St Andrew's Benn Church of England (VA) Primary School

Policy Title	Admissions Policy for Admissions in Academic year 2026-27

Date of Review	

Notes	Consulted on changes September 2022 Approved by Governors in Autumn meeting 2024

Review Committee	Full GB

Mission Statement

At St Andrew's Benn we never think that we have 'Got it all right' and are continually evaluating what we do in order to provide what we think is our core purpose: the very best education for our children. We support staff to be excellent practitioners so they can enable children to be the best that they can be. We nurture all of our children so that they can fulfil their true potential, academically, socially and spiritually.

We do this through providing a safe and secure place to learn; we give them a wide range of experiences and we show them that we value what each individual child and family brings to our school. As a school community we support each other, from children to staff, to parents and the community.

We live out Christian values, with them being at the heart of everything that we do. They shape the way in which we guide our children to become good citizens. We celebrate the diversity of our school family, seeing it as a strength of the school and help children to see that we are all unique but each as special as the next.

'God is love, whoever lives in love, lives in God and God lives in them' (1 John,ch 4, v16)

Introduction

This document sets out the Policy of St Andrew's Benn Church of England Voluntary Aided Primary School with respect to Admissions. For the purposes of this policy, the Governing Body of St Andrew's Benn Church of England Voluntary Aided Primary School is the admission authority and the school refers to all ages from 3-11.

Recognising its historic foundation, the school will preserve and develop its religious character in accordance with the principles of the Church of England and in partnership with the churches at parish and diocesan level.

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 act of Collective 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 The admission form can be collected from the school office or telephone the Admissions Department on 01926 742047 to request a pack to be sent in the post.

In accordance with government legislation, the governing body consults with the Diocesan Board of Education, the Local Authority, other local schools and relevant parents in respect of its admissions arrangements.

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. Should the school be oversubscribed, the oversubscription criteria set out below will be applied to award places to those who apply.

This policy should be simple to use and assist parents/guardians to take the best decisions on the preferred school for their children.

Where this school is named in a child's Statement of Special Educational Needs, the governing body recognises a duty to admit the child to the school.

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 page 7 of this policy***)

Published 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.

Starting School

A school place in the Reception class is available for children from the September following their 4th birthday. In accordance with the Admissions code. children are entitled to a full-time place in the September following their fourth birthday. However, parents can defer the date their child is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which it was made. Where parents wish, children may also attend part-time until later in the school year but not beyond the point at which they reach compulsory school 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.

The application process

Applications for Reception Year entry for the academic year starting on the 1st September need to be formally registered with the Local Authority on the common application form by the dates set by the Local Authority, published on their website through the portal.

Applications from families moving into the area will be considered as having been received on time if they are submitted to the Local Authority and accompanied by proof of address by the dates set by the Local Authority.

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. Applications received after the offer date will be placed on the relevant reserve list and, where possible, places offered in criteria order

A decision on the admission of new entrants will be made during the Spring term before the child's admission, Notification of offers is via the parental portal unless a phone or paper application was made in which case notification is sent via post.

Admissions now operates Auto Acceptance. Therefore, parents are only required to respond to their offer if they do not intend to take up the place.

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 a place based upon a fraudulent or misleading application. Where an offer of place is withdrawn, an application may be made afresh, and a right of appeal taken up if an offer of place is refused.

Flexibilities exist for children whose parents do not feel they are ready to begin school before they reach compulsory age.

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.

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.

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

NB: If there is over subscription within any category, the Governors will give priority to children living closest to the school determined by distance.

Distance will be calculated by the straight line measurement from the applicant's home address location to the centre point ('centroid') of the preferred school. (All measurements are subject to prepositional accuracy changes)"

On entering the address into the Admissions system the address is PAF (Postal Address File) matched against Address-Point® data held in the system. When an address is PAF matched the system looks up a 7 figure grid reference for that property known as an Address-Point® location coordinate (APLC) (e.g. 1234567,1234567).

"An APLC is allocated to a point that falls inside the permanent building structure of an address, as shown in Ordnance Survey Land-Line data; in most cases the point will be within 0.1 metre on the ground of the Land-Line building seed."

The distance from this point to the centroid (another 7 figure grid reference) is then calculated to the nearest 0.001 miles.

The PAF file is updated every 3 months. PAF files are provided by the Post Office via a third party supplier. Address-Point data is provided by Ordnance Survey and updated annually.

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.

3. '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.

4. **'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.

When Applicants move house into the priority area

If your application is related to a move of house, the following requirements apply:

i. If your move involves the purchase of a property, you will need to provide appropriate written evidence in the form of a letter from your solicitors detailing your exchange of contracts and the actual completion date. A letter of intention to purchase is not sufficient.
ii. If your move involves renting a property, you will need to provide appropriate written evidence (e.g. from an estate agent or solicitor) of the tenancy agreement or lease including the start and end date.

Where relevant, you will also need to provide appropriate written evidence (e.g. from an estate agent or solicitor) confirming the sale of your existing property.

iii. Rental arrangements must be to a date beyond the start of the school year.

iv. If your move involves you returning to live in a property that you already own, you will need to provide appropriate written evidence of the date that you will resume living in the property and that you intend to remain there for the foreseeable future. If you have rented this property, please provide evidence that you have given your tenants notice to leave.

v. If your move involves you living with a member of your family, you will need to provide written evidence proving that the child is resident at the relevant address.

Waiting Lists

N.B. It is necessary to complete a Local Authority Common Application form to apply for a school place.

For a place in Reception year:

Registering interest with the school on a "waiting list" before the admissions round guarantees neither a place nor priority within the oversubscription criteria. Offers of places will be made by the Local Authority on the school's behalf.

If the school is oversubscribed for children due to start in the Reception Year in September at the start of the school year, a waiting list will be maintained for this year group only. The position on the list will be determined by applying the published over-subscription criteria and not by date of receipt. This will mean a position will change if a later application is received from someone with higher priority according to the over- subscription criteria. The existence of a waiting list does not remove the right of appeal against any refusal of a place from any unsuccessful applicant.

Names will only be removed from the list if a written request is received, or if the offer of a place that becomes available is taken up or declined. The waiting list will close at the end of the autumn term. At that time parents of pupils on existing lists must confirm in writing their wish to be placed on a newly constructed waiting (or continued interest) list, which will operate for the remainder of the school year.

In-Year Admissions

Parents should apply via Warwickshire Local Authority, which coordinates admissions through the course of the year. Application details will be forwarded to the governing body for consideration. 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 governing body will apply the admission criteria to all the applications and offer up to the admission number in criteria order.

Fair Access

The governing body recognises its duty to work with the Local Authority during the course of the year to provide fair access for "hard to place" children, even where the school has already reached its published admission number – except where the infant class size limit of 30 pupils would be breached by doing so. These pupils may include children who have previously been permanently excluded from a school, children of Traveller families, refugees and asylum seekers, and children on the Child Protection register. The protocol established by the Local Authority for this purpose is designed to ensure that such pupils are shared equally between schools in an area.

Appeals Procedure

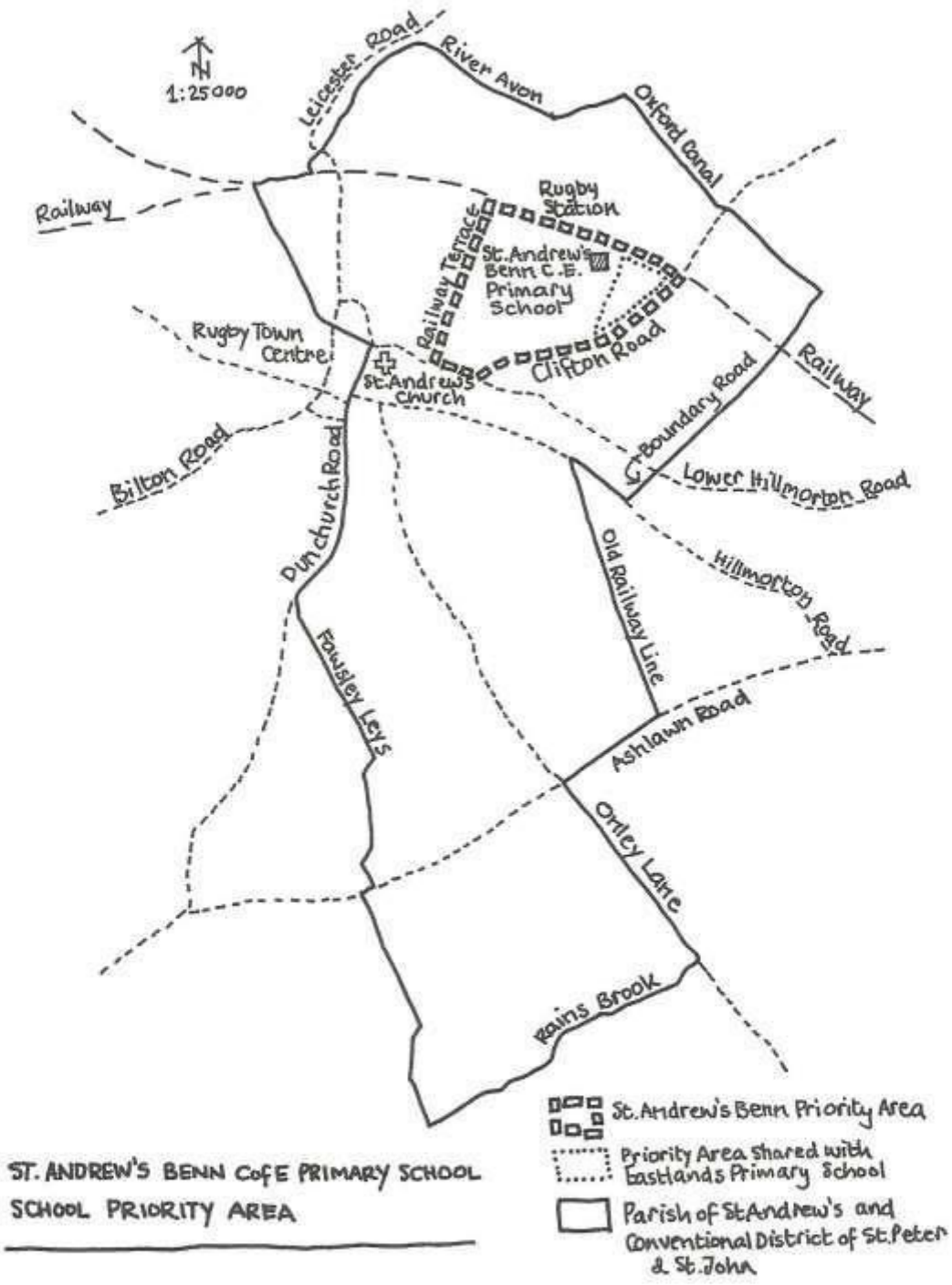
Parents have a right of appeal. Appeals are administered by Warwickshire County Council. Details of the appeals procedure are sent out with all refusal letters. Please see https://www.warwickshire.gov.uk/school-admissions-appeals/appeal-outcome-school-placement for more details.

Enquiries or comments about this policy should be addressed to:

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

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

Note: Subject to the above policy and the relevant appeals procedure, decisions regarding admissions will be the responsibility of the Governing Body.



ST. ANDREW'S BENN CofE PRIMARY SCHOOL
SCHOOL PRIORITY AREA