

# St Paul's C of E Primary School

Documentation Information and Control

## Admissions Policy 2023 - 2024

<i>Current Status:</i>	Reviewed for 2023
<i>Review date:</i>	December each year
<i>Persons responsible for review:</i>	The Governing Body
<i>Reference to other documents</i>	<i>Advice on the admission of summer born children DfE, December 2014</i> <i>School Admissions Code, DfE, December 2014</i>

## St Paul's C of E Primary School

### Admissions Policy

#### 1. Introduction

- 1.1 St Paul's School was established in 1862 to serve Almighty God and the community by providing, within the context of biblical belief and practice, a broad, balanced, engaging, and supportive education.
- 1.2 St Paul's School is an inclusive school in which, through the provision of a broad, balanced, and engaging curriculum and within a caring and supportive environment, each pupil is motivated to develop and flourish as he or she acquires skills for life and a love of learning.
- 1.3 As a school with this distinctive Christian ethos we welcome applications from both Christians and those with another faith or set of beliefs.
- 1.4 All parents and carers who apply for a place for their child(ren) therefore agree to recognise and respect that this ethos forms the foundation for the school's beliefs and practices.
- 1.5 The Governing Body is committed to care for, love, respect, safeguard and promote the well-being of the pupils and staff of the school.
- 1.6 St Paul's Voluntary Aided Church of England Primary School provides an education for pupils of statutory school age (that is 5 to 11 years of age) and, in an Early Years Unit (Reception and Nursery), for pupils younger than the statutory school age.
- 1.7 The Governing Body of St Paul's School is the Admissions Authority for the school.
- 1.8 The admissions number for St. Paul's School is 35.
- 1.9 There are 35 places available each year for children of Reception age.

- 1.10 A school year begins in September. This arrangement follows consultation with the Local Authority and other admission authorities in the city and diocese.
- 1.11 Priority for admission shall be given to a child(ren) with a Statement of Special Educational Needs or with an Education Health and Care (EHC) plan which names the school. If there is greater demand for admission than there are places available the criteria as set out in paragraph 2.9 below will be applied.
- 1.12 Parents and carers of a child who is 4 years of age may apply for a place in Reception (the first year of statutory schooling) if their child will be 5 during the same school year.
- 1.13 However, a child is not required to start school until he or she has reached compulsory school age following their fifth birthday. For summer born children (*those born from 1 April to 31 August*) that could be a full school year after the point at which they could first be admitted.
- 1.14 Parents and carers of summer born children who feel that their child is not ready to start school in the September following their fourth birthday are entitled to request in writing that:
- (1) their child attends part-time until he or she reaches compulsory school age, or
  - (2) that the date their child is admitted to school is deferred until later in the same academic year; or
  - (3) that the date of entry is deferred until the term in which their child reaches compulsory school age; or.
  - (4) that the date their child is admitted to school is deferred until the term after the child reaches compulsory school age.
- 1.15 The school will hold any deferred place for a child but parents and carers should be aware that most children benefit from starting school at the beginning of the school year rather than part way through it.
- 1.16 A child must start school full-time when he or she reaches compulsory school age. Compulsory school age begins on the 31 December, 31

March, or 31 August after the date of a child's fifth birthday, or on it should the date of birth be one of the said dates.

- 1.17 Parents and carers of summer born children who wish to defer entry as outlined above and wish them to be admitted to the Reception Year in the term following their fifth birthday, rather than year 1, they should apply at the usual time for a place in September of the current academic year together with a written request that the child is admitted outside of his or her normal age group to the Reception Year in September the following year and provide reasons for seeking a place outside of the normal age group.
- 1.18 Parents and carers who want to request the option outlined in paragraph 1.13 above should discuss it with the Head Teacher as soon as possible.
- 1.19 If the request is agreed (which should be clear before the national offer day) their application for the normal age group may be withdrawn before a place is offered and the parents or carers should reapply in the normal way for a Reception place in the following year.
- 1.20 If the request is refused, the parents and carers must decide whether to wait for any offer of a place in the current academic year (which would be subject to the over-subscription criteria at paragraph 2.19 below). Alternatively they may withdraw their application and apply for a year 1 place the following year (but parents or carers should be aware that the Year 1 group may have no vacancies as it could be full with children who transfer from the previous Reception Year group).
- 1.21 Requests from parents and carers for places outside a normal age group will be considered carefully (e.g. for those who have missed education due to ill health). Each case will be considered on its own merits and circumstances. However, such admissions will not normally be agreed without a consensus that to do so would be in the pupil's interests. Parents should discuss their wishes with the Head Teacher before applying for a place. The governors may ask relevant professionals for their opinion. It should be noted that if a place in the requested age group

is refused and one in the normal age group is offered then there is no right of appeal.

- 1.22 Further information and advice on the admission of summer born children is available from the School Admission and Information Service, The Civic Centre, Newcastle upon Tyne (telephone 0191 278 7878).
- 1.23 The classes in St Paul's School are restricted, except in exceptional circumstances, to 30 pupils.
- 1.24 The parents and carers of children over the age of 5 may apply for a place in a class appropriate for their age.
- 1.25 There are 21 full time places for children of Nursery age.
- 1.26 The process for admission of children of Nursery age is separate from that of admission to other classes.
- 1.27 Parents and carers with a pupil of Nursery age have no automatic right to, nor a guarantee of, a place in the Reception year.
- 1.28 Parents and carers must, therefore, apply separately for a place for a Nursery age child and/or a place in the Reception year or any other class.
- 1.29 The parents and carers of a child who is 3 years of age may apply for a Nursery place if their child will be 4 during the same school year.

## **2. Applying for Admission**

- 2.1 All applications must be made in writing on an application form that can be obtained:
  - (a) for a Nursery place from the school (telephone 0191 273 3667);
  - (b) for a Reception place from the Local Authority Admissions Team;
  - and
  - (c) for Years 1 - 6 from the child(ren)'s current school or St Paul's School.

- 2.2 Parents and carers who apply by the closing date for a Reception or a Nursery place will be contacted with either an offer of a place or an explanation of why a place has not been offered after the 16 April preceding the start of the school year (in September) for which a place has been requested. Parents and carers who apply after the closing date will be notified of an offer after the 5 June.
- 2.3 Parents and carers who apply for other year groups shall return completed application forms to the Local Authority Admissions Team or the school.
- 2.4 The Admissions Committee shall meet as and when necessary to ensure that all applications are considered within 10 working days.
- 2.5 Parents and carers who apply for a place for their child(ren) in the school shall be informed of the outcome of their application by the school within 10 working days of it being received.
- 2.6 The school shall maintain a waiting list of applicants. This list shall be ranked in the same order of priority as the over subscription criteria outlined in paragraph 2.9 below. The waiting list will be maintained until 31 December of the admission year.
- 2.7 The school shall inform the Local Authority on a weekly basis (during term-time) of any vacancies that exist in any year group.
- 2.8 The school shall clear its waiting list on a termly basis. To remain on the waiting list a re-application would need to be made before the start of the next term using the Local Authority's in-year admissions application form. For a Reception place it will be necessary to re-apply every term after January 2021.
- 2.9 When there are more applicants than places available for a child in a year group or class, preference will be given, in the following order of priority, to those children:
- (1) who are looked-after, or who were previously looked after, but ceased to be so because, immediately after being looked-after, they

became subject to an adoption order, child arrangements, or a special guardianship order. in state care outside of England (see section 3 below for definitions);

- (2) who have a brother(s) or sister(s) (be he or she a full, half, or step brother or sister, or a child of the partner of their parent or carer) who is living in the same family unit at the same time as their brother or sister as defined above and will be being educated in St Paul's School at the time of admission;
- (3) who live nearest to the school (measured in a straight line distance from a single fixed central point at the school to a point in the centre of the home address of the child(ren), using the Local Land and Property Gazetteer and British National Grid Easting and Northing co-ordinates); and,
- (4) have exceptional medical or social needs that makes it essential that their child attends St Paul's School, the child's needs being fully supported with written evidence from the appropriate professional person involved with the family.

#### 2.10 *Multiple Births*

When there is one place available, and the next child on the list is a twin, triplet, etc., we shall admit both twins (and all the children in the case of other multiple births) even if it means exceeding the agreed admission number for Reception or the number of places in other year groups in the relevant admission year.

#### 2.11 *Tie breaker*

Where there are places available for some but not all applicants under a particular criterion, distance from home to school, as defined in paragraph 2.9(5) above, will be the deciding factor.' In the event that two distance measurements are identical, the school will use random allocation to decide which child should be offered the place. The process will be conducted in the presence of a person independent of the school.

- 2.12 Parents or carers who are not offered a place for their child have the right of appeal to an appeals committee. They should first contact the Local Authority (telephone 0191 277 7427) to give notice of the intention to appeal.
- 2.13 A letter sent to the parents or carers of a child who is not offered a place shall include information (1) about their right to appeal, and (2) that, if they choose to appeal, they must set out their grounds for an appeal in writing.
- 2.14 A person who considers the school's admission arrangements as unlawful in that they fail to comply with the School Admissions Code may file an objection on the appropriate form available from the:  
Office of the Schools Adjudicator  
Bishopsgate House  
Feethams  
Darlington  
DL1 6QE                      e-mail:      [osa.team@schoolsadjudicator.gov.uk](mailto:osa.team@schoolsadjudicator.gov.uk)

### 3. Definitions

- 3.1 **A Looked-after child**, also known as a child in the care of the local authority, means one in the care of a local authority or being provided with accommodation by a local authority in the exercise of its social services function.
- 3.2 **An adoption order** is one made under the Adoption Act 1976 (Section 12) or the Adoption and Children Act 2002 (Section 46).
- 3.3 **A child arrangements order** is one settling the arrangements to be made as to the person with whom the child is to live (Children Act 1989, Section 8, as amended by the Children and Families Act 2014, Section 14).
- 3.4 **A special guardianship order** is one appointing one or more individuals to be a child's special guardian/s (Children Act 1989, Section 14A).



- 3.5 Applications under this criterion must be accompanied by evidence to show that the child is looked after or was previously looked after (e.g. a copy of the adoption, child arrangements or special guardianship order).
- 3.6 **A child who was previously looked-after** is a child who was looked after by a Local Authority but for whom an adoption order has been made under the Adoption Act 1976 (Section 12) or the Adoption and Children Act 2002 (Section 46).
- 3.7 **Children previously in state care outside of England** means children who have been looked after outside of England by a public authority, a religious organisation or another provider of care whose sole purpose is to benefit society. The care may have been provided in orphanages or other settings. In the case of children adopted from state care overseas, the admissions authority will require evidence that a child is eligible by asking the child's parents or carers for appropriate evidence of their previously looked-after status.
- 3.8 A **residence order** is an order outlining the arrangements as to the person with whom the child will live under section 8 of the Children Act 1989.
- 3.9 A Christian church is a body of believers who believe the good news of Jesus Christ as given in the Bible. Included are churches designated under the *Ecumenical Relations Measure*, or are members of *Churches Together in England*, or the *Evangelical Alliance*, or a partner of *Affinity*.
- 3.10 **Normal home address** means the child's home address, the home that is where the child lives with his or her parent or legal carer. When a child lives with parents with shared responsibility, each for part of a week or month, the address where the child lives will be determined by having regard to a joint declaration from the parents that states the exact pattern of residence. If the residence is not split equally, then the relevant address used will be that at which the school is satisfied that the child sleeps the majority of the school week. When there is an equal split or there is any doubt about residence, the school will make a judgment about which address to use when determining whether or not to offer a place. We will take into account, for example, the following:

- legal documentation that confirms residence
- the pattern of the residence
- the period of time over which the current arrangement has been in place
- confirmation from any previous school of the contact details and home address supplied to it by the parents
- where the child is registered with his or her General Practitioner, and
- any other evidence the parents may supply to verify the position.

3.11 A **sibling** is defined as a brother or sister, half brother or sister, adopted brother or sister, step-brother or sister, or a child of the parent's/carer's partner when the child for whom the school place is sought lives in the same family unit at the same address as the sibling.

#### **4. Review**

The governors shall review this policy each year.