



St Paul's CE Primary School

Admissions Procedure

2019 - 2020

With effect from September 2010 all admissions must be dealt with by the Local Authority. However, this does not affect our rights as an Aided School to make the final decisions on admissions.

The standard number agreed for admission to the reception class is thirty-five.

Responsibility for admissions is delegated to the Governing Body Admissions Committee.

The school will admit all children having a statement of special educational needs, in whose statement the school is named or an Education, Health and Care (EHC) Plan.

When the number of application received is greater than the number of remaining places available, the decision on which children will be admitted will be based on the following criteria.

1. Children in public (Looked After Children). Adopted children who were previously in care are given the same priority as Looked After Children.
2. Children whose medical or social circumstances mean that their needs can only be met at this school.
3. Children who have an older brother or sister attending the school at the time of their admission (including stepbrothers and sisters, half brother or sisters, fostered or adopted brothers or sisters living at the same address, also full brothers or sisters living apart).
4. Baptised children whose parents/carers who are in regular attendance to any of the churches within the parish of the local Anglican Team Ministry.
5. Baptised or dedicated children whose parents/carers are in regular attendance at a church within the parish that is a member of the Churches Together Organisation.
6. Places will be allocated to any child based on geographical proximity.
7. Any other children.

Notes

1. Regular attendance is normally taken to mean a minimum of fortnightly attendance at church, at public worship for at least the year prior to the first of September in the year before admission to the school.

2. Evidence of an infant baptism or dedication of the child and of regular attendance of the parent/carer must be provided by a member of the clergy or other designated church officer on the form provided.
3. Where there are more applicants for the available places within a category, then distance to the child's normal home front door from the main gate of the school in a straight line measured in a straight line measured on a map will be used as the final determining factor, nearer addresses having priority over more distant ones. The 'normal' home of the child will be taken to be the home in which the child sleeps for the majority of the school week.
4. Where admission is sought under exception medical or social circumstances criteria, professional supporting evidence, eg. From a doctor, psychologist or social worker is essential. Such evidence must set out the particular reasons why the school is the most suitable for the child and the difficulties that would be caused if the child had to attend another school.
5. If there is a situation where only one place is available and the next children to be offered are twins or triplets, both twins or the three triplets will be offered places.
6. Children of armed forces personnel are an exception to the infant class size rule.

Waiting List

Where we have more applications than places, the admissions criteria will be used. Children who are not admitted will have their name places on a waiting list. The names on this waiting list will be in the order resulting from the application of the admissions criteria. Since the date of application cannot be a criterion for the order of names on the waiting list, late applicants for the school will be slotted into the order according to the extent to which they meet the criteria. Thus it is possible that a child who moves into the area later to have a higher priority than one who has been on the waiting list for some time. If a place becomes available within the admission number, the child whose name is at the top of the list will be offered a place. This is not dependent on whether an appeal has been submitted. This waiting list will operate until the end of the autumn term only.

“Parents of children who are admitted to the school before they are of compulsory school age can defer their child's entry until later in the school year. Where entry is deferred, the school will hold a place for that child and not offer it to another child. A parent cannot defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the academic year for which the original application was accepted. Parents can also request that their child attends on a part time basis until the child reaches compulsory school age.”

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 should notify the clerk to the governors at the school within 14 days of receiving the letter refusing the place. Parents will have the opportunity to submit their case to the panel in writing and also to attend in order to present their case. You will normally receive 14 days' notice of the place and time of the hearing.