Admissions policy



St Andrew's Benn C of E (VA) Primary School

Staff Lead: D. Horishny

Governor Lead:

July 2026

Review: July 2027

Contents

1. Introduction 3
2. Aims 3
3. Priority Area 3
4. Publish Admission Number 3
5. Starting school 4
6. Application Process: Nursery 4
7. Application Process: Reception 4
8. Multiple Births 5
9. Applications for children to be admitted into a class outside of their normal age group 5

Moving children to their normal year group 5

10. Oversubscription criteria 6
11. Moving House into the Priority Area 7
12. Waiting Lists 8
13. In-Year Admissions 8
14. Fair Access Protocol 8
15. Appeals 9
16. Enquiries 9
17. Appendix A 10
18. Appendix B 11

1. Introduction

- This document sets out the Policy of St Paul's Church of England Voluntary Controlled Primary School and Nursery with respect to Admissions. For the purposes of this policy, Warwickshire Local Authority is the admission authority.
- The school aims to serve its community by providing an education of the highest quality within the context of Christian belief and practice. It encourages an understanding of the meaning and significance of faith, and promotes Christian values through the experience it offers to all its pupils. Parents have the right to withdraw their children from the daily Christian act of worship and from Religious Education.
- Parents who wish their children to be admitted to the school, should complete the Common Application Form either in hard copy format or on-line at www.warwickshire.gov.uk/admissions in line with your Local Authority Co-ordinated Admission Scheme, the Common Application Form is available on-line and from the Admissions Service at Warwickshire Local Authority. The form should be returned directly to the Local Authority. Parents will be informed by the Local Authority of the result of their application on the date also set out in the Local Authority booklet.
- Every year the Local Authority will review and publish information concerning the school's admission policy. This will confirm the maximum number of children to be admitted to the school as a whole, the Published Admissions Number (PAN) which is currently 45 into Reception and 52 places (26 in each morning and afternoon session) into Nursery and explains how places will be allocated.

2. Aims

- St Andrews Benn Church of England Voluntary Aided (VA) School aims to be an inclusive Church of England school that welcomes children from all backgrounds and abilities.
- The admissions policy aims, while there are adequate places, to offer a place to all applicants irrespective of gender, religion, ethnicity or country of origin, disability or academic ability.
- This policy should be simple to use and assist parents/guardians to take the best decisions on the preferred school for their children.

3. Priority Area

- St Andrew's Benn Church of England Voluntary Aided Primary School serves a priority area to the north of and including Clifton Road and Church Street bounded by and including Railway Terrace on the west and the main railway line on the north.
- The school also shares the following priority area with Eastlands Primary School: Rokeby Street, Winfield Street, South Street, East Street and Biart Place. A family living in the shared area has priority for both schools. (***For a map, see Appendix A***)

4. Publish Admission Number

The governing body reviews and publishes information concerning the school's admission policy. This policy confirms the Published Admission Number (PAN) of 45 children who may be admitted to the Reception year, and explains how places will be allocated.

5. Starting school

- A school place in the Reception class is available for children from the September following their 4th birthday. Governors have the discretion to determine whether attendance should be full-time or part-time during the term before the children attain the age of 5.

- The school reserves the right to stagger entry for individual pupils at the beginning of the year to ensure smooth transition between home and school.

6. Application Process: Nursery

- We admit children in the Autumn Term after their third birthday.
- We have places for 39 children (13 full-time, 13 part-time in the morning and 13 part-time in the afternoon). The afternoon is funded by Nursery Education Funding.
- We admit 13 children full-time and 26 for half a day (3 hours either morning or afternoon) for five sessions a week.
- We will do all we can to meet your preference but cannot guarantee to do so.
- You must apply to the school, on our application form before the end of January. Applications received after that date will be put on a reserve list.
- Your application will be considered using the criteria below. We will tell you whether or not a
- place can be offered by the third Friday in March.
- You may be asked to withdraw your child from the school if you cannot ensure that he or she attends regularly.
- If your child comes to our Nursery unit, he or she does not have to move on to the Reception class.
- Equally, attendance at the Nursery does not guarantee that he or she will be offered a place in our school.

Admissions Criteria for the Nursery Unit

If there are more applications than there are places, we will offer places in the following order of priority:

1. First priority will be given to children who will have an older sibling in our main school in September and living in the priority area.
2. Children living in the priority area.
3. Children with siblings living within the school catchment area.
4. Children living within the school catchment area.
5. Children with sibling living outside the catchment.
6. Children living outside the catchment area.

7. Application Process: Reception

- Applications for Reception Year entry for the academic year starting September need to be formally registered with the Local Authority from the September a year before starting school to usually around 16th January for consideration by the admission authority.
- St. Andrew's Benn C of E (VA) Primary School cannot guarantee places for children when there are no places available as a result of late applications for the normal year of entry or any application that relates to a different year group.
- A decision on the admission of new entrants will be made during the Autumn term, a year before the child's admission. The parents or carers will receive written notification of the outcome from the Local Authority on the dates shown in the Local Authority admissions timetable.
- Applications from families moving into the area will be considered as on time if they are accompanied by proof of address by the date shown in the Local Authority timetable. Late applications, i.e. those

received after the deadline for the normal admissions round will not be considered until after all of those which were received on time have been processed.

- Parents should reply to the Local Authority accepting the offer of a place by the date in the Local Authority booklet. If they do not respond by this date it will be assumed that the place offered has been declined.
- Once an offer of a school place has been made, it may only be lawfully withdrawn in very limited circumstances, which include an offer of place based upon a fraudulent or misleading application. Where an offer of place is withdrawn, the application will be considered afresh, and a right of appeal offered if an offer of place is refused.

8. Multiple Births

- It is normal practice to accommodate all children of a multiple birth even if the infant class size limit of 30 children would be breached.
- Twins and children from multiple births will be treated as "excepted children" under the terms of Infant Class Size regulations, when one of the siblings is the 30th child admitted.

9. Applications for children to be admitted into a class outside of their normal age group

- Parents may request a place for their child outside their normal age group. This should be made clear at the time of application.
- All parental requests for out of year group admissions for any reason (Summer born/premature/Gifted and talented for example) must be put in writing and addressed to the Governing Body at the time of application for a place at the school. Requests must specify which start date and year group the parents are requesting for their child, the reasons why and any other relevant information.
- The Governing Body 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 views; information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age-related year group. They will also take into account the views of the head teacher.
- If accepted, the application for a place will be considered alongside all other applications in accordance with the Local Authority Coordinated Admissions Scheme including the application of oversubscription criteria where applicable. The application will not be given a higher or lower priority on the basis that the child is being admitted out of their normal age group.
- Parents have a statutory right to appeal against the refusal of a place. However, that right of appeal does not apply if they are offered a place in a year group other than that requested.

Moving children to their normal year group

- Once a child has been admitted to our school it is for the head teacher to decided how best to educate them.
- In some cases, it may be appropriate for a child who has been admitted out of their normal age-related year group to be moved to their normal age group, but in others it will not.
- Any decision to move to a different age group will be based on sound educational reasons and made by the head teacher in consultation with the parents however the headteacher will make the final decision.

10. Oversubscription criteria

- The school has an agreed admission number of 45 pupils for entry in reception year. The school will accordingly admit up to 45 pupils in the relevant age group each year if sufficient applications are received. All applicants will be admitted if 45 or fewer apply.
- If the school is oversubscribed, after the admission of pupils with Education, Health and Care Plan where the school is named in the Plan, priority for admission will be given to those children who meet the criteria set out below, in order:

If there are more applications for places than places available, the following criteria will apply in order:

1. **CARE**: A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted. 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).
2. **FAMILY**: Children who have a brother or a sister who will be at the school at the time of admission.
3. **COMMUNITY**: Children living in the priority area at the date of application who have attended the school (St Andrew's Benn) Nursery for at least one term.
4. **COMMUNITY**: Children living in the priority area at the date of application who have not attended the school (St Andrew's Benn) Nursery.
5. **WIDER COMMUNITY**: Children living outside the priority area who have attended the school (St Andrew's Benn) Nursery for at least one term.
6. **WIDER COMMUNITY**: Children living outside the priority area who have not attended the school (St Andrew's Benn) Nursery for at least one term.

Distance

- If the school is oversubscribed within any category above, the determining factor will be the distance from the child's home address to the school (priority being given to the shorter measurement).
- Distance will be calculated by straight line measurement from the address point location coordinate of the applicant's home address (as set by Ordnance Survey) to the centre point ('centroid') of the school in question. (All distances are subject to changes which may occur with updates of mapping data).
- If two or more children with the same priority for admission live an indistinguishable distance from the school, but cannot both be admitted, then the available places will be decided by the casting of lots.

Definitions

1. **'Brother or sister' means:**

'Brother' or 'sister' means related by blood, sharing in a common genetic inheritance. In addition, the cases below qualify as 'brother' or 'sister'.

- Full brother or sister, both parents have contributed to the genes of the child and are partners at one address.

- Half brother or sister; one of the parents has contributed to the genes of all the children living at the same address.
- Stepbrother or stepsister; within the parent's marriage, the child is the genetic son or daughter of either the husband or the wife, living at the same address.

Adopted children. Legally adopted and living with the named guardians.

A sibling connection will not be accepted if the original place was obtained by using fraudulent or false information.

2. 'Parent' means:

- If only one parent, or a sole parent, satisfies the criterion, the application will be treated equally with applications where the criterion is satisfied by both parents. The expression 'parent' includes legal guardians.

3. 'Home Address' means:

- The address for admission purposes is the place where the child is permanently resident with his or her parent or parents or legal guardian(s).
- Where a child lives with parents with shared responsibility, the home address will be considered to be the address where the child sleeps for the majority of the week.
- If the child spends exactly equal amounts of time with each parent or guardian, it is the responsibility of the parents to decide which address is the home address for admission purposes.
- Parents should not assume that a place will automatically be allocated to their child.
- Where a school place is allocated on the basis of an address which is subsequently found to be different from the child's home address that place is liable to be withdrawn.

11. Moving House into the Priority Area

If your application is based on a change of address, the following evidence must be provided:

i. **Purchasing a property**
If you are purchasing a property, you must provide written confirmation from your solicitor confirming that contracts have been exchanged and stating the anticipated completion date. A letter confirming an intention to purchase a property will not be accepted.

ii. **Renting a property**
If you are renting a property, you must provide a copy of the signed tenancy agreement or lease, or written confirmation from the letting agent or solicitor, clearly showing the tenancy start and end dates.

iii. Where applicable, you should also provide evidence from your solicitor or estate agent confirming the sale of your current property.

iv. **Length of tenancy**
Any tenancy agreement submitted in support of an application must extend beyond the start of the academic year.

v. **Returning to a property you already own**
If you are returning to live in a property that you own, you must provide written evidence confirming the date you will resume residence and that you intend to live at the address for the foreseeable future. If the property is currently tenanted, evidence that notice has been served to the tenants must also be provided.

vi. **Living with a family member**
If you are moving to live with a member of your family, you must provide appropriate evidence confirming that the child is resident at the address used for the application.

12. Waiting Lists

For children applying for a Reception place, registering an interest with the school before the normal admissions round does not guarantee either a place or priority under the published oversubscription criteria. All offers of Reception places are made by Warwickshire County Council on behalf of the Governing Body.

If the school receives more applications than there are places available for entry into Reception, a waiting list will be maintained for this year group only.

The waiting list will be ordered strictly in accordance with the published oversubscription criteria and **not** by the date on which an application was received. A child's position on the waiting list may therefore change if a later application is received from a child with a higher priority under the admissions criteria.

Parents have the right to appeal against the refusal of a school place, regardless of whether their child's name is included on the waiting list.

A child's name will be removed from the waiting list if:

- a written request is received from the parent or carer;
- an offer of a place is accepted; or
- an offer of a place is declined.

The Reception waiting list will remain in operation until the end of the Autumn Term. Parents wishing their child to remain on the waiting list beyond this date must confirm this in writing. A new continued interest waiting list will then operate for the remainder of the academic year.

13. In-Year Admissions

- Parents should apply via Warwickshire Local Authority, which coordinates admissions through the course of the year. If the number of children already admitted to the appropriate year group is lower than the published admission number, a place will be offered. If there are more applications than places available in the year group concerned, the Local Authority will apply the admission criteria to all the applications and offer up to the admission number in criteria order.
- No admission will be made to an infant class, where the regulatory class size limit of 30 children would be breached by doing so.

14. Fair Access Protocol

- The Governing Body recognises its responsibility to work with Warwickshire County Council in operating the Fair Access Protocol. This ensures that, where appropriate, vulnerable and hard-to-place children are allocated a school place as quickly as possible, even where the school has reached its published admission number, provided that the statutory infant class size limit of 30 pupils is not breached.
- Children admitted under the Fair Access Protocol may include, but are not limited to, children who have been permanently excluded from another school, children from Traveller families, refugees and asylum seekers, and children who have experienced significant disruption to their education.

- The Fair Access Protocol is administered by Warwickshire County Council and aims to ensure that responsibility for admitting such pupils is shared fairly between schools across the local area.

15. Appeals

Parents whose application for a place at the school is unsuccessful have the right to appeal to an independent appeal panel.

Appeals are administered by Warwickshire County Council on behalf of the Governing Body. Information about the appeals process will accompany any refusal of a school place and can also be found on the Warwickshire County Council website.

Please see https://www.warwickshire.gov.uk/school-admissions-appeals/appeal-outcome-school-placement for more details.

16. Enquiries

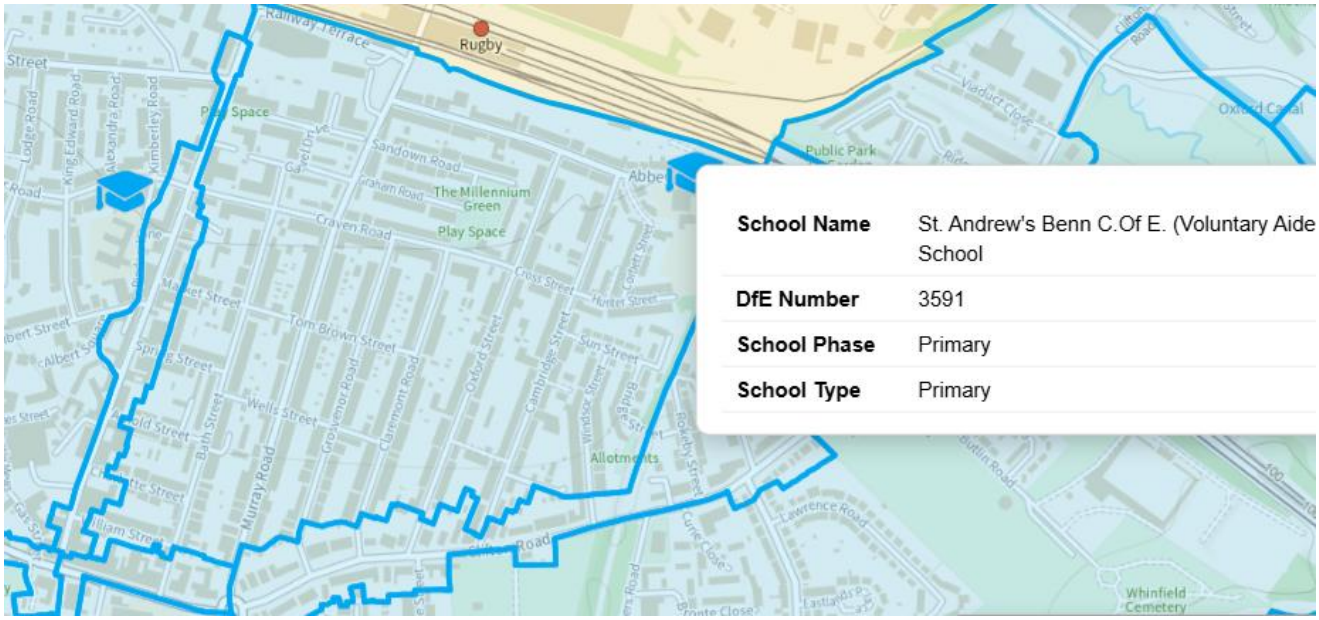
Any enquiries regarding this Admissions Policy should be addressed to:

The Chair of Governors
St Andrew's Benn C of E (VA) Primary School
Chester Street
Rugby
CV21 3NX

Telephone: 01788 574697
Email: admin3591@we-learn.com

Subject to this Admissions Policy and the statutory appeals process, decisions regarding admissions are the responsibility of the Governing Body

17. Appendix A



18. Appendix B

