

**ST. ANDREW'S C. OF E. PRIMARY SCHOOL**



**ADMISSIONS' POLICY**

**ENTRY FROM 2020**

Autumn 2018

## ADMISSIONS' POLICY

The Governing Body is responsible for the admission of pupils to St Andrew's Church of England Primary School and admits 28 pupils to Nursery and 30 pupils to Reception each September. This admission number has been agreed between the Governing Body and the Local Authority and the application procedure and timetable for applications will be as per the Local Authority's co-ordinated scheme.

Parent(s) are required to complete a Common Application Form from their home local authority, naming the school, and in the case of St Andrew's, those applying for a foundation place should complete a supplementary form so that the Governing Body may consider the application fully. Casual admissions throughout the school year will be subject to the same admissions criteria found within this Admissions' Policy.

The school does not have any specific units or facilities for pupils with particular special needs and there are no specific facilities for pupils with physical disabilities. The school is, however, on a level site and all pupil accommodation is on one floor, there are also ramps where needed. All classrooms may be entered without steps. As far as possible, the school will ensure that pupils with disabilities have access to the same opportunities as other pupils.

The Governing Body is required to abide by the maximum limits for infant classes, ie 30 pupils per class. (See Note 5)

Priority will be given to looked-after children\* or children previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order.

\* Looked-after children and children who were previously looked after, but ceased to be so because, immediately after being looked after, they became subject to an adoption, child arrangements or special guardianship order.

\*Note: By a "looked-after child" we mean 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. An adoption order is one made under the Adoption Act 1976 (Section 12) or the Adoption and Children Act 2002 (Section 46). 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). A 'special guardianship order' is one appointing one or more individuals to be a child's special guardian/s (Children Act 1989, Section 14A). Applications under this criterion should be accompanied by evidence to show that the child is looked after or was previously looked after (eg a copy of the adoption, child arrangements or special guardianship order).

Priority will then be given to children of staff:

- a) Where the member of staff has been employed for 2 years or more at the time of application, and/or
- b) The member of staff is recruited to fill a vacant post for which there is a demonstrable skills shortage.

Following this, places will be allocated under Foundation and Open places.

When a place has been offered:

- it is for a full-time place from the September following the child's fourth birthday;
- the place may be deferred until later in the school year but not beyond the point at which they reach compulsory school age (the term after the fifth birthday). Parent(s) of a child whose fifth birthday falls between 1 September 2015 and 31 March 2016 may request that their child is not admitted until later in the school year 2020/21, but no later than the term after the child's fifth birthday, when s/he reaches compulsory school age. For children born between 1 April and 31 August, this is not beyond the beginning of the final term of the school year for which it was made. St Andrew's will hold any deferred place for the child;
- where parent(s) wish a child may attend part-time until they reach compulsory school age.

### **Reception**

Admission to a full-time place in education at Reception level is September of the academic year (1 September to the 31 August) in which your child turns five. Applications for admission to Reception are made via your Local Authority's admissions procedure.

Children born between 1 September 2015 and 31 August 2016 will be admitted to Reception in September 2020. Children reach statutory school age at the beginning of the term following their 5<sup>th</sup> birthday and they must then be in receipt of education. It is recommended by the LA that children start school at the beginning of the academic year in which they reach their 5<sup>th</sup> birthday.

### **Reception Year Deferred entry**

If a child has not reached compulsory school age, the parent has the option of deferring their child's entry. Parent(s) can request that the date their child is admitted to the school is deferred until later in the school year or until their child reaches compulsory school age (the term after they reach their fifth birthday). For children born between 1 April and 31 August, this is not beyond the beginning of the final term of the school year for which the offer of a place was made. St. Andrew's School will hold any agreed deferred place. Parent(s), however, should discuss the options with the Head Teacher of the school to help them in making a decision. Parent(s) may wish their child to attend part-time until they reach compulsory school age.

Parent(s) wishing to defer entry need to apply for Reception by the closing date and when an offer is made the parent(s) need to inform the LA and the school that they want to defer entry or only attend school part-time.

### **Summer Born Children (Reception Intake)**

For children whose fifth birthday falls between 1 April 2016 and 31 August 2016, parent(s) who do not wish for their child to start school in the school year 2020-2021, but to be admitted in September 2021 for the school year 2021-2022 should discuss this with the school. The request should be made in the September prior to the normal entry in the following September to give sufficient time for each individual case to be considered.

Decisions will be made on individual circumstances, the best interests of the child, parent views, academic achievement, social and emotional development, any relevant medical views and the views of the Head Teacher.

If a parent decides not to apply for a Reception place in the school but applies for a Year 1 place in September 2020, they would be considered along with all the other applicants for admission in that year and there would be no guarantee that a place would be able to be offered at this school.

### **Admissions Out of the Normal Age Group**

For children whose fifth birthday falls between 1 April 2016 and 31 August 2016, parent(s) who do not wish them to start school in school year 2020-2021, but to be admitted in September 2021 for school year 2021-2022, should discuss this with the school at an early stage.

Parent(s) may seek places outside of their child's normal age group. Parent(s) may decide to apply in the normal round (no later than January 2021) for a Reception Year place in September 2021, but would need to supply strong supporting reasons for seeking a place outside the normal year group. The decision is made by the Governors on the basis of the circumstances in each individual case. Parent(s) request should be made in the September prior to the normal entry in the following September in order to give sufficient time for the case to be considered by the Admissions Panel prior to the deadline for general applications of 15 January. Consideration should be given to applying for a place at the correct time in case the admissions out of the normal age group is not granted.

If the parent(s)' case for delayed admission into Reception is agreed, the application for a place in the next intake would have to be made in the following September.

### **FOUNDATION PLACES**

The Governing Body has designated up to **22** places to be offered according to the church attendance criteria listed in order of priority below. A supplementary information form should be completed in order that the Governors can consider the application fully. Evidence of church attendance must be supported by a minister's reference at the time of application.

1. Those whose parent(s) have attended church 3 times a month for the past 3 years:
  - a. Children whose siblings (see note 1) will be attending the school at the time of the proposed admission AND whose parent(s) (see note 2) attend worship (see note 3) authorised by a Church of England church in the parish of Uxbridge.
  - b. As 1a but any other Church of England church.
  - c. As 1a but other Christian denominations (see note 4).
  - d. As 1a but no siblings attending the school at the time of the proposed admission.
  - e. As 1b but no siblings attending the school at the time of the proposed admission.
  - f. As 1c but no siblings attending the school at the time of the proposed admission.
  
2. Those whose parent(s) have attended church either once a month for 3 years or 3 times a month for the past year (equal consideration):
  - a. Children whose siblings will be attending the school at the time of the proposed admission AND whose parent(s) attend worship authorised by a Church of England church in the parish of Uxbridge.
  - b. As 2a but any other Church of England church.
  - c. As 2a but other Christian denominations.
  - d. As 2a but no siblings attending the school at the time of the proposed admission.
  
  - e. As 2b but no siblings attending the school at the time of the proposed admission.
  - f. As 2c but no siblings attending the school at the time of the proposed admission.
  
3. Those whose parent(s) have attended church once a month for the past year:

- a. Children whose siblings will be attending the school at the time of the proposed admission AND whose parent(s) attend worship authorised by a Church of England church in the parish of Uxbridge.
- b. As 3a but any other Church of England church.
- c. As 3a but other Christian denominations.
- d. As 3a but no siblings attending the school at the time of the proposed admission.
- e. As 3b but no siblings attending the school at the time of the proposed admission.
- f. As 3c but no siblings attending the school at the time of the proposed admission.

If there are less than 22 qualified applicants for Foundation places, any unfilled places will become additional Open places. Unsuccessful applicants for Foundation places will be considered for any Open places remaining unfilled at the end of the allocation procedure.

### **OPEN PLACES**

The Governing Body has designated 8 places each year as Open places to be offered to pupils who do not qualify for a Foundation place, but whose parent(s) have chosen St Andrew's school for the type of education it provides. A supplementary information form should be completed in order that the Governors can consider the application fully. Governors hope that parent(s) who have chosen St Andrew's for their child have done so knowing that it is a Church of England school with a distinctive Christian ethos. Governors therefore expect parent(s) to give their full support to the ethos of the school.

Governors hope that all children will attend the acts of collective worship and will take part in the religious education curriculum offered by the school. This does not in any way remove the right that parent(s) have to request that their children be withdrawn from these activities.

Places will be allocated according to the following criteria listed in order of priority.

1. Children whose siblings will be attending the school at the time of proposed admission.
2. Children with known special medical, psychological or social needs documented by a relevant professional, eg a doctor or educational psychologist; who can demonstrate a need for a place at the school
3. Children living in the parish of Uxbridge who do not qualify under any of the criteria above.
4. Children one or both of whose parent(s)/guardians practise another world religion and wish their child to attend a school with religious foundations. The governing body will require a written reference from the applicant's priest, minister or religious leader.
5. Any remaining places will be allocated to children living nearest the school.

### **Waiting List**

Candidates not qualifying for a place at the school will remain on a waiting list and any late or new applications received after the Admissions' Committee have made a decision about any year's admissions will also be held on the list. If a place becomes available in that school year then, depending on whether it is a Foundation or Open place, it will be filled using the relevant Foundation or Open place admission criteria above, notwithstanding the exceptions noted at the beginning of this policy.

## **Oversubscription**

Where there is over-subscription in any category priority will be decided by measuring the shortest distance from the school to the child's home as measured by the Local Authority and supplied to the school. Where two or more children have the same distance a decision will be made using random allocation. Every parent has the right of appeal for a place and full details can be obtained directly from the school. The appeal will be heard by an independent panel and the decision is final.

Children with a Statement of Special Educational Need or with an Education, Health and Care (EHC) plan naming St Andrew's C of E Primary School will always be offered places.

## **Multiple Births**

When only one place is available at the school and the next child who qualifies for a place is one of multiple birth siblings, in accordance with the School Admissions Code, the Governors will admit the other multiple birth sibling(s). These children will remain 'excepted pupils' for the time they are in an Infant class or until the class numbers fall back to the current Infant class size limit.

## **In-Year Admissions**

Applications can be made directly to the school or as a preference on the In Year Application Form from Hillingdon Local Authority (LA). Those applying for a foundation place will be required to complete a supplementary form so that the Governing Body may consider the application fully. If a place is available and there is no waiting list then St Andrew's will communicate the Governors' offer of a place to the family. If there are no places available this will be conveyed to the parent. St Andrew's will write to the parent with this information. You may ask us for the reasons why a place cannot be offered and you will be informed of your right to appeal. You will be offered the opportunity of being placed on a waiting list. The waiting list will be maintained by the Governing Body in the order of the oversubscription criteria and not in the order in which the applications are received. When a place becomes available the school will advise the local authority and also the parent directly.

## **NOTES**

1. Sibling - a child who will have a brother\* or sister\* living in the same household with at least one parent in common and will still be attending the school at the beginning of the term in which the younger child starts full-time education. This does not include cousins or childminder's children.
2. Parent(s) - one or both parent(s) or legal guardians
3. Worship - this is defined as Sunday or midweek services or a group recognised by the Church of England that meets in someone's home or elsewhere and includes elements of prayer, bible study and praise.
4. Other Christian Denominations will be affiliated nationally to Churches Together in Britain and Ireland or locally to Churches Together in Uxbridge or a member of the Evangelical Alliance.
5. Class maximum may be increased to 31 where the school is named in a child's Statement of Special Educational Needs or Education, Health and Care Plan (EHCP); if they are from a multiple birth and at position 31; a service child or a looked after or adopted child who was previously in care.

\* Definition of brother or sister – half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.