



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

Policy Title	Admissions Policy
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Date of Last Update	
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Notes	
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Next Review date	
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Signature	
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Review Committee	
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**Our Mission Statement**

***St Andrews Benn Church of England Primary School is distinctive, inclusive and upholds Christian values.***

***We will:***

- ***Respect and nurture one another***
- ***Celebrate individuality and recognise that we are all unique***
- ***Achieve excellence in teaching and learning***
- ***Develop effective partnerships and liaison with parents, the church, the local community and other schools***

## **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.

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](http://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 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. Governors have the discretion to determine whether attendance should be full-time or part-time up until the term before the child attains the age of 5. They have determined that for the majority of pupils, attendance should be full

time. 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 1<sup>st</sup> 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.

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, and the Local Authority will post written notification of the offer of a school place to parents by the dates set by the Local Authority

Parents have to accept the place offered by the dates set by the Local Authority. Parents will be asked to reply to the Local Authority. 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 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.

### **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 30<sup>th</sup> child admitted.

Registration at any nursery will **not** be considered as a criterion for over-subscription and no priority will be given to such children even if the nursery is linked to the school.

### **Oversubscription Criteria**

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

1. **CARE:** Children in the care of a Local Authority, as defined in Section 22 of the Children's Act 1989. For example: children in residential homes or foster care, and also children who were looked after, but ceased to be so because they were adopted (under the terms of the Adoption & Children's Act 2002) or because they became subject to a residency order or special guardianship order (under the terms of the Children's Act 1989)
2. **FAMILY:** Children who have a brother or a sister who will be at the school at the time of admission. In the event of over subscription, priority within this criterion will be given in order to those in a, b, c, d and e below.
3. **COMMUNITY:** Children living in the priority area at the date of application. In the event of over subscription, priority within this criterion will be given in order to those in a, b and e below.
4. **WIDER COMMUNITY:** Children living outside the priority area. In the event of over subscription, priority within this criterion will be given in order to those in c, d and e below.

The relevant qualifying criteria below, will be applied to the principle criteria above, in the following order:

- a) Where it can be demonstrated that the parent and/or the child is a regular worshipping member of an Anglican Church or of another Christian Church within the priority area.
- b) Where it can be demonstrated that the parent and/or the child is a regular worshipping member of another World faith at a Worship centre located within the priority area.

- c) Where it can be demonstrated that the parent and/or the child is a regular worshipping member of an Anglican Church or of another Christian Church within the Parish of St Andrews, Rugby, and the Conventional District of St Peter and St John, Rugby.
- d) Where it can be demonstrated that the parent and/or a child is a regular worshipping member of another World faith at a Worship centre located within the Parish of St Andrews, Rugby, and the Conventional District of St Peter and St John, Rugby.
- e) Where no faith commitment is evidenced.

#### **Applications requiring evidence of faith (qualifying criteria a, b, c or d above)**

If you are seeking admission for your child under qualifying criteria a, b, c or d above, and **only** in this instance, please supply a letter from your vicar, recognised Christian minister or faith leader confirming that you and / or your child are a regular worshipping member at your church or place of worship. This letter must be sent directly to the Local Authority at the same time as the completed common application form. The information will then be forwarded on to the Governors for their consideration.

#### **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. 'Regular worshipping member' means:**

- within qualifying criteria a and c regular attendance at church, which can be substantiated by a supporting letter from a member of the clergy or other Christian minister;
- within qualifying criteria b and d, regular attendance at a place of worship, which can be substantiated by a supporting letter from a recognised faith leader.

The term "regular" is defined as someone who attends their place of worship an average of twice a month; for an adult they should be on the electoral roll or equivalent of their place of worship and contribute to its community life.

##### **2. '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 to the Independent Admission Appeals Panel against the decision of the Governing Body to refuse application for a school place. The Independent Admission Appeals Panel is arranged by Coventry Diocesan Board of Education. Details of the appeals procedure are sent out with all refusal letters.

### **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.**

