Admissions Policy for September 2020 intake

The Governing Body of St. David's C of E Primary School is its own Admissions Authority as the school is an Academy. For schools within its care and control, the Church of England's prime aim is to provide the best possible education for the children of the parish in which the school is located. This education has a Christian ethos which is based on the teachings of the Church of England, but is open to all children regardless of their families' religious beliefs or affiliations. This inclusive principle underlies the Admissions Policy of St. David's C of E Primary School. When children join our school they become part of the family and through this we develop their potential through academic achievement, personal and social development and self-discipline, based on the beliefs and values of the Christian faith.

St. David's C of E Primary School serves the town of Moreton-in-Marsh together with the villages of Todenham, Bourton-on-the-Hill and Broadwell. The Governors at St. David's C of E Primary School have drawn up this policy in consultation with Gloucestershire, Oxfordshire and Warwickshire County Councils, the Gloucester Diocese and the local community. Its aim is to provide a clear and fair guide to the school's admission procedure.

The school will admit children up to its published admissions number (PAN) of 45 children per year into the Reception Year. This is the agreed number of pupils in each age group that the school is obliged to accept. If the number of applicants exceeds this, the admissions criteria will be applied. As St. David's is its own admissions authority, therefore the school are not required to consult on their PAN where they propose either to increase or keep the same PAN. However, due notice will be given if this PAN number were to change, after governor consultation, and relevant parties informed of any changes.

Admissions' criteria

These criteria will be applied, in the order set out below, in cases of over-subscription:

1. A 'looked after child' (*1a*) or a child who was previously looked after but immediately after being looked after became subject to an adoption (*1b*) child arrangements order (residency order) (*1c*) or special guardianship order (*1d*) (See guidance note 1)
2. Children whose elder sibling still attends the school at the time the younger child is admitted and will continue to do so. Sibling in this instance refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner as well as children who are brought together as a family by a same sex civil partnership. In every case, the child must be living in the same family unit at the same address, at the time of application.

(See guidance note 2)

3. Children of staff employed by the Governing Body of St. David's C of E Primary School, subject to the conditions detailed in guidance note 2.
4. Children with the strongest geographical claim, measured in a straight line from the ordnance survey point of the child's home address (including flats) to a central point of the school, using the local authority's computerised measuring system, with those living close to the school receiving the higher priority (note 3).

Where any particular category at points 1-3 above is oversubscribed, criterion 4 (strongest geographical claim) will be used to determine which of the children is offered a place. In the event of a tie between two or more children when criterion 4 is applied, a process of random allocation will be followed.

If it becomes apparent at any time that a parent/carer has made a fraudulent or intentionally misleading application that has effectively denied a place to another child, the Governors reserve the right to withdraw the place.

Admission of Summer Born Children for Reception Entry for St David's C of E Primary School

The Governing Body of St David's C of E school acknowledges the updated advice from the Department of Education that, parents/carers of "summer born" children (born between 1 April and 31 August) may request to start the Reception Class of a school a whole academic year later. The Governing Body will make a decision on behalf of St David's C of E Primary School. We follow the Local Authority process which states that parents can only apply for a Reception place at a school once and must apply for a place during the standard application process timeline for their chronological year group, stating their reasons for requesting deferred entry to the following year. The Governing Body will decide whether the deferred entry can be approved for the school.

Normal Admission Round

The term 'normal admissions round' refers to all applications for admission to the main year of entry of the school i.e. Reception for Infant and Primary Schools. Applications made during the normal admissions round will be made in advance of the academic year in which the child is due to start at the new school. Children are entitled to a full-time place, however, may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

Starting School

The exact procedures for starting school will vary from year to year but they will always include the following elements:

- introductory visits for parents and children in the summer term;
- an opportunity to meet the teacher and discuss each child's needs during a home visit;
- an introduction to the school and its staff by the Headteacher;

- a phased start to the September term so that children begin the term with half-time schooling before moving on, generally after a fortnight, to full-time schooling.

Waiting List

If the school is oversubscribed, a waiting list will be held from September 2020 until the end of December 2020. The waiting list will be prioritised according to the school's oversubscription criteria.

In-Year Admissions

The Local Authority is not responsible for offering places to children on behalf of all schools, but the Local Authority does maintain the statutory duty of being responsible and aware of all pupils and vacancies within schools in Gloucestershire. To apply for a place at St. David's C of E Primary School parents/carers should therefore contact the school in the first instance. If there are no places available, they can ask to be placed on our waiting list for the rest of that term. They will be required to contact the School in the new term, if they still require the place. The school has signed up to the In-Year Fair Access Protocols held by the Local Authority. Should a vulnerable child within these Protocols require a place at St. David's C of E Primary School, that child will take precedent over any child on the waiting list.

Appeals

The parents of any child whose application is rejected have the right to appeal against this decision. Any appeal in writing should be addressed to the school for the attention of the Clerk to the Governors. The appeal is considered by an independent appeals panel that will consider each appeal against the admission criteria listed. Information is obtainable from the school office.

Guidance Notes

1. (1a) A 'looked after child' is a child who is (i) in the care of a local authority, or (ii) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school. In Gloucestershire, such children are referred to as Children in Care.
(1b) This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see section 46 adoption orders).
(1c) Under the provisions of s.12 of the Children and Families Act 2014, which amend section 8 of the Children Act 1989, residence orders have now been replaced by child arrangements orders.
(1d) See Section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).
2. There are two possible conditions. Firstly, the member of staff must have been employed on a continuous basis at the school for two or more years. For normal round admissions, the date that will be used to assess the length of time that a member of staff has been employed will be the closing date for applications. Secondly, a member of staff is recruited to fill a vacant post for

which, in the opinion of the Governing Body, there is a demonstrable skill shortage.

3. A child's home address is considered to be the child's permanent address where he/she lives with at least one parent and where he/she spends the majority of the school week (Monday to Friday including nights).
4. As required by current legislation, priority will be given to children with a statement of Special Educational Needs or Educational Health Care plan (EHC) that names St. David's C of E Primary School.
5. Pupils are normally admitted into school in the September of the school year in which they become 5 years old. Parents can request that the date their child is admitted to school is deferred until later in the academic year or until the term in which the child reaches compulsory school age. Parents can request that their child takes up the place part-time until the child reaches compulsory school age.
6. Where an application for a school place has been received 'late' i.e. after the relevant closing date for that round of allocations, the application will only be considered once children from all on-time applications have been allocated a school place, if the school's published admission number has not been reached.
7. School transport is not provided by the school.
8. This policy and these criteria should be read in conjunction with the Guide for Parents and Carers. This can be found at www.gloucestershire.gov.uk/schooladmissions or is available on request from the Admissions and Transport Team Shire Hall Gloucester GL1 2TP. You will be encouraged by the Admissions and Transfers Team to apply online at www.gloucestershire.gov.uk/schooladmissions but will be sent a paper version on request.

For further information regarding admissions to St. David's C of E Primary School please contact:

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