

St. Mary's C of E Infant School

Admissions Policy for September 2020

St. Mary's is a Church of England Voluntary Aided Infant School with a strong Christian ethos. In addition to providing a broad and balanced curriculum, we also seek to encourage Christian standards and values through the quality of experiences that we provide for all our pupils.

Admissions are the responsibility of the school Governors. The Governors have agreed to admit 30 children into each of the two Reception classes. The Admission number for St. Mary's is **60** and should not be exceeded (Education Reform Act 1998). *In September 2018 the school was required to take an additional 30 pupils due to an exceptional demand for places in the local area.*

Pupils will normally be admitted in the school year in which they reach their fifth birthday.

This policy should be read in conjunction with the information issued by Gloucestershire County Council for Schools and Academies.

For further information on admissions, or if you have not received a letter from the Local Authority explaining how to apply for school places by the end of November 2019, please contact the Co-ordinated Admissions Team at Shire Hall, Westgate St., Gloucester, GL1 2TP (01452 425407) or go to www.gloucestershire.gov.uk/schooladmissions

ADMISSIONS CRITERIA

Where applications for admission exceed the number of places available, the following criteria will be applied in the order set out below to decide which children will be offered places at the school.

- 1. Looked after children or previously looked after children.** (*See Additional Notes*)
- 2. Siblings**
Children with a brother or sister who will still be attending St. Mary's C of E Infant or Prestbury St Mary's C of E Junior Schools at the time of admission. (The other child must be continuing to attend either school when the sibling is admitted.) (*See Additional Notes*)
- 3. Church (Priority Area within the parish)**
Children of parents who live in the priority area of the ecclesiastical parish of Prestbury of whom at least one parent is on the Electoral Roll of the parish of Prestbury which comprises St. Mary's and St. Nicolas' churches or is a member of Prestbury United Reformed Church and has attended an act of worship at any of these churches at least once a month during 2 years prior to the Local Authority closing date for applications. (*See Additional Notes*)
- 4. Priority Area within the Parish**
Children of parents who live in the priority area of the ecclesiastical parish of Prestbury. (*See Additional Notes*)
- 5. Church (Non-Priority Area within the parish)**
Children of parents who live in the rest of the ecclesiastical parish of Prestbury of whom at least one parent is on the Electoral Roll of the parish of Prestbury which comprises St. Mary's and St. Nicolas' churches or is a member of Prestbury United Reformed Church and has attended an act of worship at any of these churches at least once a month during 2 years prior to the Local Authority closing date for applications. (*See Additional Notes*)

6. The Non-Priority Area within the Parish

Children who live in the rest of the ecclesiastical parish of Prestbury . *(See Additional Notes)*

7. Outside the Parish

Children who live outside the ecclesiastical parish of Prestbury. *(See Additional Notes)*

Additional Notes

The Ecclesiastical Parish of Prestbury

A map of the ecclesiastical parish of Prestbury is available from the school office and on the school website www.prestburystmarysfederation.co.uk/. Addresses can also be checked by entering the postcode on the website 'A Church Near You' - www.achurchnearyou.com/

Priority Area within the Parish

- a) Addresses on Bouncers Lane and areas to the east of that road.
- b) Addresses on The Burgage, Bowbridge Lane, Spring Lane and areas to the east of those roads.
- c) Addresses on Tatchley Lane, Chiltern Road, Glebe Road and Newland Court.
- d) Numbers 313 to 333 and 314A/314 to 344A/344 Prestbury Road (being that part of Prestbury Road lying between the junction of Priors Rd and and Bouncers Lane to the south, and the junction of Laurel Drive and Tatchley Lane to the north).

A map of this area and a list of the included roads are available in the school office and on the school website.

Oversubscription (Criterion 2)

In the event of oversubscription in this criterion places will be allocated to children in the following order:

- a) Those who live in the priority area of the parish.
- b) Those who live in the non-priority area of the parish.
- c) Those who live outside the parish.

The places will be allocated within each category to those with the strongest geographical claim, measured in a straight line from the Ordnance Survey address point of the child's permanent home address (including flats), to the Ordnance Survey address point of the school, using the Local Authority's computerised measuring system: with those living closer to the school receiving the higher priority. In the event that two or more children have the same distance measurement, a process of random allocation will be followed by the Governing Body and overseen by an independent observer.

Oversubscription (except for criterion 2)

Places in each criterion will be allocated to those who have the strongest geographical claim measured in a straight line from the Ordnance Survey address point of the child's permanent home address (including flats); to the Ordnance Survey address point of the school, using the Local Authority's computerised measuring system; with those living closer to the school receiving the higher priority. In the event that two or more children have the same distance measurement, a process of random allocation will be followed by the Governing Body and overseen by an independent observer.

Application under criterion 1

A 'looked after child' (1) or a child who was previously looked after but immediately after being looked after became subject to an adoption (2) child arrangements order (residency order) (3) or special guardianship order (4).

(1) 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 (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.

(2) 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's Act 2002 (see section 46 adoption orders).

(3) Under the provisions of section 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.

(4) 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).

Application under criterion 2

We follow the Local Authority definition of a sibling as "a 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 brought together by a same sex civil partnership. In every case, the child must be living in the same family unit at the same address."

Applications under criteria 3 and 5

The Electoral Roll of the ecclesiastical parish of Prestbury should not be confused with the parliamentary electoral register for the civil parish. To qualify for inclusion on the Electoral Roll of the parish the following criteria must be met:

- Be aged 16 years or over.
- Be baptised.
- Be a lay member of the Church of England.
- Be either resident in the ecclesiastical parish, or for the previous six months have habitually attended public worship in the parish.

Further information and an application form are available from the Prestbury parish website www.prestbury.net/electoral_roll.htm

A member of Prestbury United Reformed Church will have been formally received into church membership by the decision of a Church Meeting and their name recorded on the church Membership Roll.

Applications must be supported by a letter either from one of the Prestbury parish clergy written in consultation with the church wardens, or from the Prestbury URC minister written in consultation with the church elders, confirming the parent's Christian commitment and regular attendance at St. Mary's, St Nicolas' churches, or Prestbury URC. The letter should also make reference to the parent's commitment to the life of St. Mary's, St. Nicolas', or Prestbury URC beyond attending church services. If a family has moved into the parish during the last two years, and wish to apply under these criteria, they must also provide a supporting letter from their previous parish priest or minister confirming that they have met the requirements for admission under these criteria.

The supporting letter from the parish clergy or URC minister must be received by the school by the closing date for admissions.

Children with Special Educational Needs (SEN) or an Education, Health and Care Plan (EHCP)

Children who have a Statement of Special Educational Needs or an Education, Health and Care (EHCP) Plan are placed in schools through the arrangements set out in the SEN Code of Practice and not through any admission criteria. Governing Bodies are required by Section 324 of the Education Act 1996 to admit

a child with a Statement or an Education, Health and Care Plan that names the school, even if the school is full. Parents of children with a Statements of SEN or EHCP should contact their child's casework officer for any further information.

Waiting Lists

If demand exceeds places available, the Governors will keep a waiting list of the names of applicants ranked into ascending order, based on the criteria above. The waiting list will be held for at least the first two terms until the end of December. Parents must contact school after this date if they wish to remain on the waiting list.

Fair Access Protocols

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 the school, they will take precedence over any child on the waiting list.

In-Year Admissions

For in-year applications only, parents should apply directly to their preferred school.

Appeals

Parents/Carers have a right to appeal against refusal by the Governing Body to admit their child to the school and are advised to follow the advice given in the **Primary Guidance Booklet** from www.gloucestershire.gov.uk/startingprimary. If you wish to appeal formally then a request in writing must be submitted to the school. Independent Appeals will then be arranged by the Governing Body assisted by the Local Authority and conducted in accordance with the Code of Practice on Admission Appeals. We would appreciate any appeals to be sent to the school by 21st May 2020. Further details of the appeals procedure are available by contacting the school.

Changing Address

If you are moving home then we follow the advice in the **Primary Guidance Booklet**. We will also require the same proof of the intended move and if the move has not been made by the closing date for admissions we cannot use the new address for allocation purposes. If your address changes after the closing date, please keep us informed as we will then be able to use your new address for correspondence, any future allocations and waiting list positions.

Children of UK Service Personnel and other Crown Servants (including diplomats)

In line with the Schools Admissions Code (December 2014) we do not guarantee a place at the school but we can use the address to which the family is being posted for allocation purposes before the family has arrived there, provided the application is accompanied by an official government letter. Please see the LA **Service Personnel Protocol** at www.gloucestershire.gov.uk/extra/article/101132/School-admission-protocols

Summer Born Children

Please see the **Summer Born Information Sheet** at www.gloucestershire.gov.uk/startingprimary. If you are considering deferring your child's entry into Reception please discuss this with the Headteacher. If you wish to defer entry by a whole year then application must be made to the Chair of Governors by 15th November 2019 who will, in consultation with the Headteacher, determine if the application to defer is successful.

Transport

School transport is not available.