



**ADMISSIONS POLICY  
SEPT 2020**

**To be reviewed Oct 2019**

## **Applying for a place at St Mary's CE Primary Academy**

Northamptonshire County Council (the local authority) co-ordinates applications for places in this School.

In order to submit an application, please refer to the local authority's website – [www.northamptonshire.gov.uk/admissions](http://www.northamptonshire.gov.uk/admissions)

St Mary's is an Academy within Peterborough Diocese Education Trust. The Trust is the Admission Authority and has responsibility for setting the Admission Policy, but the policy is administered by the Local Governing Board (LGB).

The Published Admission Number (PAN) for the Reception year of entry is 60.

The LGB will admit children with a statement of special educational needs (SEN)/Education, Health and Care Plan (EHC Plan) which names the School.

### **Oversubscription criteria**

Places will be allocated to pupils who have an Education, Health and Care (EHC) Plan that names the school as appropriate provision. When there are more applications for places than there are places available, priority will be given in the following order;

1. Looked after children and children who were previously looked after but immediately after being looked after were adopted or became subject to a child arrangements order, or special guardianship order. (*See definition below*).
2. Children with a brother or sister continuing at the school at the time of admission of the child (see full definition of sibling below)
3. Children who live closer to St Mary's CE Academy than any other school.
4. Children of parents / guardians who are worshipping members of any Church that is a member of Churches Together in England which includes the Church of England. These applications must be accompanied by Form SIF/A, which is available from the academy. The completed SIF/A will then be sent to the minister with Form SIF/B to verify Church allegiance. (See notes on SIF forms).
5. Other children.

### **Tiebreaker**

If the admission number is exceeded within any criterion, priority will be given to those who live closest to the School. (*As to how this distance is measured – see "Distance Measurements" below*).

### **Notes and Definitions**

#### ***Children in Care i.e. Looked After Children (LAC) and Previously Looked After Children***

**Looked after children** are children who are (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 application to a school.

**Previously looked after children** are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).

### ***Distance Measurements***

Distances are measured on a straight line basis from the address point of the child's home to the address point of the School, using a geographical information system. Each address has a unique address point established by the most valuable elements from the National Land and Property Gazetteer (NPLG), Ordnance Survey Master Map, Royal Mail Postal Address File and The Valuation Office Agency. The address point for a property does not change.

In the case where there are multiple applications from the same shared dwelling (e.g. Flats) or where there are two homes where the distance from the address point of the home to the address point of the school (using the system referred to above) is identical, random allocation, supervised by a suitable independent person, will be used to decide the priority in which applicants are selected in the event of a tiebreaker.

### ***Definition of child's home address/residence***

The child's home address means the permanent residence of the child at the time of application. Parents/carers may be asked to provide proof of a claim of residence at any time during the admission process.

The address must be the child's only or main residence that is either:

- ☐ Owned by the child's parent(s) or carer(s);
- ☐ Leased to or rented by the child's parent(s) or carer(s) under a lease or written rental agreement of not less than 6 months duration. The property leased must be where the family lives.

**Please note** – if false or misleading information is used to try and gain a place, this may lead the LGB to reject the application or to withdraw the offer of a place.

### ***Children of "worshipping members"***

For parents/carers to be worshipping members, at least one of the parents/carers of the child needs to be regarded by the priest/minister/worship leader as being part of the worshipping community at the church/worship centre. This would not necessarily mean that the parent/carer is a "Member" in the technical sense (e.g. through baptism, confirmation or electoral roll) but would imply a pattern of attendance at worship (on Sunday or at other times) that is more than "occasional" and has been sustained for more than a short, very recent, period of time.

### ***SIF A/B***

If parents/carers wish their application to be considered in criterion 4, they must complete form SIF/A which is available from the School and return it to the School (not the local authority). This must be done by the deadline of 5pm on 15 January 2020. The School will submit the completed form SIF/A to the relevant minister with form SIF/B to verify the

information. As SIF/B needs to be returned to the School in time for the School to rank admissions, it is very important to submit form SIF/A to the School as soon as possible.

### ***Churches together in England***

The following denominations are affiliated to Churches together in Great Britain and Ireland:

Church of England  
Church in Wales  
Scottish Episcopal Church  
Church of Ireland

### ***Definition of Sibling***

A brother or sister living at the same address as the applicant (i.e. within a family unit) including:

- ☐ a brother or sister sharing the same parents;
- ☐ a half-brother or half-sister where two children share one common parent;
- ☐ a step brother or step sister, where two children are related by a parents' marriage/civil partnership;
- ☐ A child who has been adopted or is fostered by parents/carers who have other children.

### ***Separated parents***

If a child lives with separated parents, the home address will be treated as the place where the child sleeps for most of the school week (i.e. Sunday night – Thursday night inclusive). If the child spends an equal amount of time at 2 addresses, the parents must decide which address they wish to use as the child's main address for the application. **Please note** – if false or misleading information is used to try and gain a school place, this may lead LGBs to reject the application or to withdraw the offer of a place.

### ***Late applications***

Late applications are any application forms (*known as Common Application Forms (CAFs)/Preference Forms*) received by the local authority after its deadline of 5pm on 15 January 2020. Late applicants will not receive an offer of a school place by the local authority on offer day (16 April 2020) but their application will be processed in the next round of allocations.

### ***Waiting lists***

All parents/carers who are unsuccessful at gaining a place for their child at the School may wish to place their child's name on the waiting list. To do so, parents/carers must contact the School and request that their child's name is placed on the waiting list. This should be done by email/in writing to [office@stmarysceb1.info](mailto:office@stmarysceb1.info)

If a place becomes available at the School, it will be allocated according to the oversubscription criteria (*see above*), not on a first come, first served basis.

A child's name will remain on the waiting list until the end of the School term in which the application was made. If parents/carers wish their child's name to stay on the waiting list for the remainder of the academic year, they must email/write to the School at the beginning of each term to renew their interest i.e. in January and /or following the Easter break (April/May). Please note a new application form will have to be completed if parents/carers want their child's name to remain on the waiting list in the following academic year.

**Please note** – placing a child's name on the waiting list does not affect parents'/carers' right to appeal.

### **Admission of children below compulsory school age and deferred entry to school**

Children are required to start their compulsory education from the beginning of the term following their 5<sup>th</sup> birthday (based on a 3 term year with terms starting in September, January and April). In St Mary's CE Primary Academy, children are entitled to a full year in Reception i.e. the school place is available from the beginning of the school year in which the child has their 5<sup>th</sup> birthday.

#### **Deferred entry:**

Parents/carers can request that *entry to the School* is deferred until later in the same school year (i.e. a child born in the Autumn term could defer starting school until January and a child born in the Spring or Summer term could defer their start until after Easter). If such a request is made the School is required to *hold the place* for the child; the place cannot be offered to another child but it cannot be kept open beyond the beginning of the Summer term.

Any parents/carers considering deferring their child's admission to school are recommended to discuss this with the Headteacher.

### **Admission of children out of their normal age group**

1.1 Parents/carers may seek a place for their child out of their normal age group e.g. if the child is gifted and talented or has experienced problems such as ill health. Additionally;

1.2 Parents/carers of a summer born child (i.e. a child born in the period from 1 April to 31 August) may not want to send their child to school until the September following their 5<sup>th</sup> birthday and may request that they are admitted out of their normal age group – e.g. to Reception rather than to Year 1 – *please refer to the section on Summer Born children below.*

#### **Process for requesting a place out of normal age group (*not Summer Born*)**

Parents/carers may seek a place for their child out of their normal age group as stated in 2.1 above. If parents/carers wish to do so, they must contact the Headteacher at the School.

The Admissions Committee of the Local Governing Board will convene a meeting to consider the request and will make decisions on the basis of the circumstances of

each case and in the best interests of the child concerned. This will include taking account of:

- ☐ the parent's/carer's views;
- ☐ information about the child's academic, social and emotional development;
- ☐ where relevant, the child's medical history and the views of a medical professional;
- ☐ whether the child has previously been educated out of their normal age group;
- ☐ whether the child may naturally have fallen into a lower age group if it were not for being born prematurely;
- ☐ the Headteacher's views.

**Please note** – if the Admissions Committee does not agree to this request to be admitted out of cohort, there is no right of appeal against that decision.

#### **Requests for admission out of normal age group (*Summer Born children*)**

Parents/carers who wish to apply for a place in Reception out of the normal age group should make a request to the [Governing Board, as the Board is the admissions authority] [Local Governing Board which is responsible for administering the admission arrangements at the School]. The request needs to be accompanied by reasons for such a request and should be made by **1 December** of the year prior to the year the child should enter Reception if they had not requested to defer applying.

The Admissions Committee of the [Local] Governing Board will convene a meeting to consider the request and will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of:

- ☐ the parent's/carer's views;
- ☐ information about the child's academic, social and emotional development;
- ☐ where relevant, the child's medical history and the views of a medical professional;
- ☐ whether the child has previously been educated out of their normal age group;
- ☐ whether the child may naturally have fallen into a lower age group if it were not for being born prematurely;
- ☐ the Headteacher's views.

## **What happens next?**

The Admissions Committee will inform the parents/carers of its decision on the Year group the child should be admitted to when they have to start school (i.e. Reception or Year 1) and will set out clearly the reasons for their decision. (*For details of when a child has to start school - see paragraph 1 above - "Admission of children below compulsory school age and deferred entry to school"*);

If the Admissions Committee **agrees** to the parent's/carer's request to defer the application for a Reception place, they will inform the local authority and the parents/carers will then need to make an application for a place in Reception in the normal round of admissions in the following academic year. **Please note** – in this following normal admissions round, if the School is oversubscribed, all applications (including deferred applications) for the School will be ranked in accordance with the School's oversubscription criteria. If the application is not successful, parents/carers will have the right to appeal but, as the purpose of the appeals process is to consider whether a child should be admitted to a particular school, parents/carers do not have a right of appeal if they have been offered a place and it is not in the year group they would like;

If the Admissions Committee does **not agree** to the application being deferred, there is **no right of appeal** against that decision and the parents/carers will need to make an application to the local authority for a place in Reception by 15 January or make an in-year application for a Year 1 place at the appropriate time.

### ***Right of appeal***

If a parent/carer is refused a place at the School, they have the right to appeal against the decision to an independent Admission Appeals Panel. Those wishing to appeal should write to or email as follows:

*The Clerk to the Appeals Panel  
Bouverie Court  
6 The Lakes  
Bedford Road  
Northampton  
NN4 7YD*

*Email – [education@peterborough-diocese.org.uk](mailto:education@peterborough-diocese.org.uk)*

**Date agreed by Local Governing Board: 29<sup>th</sup> October 2020**