



## **ST SIDWELL'S C.E. PRIMARY SCHOOL & NURSERY**

### **POLICY ON ADMISSION TO THE NURSERY 2020 – 2021**

At St. Sidwell's we offer high quality Early Years provision within a purpose built Foundation Stage Unit. The unit comprises a 26 place nursery (Foundation One) and a 30 place reception class (Foundation Two), catering for children aged 3 to 5. This policy sets out how places are allocated for the nursery and the procedures for applying for a place.

These arrangements seek to comply with the government's School Admissions Code, Devon's Local Conditions of Funding, the Statutory Guidance for Local Authorities on the Delivery of Free Early Education for three and Four year Olds and securing Sufficient Childcare and the Co-ordinated Admissions schemes of Devon County Council, the local Authority (LA) for this area.

#### **The Early Years Entitlement**

Devon County Council funds the Early Years Entitlement so that all children can access early learning and care based provision from the term after their third birthday up to the term after their fifth birthday. The entitlement is for a minimum of 15 hours a week (this could rise to 30 hours a week if both parents are in work) over a minimum of 38 weeks of the year. At St Sidwell's, the nursery is only open during school term time.

At St Sidwell's parents may also buy additional hours in minimum blocks of 3 hourly sessions. This can be from the date of their child's third birthday or in addition to the free entitlement, subject to availability. This means that:

- Children with birthdays between 1<sup>st</sup> January and 31<sup>st</sup> March can access at least 15 hours free nursery provision from the start of the Summer term (after Easter) but parents/carers may purchase hours during the Spring term after their child's third birthday.
- Children with birthdays between 1<sup>st</sup> April and 31<sup>st</sup> August can access at least 15 hours free nursery provision from the start of the Autumn term (September) but parents/carers may purchase hours during the Summer term after their child's third birthday.
- Children with birthdays between 1<sup>st</sup> September and 31<sup>st</sup> December can access at least 15 hours free nursery provision from the start of the Spring term (January) but parents/carers may purchase hours during the Autumn term after their child's third birthday.
- Governors have determined that blocks of 3 hourly sessions may be purchased. Prices are reviewed annually in April and for 2018/19 a 3 hour session cost £12 (£4 per hour). Please note that payment must be made in advance. (Full conditions are explained in the 'Nursery Contract' that is shared with parents before a child starts in the nursery.)

Parents are able to request any combination of nursery sessions, subject to availability. Session times are as follows:

Mornings – 8.45 a.m. to 11.45 a.m. (3 hours)

Afternoons – 12.30 p.m. to 3.30 p.m. (3 hours)  
All day – 8.45 a.m. to 3.30 p.m. (6 hours)

**NB In addition the school runs a breakfast club (currently £3.50/session) and an after school fun club (currently £8.50/session) which ensures wraparound care at school from 07.45 until 17.45 on school days.**

Children who attend for half a day will not eat lunch at school. Children who stay all day may bring a packed lunch or parents/carers may purchase a hot school meal. The school dinner menu is available from the school office as is information about free school meal entitlement. Further information about this and current charges, including a lunchtime supervision fee (set at £1 for 2018/19), is available from the school office.

### **Applying for a place in the nursery (Foundation One)**

As St. Sidwell's is a Church Aided school, the governors are responsible for nursery admissions. The Governing Body has delegated this responsibility to a small governors' admissions panel. Each term the panel meets, prior to the half term holiday following the closing date, to allocate nursery places for the following term. The closing date for applications is as follows:

- By 1<sup>st</sup> May for a September start.
- By 1<sup>st</sup> October for a January start.
- By 1<sup>st</sup> February for an April start.

It is very important that the application form for admission is completed in full, as governors will require all the information when allocating places. The school office staff will be happy to offer advice or answer questions if the process/form is not clear.

### **Allocating places**

The Published Admission Number of our nursery is 26. This means that there are 26 places available in each session. Following the closing date, the admissions panel will meet and will rank all applications. Children who will be aged three by their proposed start date will be considered and ranked first. The panel makes these rankings according to the school's Admissions Criteria (listed below) and not according to when the application was made. Applications made for a child aged two at the start of the term for a mid-term admission will be prioritised according to their age, with older children given priority. Please remember that children cannot attend the nursery until their third birthday.

The offer of sessions will be made according to this ranking and will be made to meet parental need wherever possible. This will include offering successful applicants their full 15 hours' free entitlement plus any additional purchased hours that the parent may need. Parents will be expected to commit to specific sessions and to purchasing any agreed hours for at least one full term. Parents are encouraged to be flexible in their choice of sessions as this will aid the allocation of places.

On behalf of the governors, a member of the school office staff will contact all applicants approximately half a term in advance of the start date, informing them of the offer. If parents accept the offer they will be invited to a 'stay and play' session in the nursery to meet nursery staff and agree a start date. If the place is not accepted it will be re-allocated according to the ranking list.

If the nursery is over-subscribed, parents who have been unsuccessful can request that their application is placed on a waiting list in case vacancies arise. If parents are offered less than their entitlement of 15 hours or are not offered their preferred sessions they can complete a 'change of hours' form and their request will be considered when a vacancy arises, ahead of the vacancy being offered to new applicants.

Before allocating sessions to new applicants, governors will prioritise 'change of hours' requests as follows:

- Children in the academic year prior to starting in Reception (N2) who are not accessing their 15 hours entitlement. Priority within this category will be given based on the Over-Subscription criteria given below.
- Younger children in the nursery (N1) who are not using their 15 hours entitlement. Priority within this category will be given based on the Over-Subscription criteria given below.
- N2 children whose parents wish to purchase extra sessions.
- N1 children whose parents wish to purchase extra sessions.

Any sessions offered, including purchased sessions, will be guaranteed for the duration of the child's time in the nursery. If a parent wishes to change the timing or duration of sessions for their child they will need to complete a 'change of hours' request form which is available from the school office. This should preferably be submitted half a term in advance, so that the governors' Admissions Panel can include this request when allocating future places. If the nursery is not full, we will always try to meet parents' needs.

### **Late applications**

If an application is received when a child is already over 3 years old, sessions will be offered if these are available and the child will be able to start mid-term. If the nursery is full, the application will be placed on the waiting list and considered against the admissions criteria when a vacancy arises.

### **Criteria for Admission into the Nursery**

The governors use the following criteria when prioritising applications. These are the same as the criteria used for the school and are reviewed annually in consultation with the Local Authority and Diocese. Please note that these criteria may change from year to year and parents/carers are advised to check the school website or ask in the school office for the criteria that apply for the time of admission of their child.

## **ST SIDWELL'S C OF E PRIMARY SCHOOL NURSERY**

### **ADMISSIONS OVERSUBSCRIPTION CRITERIA 2020-21**

**(Applicable if there are more applications than places for any admission)**

Any child whose Education, Health and Care Plan (EHCP) names this school will be admitted.

Where we receive more applications than the number of places available in the Year Group - the Published Admission Number or other agreed limit - the governing body will use the following oversubscription criteria to prioritise applications:

- 1. Looked after children and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order.**
- 2. Priority will next be given to children based on their exceptional medical or social needs or those of their parents.**
- 3. Priority will next be given to children who are siblings of pupils of this school.**
- 4. Priority will next be given to children who regularly attend (or whose parents regularly attend) a Church of England church in the United Benefice of St Mark's and St Sidwell's and St Matthew's.**
- 5. Priority will next be given to children living within the catchment area who regularly attend (or whose parents regularly attend) a Christian church.**
- 6. Priority will next be given to other children living within the catchment area.**
- 7. Priority will next be given to children living outside the catchment area who regularly attend (or whose parents regularly attend) a Christian church.**
- 8. Other children.**

(a) For criteria 2, each application must be accompanied by a completed Devon Supplementary Information Form for Exceptional Need which will include evidence, from a medical specialist or social worker of the child's/parent's need and why they must attend this school rather than any other, based on those needs. If evidence is not submitted to the [school or the Local Authority] with the application, a child's or parent's medical or social needs

cannot be considered.

(b) School Supplementary Information Form has been included to provide confirmation of their place of worship for criteria 4, 5, and 7. This should be returned to the school with the application form. Applications without a SIF will be considered without reference to priority on faith grounds.

(c) If it is necessary to distinguish between children in a particular category, priority will be determined on the basis of distance between home and school as a direct line from the entrance of the property (residential dwelling) to the school (yellow establishment marker) as plotted on Devon County Council's Mapscape (sometimes called GIS) at [www.devon.gov.uk/schoolareamaps](http://www.devon.gov.uk/schoolareamaps). The shorter the distance, the higher the priority. Where necessary, measurements will be to the closest metre. Parents should note that the direct line policy does not apply to school transport decisions.

(d) If the tie-breaker at (b) is not sufficient to distinguish between applicants in a particular category, there will be a random ballot. This will be undertaken by the LA Admissions Manager on behalf of the School by the operation of an electronic random number generator. This may be in the presence of another School representative.

(e) Where applications are received from families with multiple birth siblings (twins, triplets, etc.) every effort will be made to allocate places here including offering place(s) above the Published Admission Number wherever possible. This recognises the exceptional nature of the emotional bonds between multiple birth siblings. Where that is not possible, parents will be invited to decide which of the children should be allocated the available place(s) or seek places at an alternative school with sufficient vacancies to accommodate both or all of the multiple birth siblings. Multiple birth siblings admitted where one would be the 30th child in a Key Stage 1 class will be considered to be exceptions to Key Stage 1 class size legislation.

(f) Waiting lists are kept where there are more applications than places available. Waiting lists will be kept so long as there is at least one name on it.

(g) Where two or more children reside within a block of flats, they will be deemed to live at an equal distance from the School.

(h) For children of UK service personnel and other Crown Servants the School will consider a family posted to the area as meeting residence criteria for the designated area even if a residential address has not been identified. This would require confirmation in the form of a letter from the relevant government department (for example, the Ministry of Defence, the Foreign and Commonwealth Office or Government Communications Headquarters.)

## Definitions

We will use the definitions within Devon County Council's admission arrangements if not detailed in this policy.

Admissions authority	This is the body responsible for proposing, consulting on and determining the admissions policy and also for reaching decisions about offering or refusing applications.
Admission Number or AN	This is the equivalent of the Published Admission Number for Years 1 to 6. It indicates the number of places available in the Year Group. It will often be the same as the PAN originally determined for that Year Group when it was Reception. It may be increased or decreased where the amount of accommodation has changed or because of reorganisation in the school.
Appeals	Where we have to refuse admission, most refusals will be because we believe it would "prejudice the provision of efficient education or the efficient use of resources". This is the principal justification under the School Standards and Framework Act 1998 for refusing admission. If we refuse admission, it will be in writing, there will be the right of appeal to an Independent Appeals Panel and to a place on a waiting list. If an application for admission is unsuccessful, parents have a statutory right of appeal to a panel which is independent of the school. Appeal papers will either be sent with the refusal letter or can be requested from the LA. Parents have at least 20 school days to return the papers,

	<p>together with any supporting evidence. (Papers can be submitted earlier than 20 days if a parent chooses to).</p> <p>An appeal for a place in Reception, Year 1 or Year 2 may be subject to Key Stage 1 or Infant Class Size Legislation. This is a more limited process which reviews the original decision to refuse admission rather than an appeal against the refusal in the light of additional circumstances. The Panel will decide whether an additional child would breach the legal maximum of 30 children in a Key Stage 1 class with one teacher, whether our policy and those of the LA are lawful and have been applied correctly and whether it was a reasonable decision to refuse the application in the circumstances we knew about at that time the original decision to refuse was made. There are very limited exceptions which would allow a school to exceed 30 children in a Key Stage 1 class.</p> <p>The Clerk to the Independent Appeals Panel will give at least 10 days' notice of the appeal date. Parents will also be told when to submit any further information to be considered. Parents will receive evidence from us before the appeal hearing. After appeals are heard, decision letters should be sent within 5 school days; notice of the decision is available by telephone to the Appeals Clerk before then.</p> <p>Appeals at the normal round of admissions to Reception will be heard within 40 school days of the deadline for lodging appeals. Where the application was not made in time for a decision to be made on the national offer date, they will be heard within that 40 day period or, if that is not possible, within 30 days of the appeal being lodged. In-year admission appeals must be heard within 30 school days of the appeal being lodged.</p>
Application	<p>For normal round admissions, applications are considered to have been made on the national closing date of <b>15 January</b> or the date when the application was submitted or amended with new information if later. In-year applications are considered to have been made on the date they are received. This must include any supporting evidence that is required – for example a new address or evidence of a child's in Care status.</p> <p>It is a parent's responsibility to make sure that the admissions authority or LA is informed about changes to circumstances and eligibility for priority if, for instance, a sibling is taken onto our roll after the closing date or the home address changes.</p>
Catchment Area	<p>Many schools operate a catchment area. This is the geographical area that this school is primarily intended to serve. There is a higher admissions priority for children who live in it. Children living in a residential property split by the boundary line will be considered to be living within the catchment area. The boundary line will then be reviewed for future applicants</p>
Children formerly in Care (Looked After)	<p>These children were looked after until they were adopted (see the Adoption and Children Act 2002 section 46) or made the subject of a child arrangements order or a special guardianship order (Children Act section 14A). Child arrangements orders are defined in s.8 of the Children Act 1989, as amended by s.12 of the Children and Families Act 2014.</p>
Chronological Year Group	<p>This is the group of children usually taught together according to their date of birth. Children born between 1 September and 31 August have the same chronological Year Group.</p>
Common Application Form	<p>This is the name for the application form provided by the LA. They must be used for any normal round admissions application. The form provided by the LA where the child lives must be used, regardless of where the school is. For In-Year applications to Devon schools, parents of all children can apply via the Devon Admissions Team (see D-CAF, D- CAF1 AND D-CAF6 <a href="#">below</a>).</p>
Compulsory School Age	<p>Children reach compulsory school age on the prescribed day following their 5th birthday (or on their fifth birthday if it falls on a prescribed day). The prescribed days are 31 August, 31 December and 31 March.</p>
General Data Protection Regulations	<p>Where one parent seeks information about an application for admission or to locate a child, we will seek a view from the LA about what information should be made available. The priority will be to safeguard the child and immediate family. Unless it is established that the non-resident parent may not lawfully receive information about the child, the following information will be shared: the preferences expressed, the date of the application, name of the applicant and the outcomes of those preferences.</p>

<p>D-CAF , D-CAF1 and D-CAF6</p>	<p>The D-CAF is Devon’s common application form for In-Year admissions, enabling a parent to name up to 3 schools.</p> <p>The D-CAF1 is Devon’s common application form for normal round applications for primary and infant schools, enabling a parent to name up to 3 schools.</p> <p>The D-CAF6 is Devon’s common application form for In-Year admissions, available only in school and provided to a parent where the school is able to confirm a place direct with a parent in certain circumstances. Where a parent visits the school, we may invite the parent to complete a <b>D-CAF6</b> instead of a <b>D-CAF</b> in cases where:</p> <ul style="list-style-type: none"> <li>• a child moves into the area <i>and</i></li> <li>• the parent only intends to apply for a place here and at no other school, <i>and</i></li> <li>• the child does not have an EHCP, <i>and</i></li> <li>• the child has not been Permanently Excluded from a school, <i>and</i></li> <li>• the parent is not in dispute with another person with parental responsibility over residence or school admissions, <i>and</i></li> </ul> <ul style="list-style-type: none"> <li>• we have a confirmed vacancy in the relevant Year Group,</li> </ul> <p>This serves as a school application form and allows for children to start here as soon as possible when they are new to the area. If the child already has a school place locally, the application must be made on the D-CAF and admission would normally be at the beginning of the next term. A formal decision letter will follow from the Devon Admissions Team in all cases.</p>
<p>Deferred Admission</p>	<p>Places for normal round admission here are offered for full-time admission at the beginning of the September term after the fourth birthday. That is before children reach compulsory schooling age.</p> <p>Deferred admission is where a child puts off admission into a Reception class until later in the same academic year until the start of the term after the <b>fifth</b> birthday. All parents have a right to defer the date their child is admitted, or to take the place up part-time, until the child reaches compulsory schooling age.</p> <p>Provided a parent informs us that the place is to be deferred to the beginning of the spring or summer term, it will be held open until then. Places can be deferred beyond the start of the spring term or the summer term, depending on the child’s birthdate. Please see the <a href="#">table above</a>.</p>
	<p>We encourage parents to discuss deferred or part-time admission with us and any other professionals working with them.</p>
<p>Delayed Admission</p>	<p>Delayed admission is where a summer-born child delays admission into a Reception class until the start of the September after the <b>fifth</b> birthday and not the September after the <b>fourth</b> birthday. This means admission would be out of the normal or chronological age group. A summer-born child is one whose birthday is between 1 April and 31 August.</p> <p>Parents of summer-born children can request that admission to Reception is delayed to the following academic year - the start of the next September term will be when the child reaches compulsory schooling age. We invite parents to visit the school so that we can explain the provision that is on offer to children in our Reception class, how it is tailored to meet the needs of the youngest children and how their needs will be met as they move through the school. This is an opportunity to discuss any concerns parents have about the child’s readiness for school. Children in Reception and in an Early Years setting all receive the Early Years Foundation Stage curriculum which is largely play-based learning.</p> <p>As with any request for admission outside a child’s normal age group, the admissions authority will have two decisions to make:</p> <ol style="list-style-type: none"> <li>1. it must first decide on the age group the child should be admitted to</li> </ol>

	<p>2. it then decides whether a place can be offered in that age group.</p> <p>It can be difficult to reach a decision about the appropriate age group for a child more than a year in advance of admission as it will not be easy to assess how the child will develop in that time. Therefore, it will be helpful for parents to provide as much information on the child as possible, particularly with any relevant professional social or medical evidence.</p> <p>The process for this school within the Devon County Council area is that the parent is encouraged to make an application for the child's normal age group at the usual time and make a request for delayed admission at the same time. This enables school admissions authorities to reach a decision on age group before the national offer day. If the request is agreed, the application can be withdrawn by the parent before a place is offered and the parent will then make a fresh application in the next normal admissions round. If the request is refused, it is for the parent to decide whether to continue with an application for the normal age group OR to withdraw from that process and make an in-year application for admission to Year One for the following September. It may be that the admissions authority for another school agrees to delayed admission there, in which case the parent may pursue that option.</p> <p>In reaching a decision, we will consider the circumstances of the case as it would with any request for admission outside the normal age group. Our decision will be made in the best interests of the child and will be set out in writing for the parent. We recognise, along with the Department for Education, that requests for delayed admission to Reception differ from other requests for admission outside the normal age group as it is only in these circumstances that a child is being admitted to school for the first time. Delayed admission is not an opportunity for a child to retake the Reception year or an additional opportunity to seek admission here.<sup>4</sup></p> <p>There is no right of appeal if a parent is offered a place but it is not in the year group they would like. They may make a complaint through the school's complaints procedure if they are unhappy with a decision.</p>
Distance measurement	We receive additional admissions support from the Devon Schools Admissions Team including distance measurement. This is based on Devon LA's Geographical Information System, an electronic mapping system. Should this arrangement not be renewed, alternative provision will be made to measure using an equivalent system.
Documentary evidence	Once a place has been offered to a child, we may ask for evidence of identity – usually a short birth certificate. This may not be necessary where the child has been on roll at another school in England which can confirm that evidence has been seen at that school. The LA may also request evidence that a child's address is genuine or that the person who made an application for admission was legally permitted to do so.
Education, Health and Care Plans	An Education, Health and Care Plan is a formal document issued by the Local Authority describing a child's additional needs and how they will be provided for in a school. Any child whose Education, Health and Care Plan names this school will be admitted. This will reduce the number of places available to other children accordingly. For In-Year admissions, the child will be admitted whether or not we have reached the PAN or other Admission Number for the Year Group.
Education Transport	<p>Parents should consider how their child will get to school for the whole of their time on roll. Parents are advised not to rely on lifts, car shares or public service vehicles always being available. Supported transport is provided by the LA for Devon-resident children attending schools that are the catchment school for the home address or the closest available when the parent could apply or, for Children in Care, the closest available Good or Outstanding school, as rated by Ofsted. The home address must be further than a walking distance of two miles. Applications for transport should be made direct to the LA where a child lives. Our admissions straight-line measurement policy does not apply to Devon's school transport decisions.</p> <p>It is possible that this is the closest available school for admissions purposes, using straight-line measurement, but not the closest school for the purposes of entitlement to free school transport from the LA. Parents who rely on free transport are strongly advised to check whether there is an entitlement with the Education Transport Team before accepting a school place.</p>

Equally ranked preference scheme	Parents can express a preference for one, two or three schools. They should be named in the order the parent would most like a place to be provided. It might be possible for each school to offer a place. If that happens, a place will only be offered at whichever of the schools that could offer a place the parent ranked highest. So, if places are available at School 1 and School 3, a place will be offered at School 1 only. Equally ranked preference schemes are a legal requirement which enable parents to apply for the school they prefer without risking admission to the closest school or a catchment school.
Extended schooling	Further information on services beyond the normal school day is available from the school office.
Fair Access Protocol	All LAs are legally required to operate a Fair Access Protocol across their area and schools must take part in the Protocol. This ensures that children who are vulnerable and unable to access an appropriate school place under the standard In-Year admission arrangements for the area have an admissions safety net. This may mean that a child is admitted here even though the school is full and other children have been refused admission. It is possible that we would have refused the application for admission but then be required to admit the child under this Protocol.
Faith oversubscription criteria	Schools designated with a religious character may give additional priority for admission where faith criteria are met by an applicant. We have chosen to do this and collect information for eligibility purposes through our school Supplementary Information Form. Eligibility on faith grounds for additional admissions priority: <ul style="list-style-type: none"> <li>To regularly attend, either the parent or child attends church services on at least a monthly basis, and for a minimum period of one year immediately prior to the application being made.</li> <li>A church which subscribes to the doctrine of the Holy Trinity or a church recognised by Churches Together in England.</li> </ul>
Fees and charges	There is no charge for applying for a place here, for admission itself or for the provision of education. We will not request donations before or during the admissions process and any donations made to the school following admission are entirely voluntary. No activities such as school visits are compulsory. A policy on charging for activities is available on request from the school office
Home Address	Places are offered here on the basis of where the child will attend school, not necessarily where they live when the application is made. If we have vacancies then it doesn't matter whether or not the home address is in our catchment– though we will only offer places to a child who will be living close enough to the school to attend on a daily basis.  The home address is where a child normally lives. Where a child lives with parents with shared parental responsibility, each for part of a week, the home address is determined using a joint declaration from the parents which may set out the pattern of residence. The address used will be the address from which the child attends school on the majority of mornings in a normal school week.  If no declaration is received, the home address will be the address at which the child is registered with a GP. If this is not possible, any other evidence provided by parents will also be considered in reaching a decision on the home address for admissions purposes. This may be necessary where parents don't agree on the child's home address. Parents are urged to reach agreement or seek a Specific Issues Order from a court to decide which parent should or should not pursue an application. Where they do not, the admissions authority will determine the home address.  Where we ask for evidence of a new address from which a child would attend school, this would often be written confirmation of a house purchase or a formal tenancy agreement. We recognise that some families may be unable to provide this. Parents who can't provide this evidence should contact us or the LA. There is no intention to penalise families where there is a genuine reason why evidence cannot be provided.
In-Year admissions	This is where a child joins the school at any time after the normal round, the first opportunity for admission to Reception.

Key Stage 1 class size legislation	This limits the number of children in a Reception, Year 1 or Year 2 class (or a class where the majority of children are aged 5, 6 or 7 years) to 30 children for each teacher. There are a number of permitted exceptions to this limit. Being an exception to Key Stage 1 class size legislation is not a guarantee of admission as there may still be insufficient space in the classroom to admit another child.
Linked School	A school which works with another to develop curriculum links and to ease transition for pupils from primary school to secondary school. Sometimes called a feeder school. Feeder or linked school priority is not a guarantee of admission.
Looked After Children	These children are Looked After by or provided with accommodation in the exercise of its functions (see the Children Act 1989 section 22(1)) by a local authority.
Multiple birth siblings	<p>Where applications are received from families with multiple birth siblings (twins, triplets, etc.), every effort will be made to allocate places here, including offering admission above PAN wherever possible. This recognises the exceptional nature of the emotional bonds between multiple birth siblings. Where that is not possible, parents will be invited to decide which of the children should be allocated the available place(s) or seek admission to an alternative school with sufficient vacancies to accommodate both or all of the multiple birth siblings.</p> <p>Where we don't have sufficient space to admit all of the multiple birth siblings and one or more is refused admission, we don't consider that we would be obliging the children to attend different schools. It is the parent's responsibility to decide not to place the children in another school that does have sufficient room.</p> <p>Random allocation will not be applied to multiple birth siblings (twins and triplets etc.) from the same family tied for the final place. We will admit them all, as permitted by the infant class size rules and exceed our AN.</p>
Normal Round Admissions	This is where a child joins the school at the first opportunity for admission to the Year Group. At this school it is at the beginning of September in Reception (even if the start is deferred until later in the school year).
Nurseries and pre-schools	<p>We give admissions priority for children at St Sidwell's School Nursery. To be eligible, children must attend for at least half of their free Early Years Entitlement. There is no additional priority with regard to sessions other than those funded by the Early Years Entitlement.</p> <p>Parents of all children must apply for admission to the school. We work with all local Early Years providers to make the transition into Reception as smooth as possible. There is no additional or lower priority for children attending any other setting.</p> <p>We welcome applications for children regardless of where their Early Years provision has been.</p>
Objections to admissions policy	Advice is available from the Office of the Schools Adjudicator on how to object to this policy. Objections must be made by <b>15 May 2019</b> .
Offers	<p>When a place is offered by the LA on our behalf, we will assume that it is accepted unless we are told otherwise. We will contact parents after this to make admission arrangements - if a parent doesn't confirm the place is required within two weeks of the offer letter, we or the LA will contact the parent again. If there is no response within a week of that contact, the offer may be withdrawn.</p> <p>It is important that when we offer places to some and refuse others we do so fairly and consistently. Where we have reason to believe that false or deliberately misleading information has been provided we will reconsider the offer using correct information. We may withdraw the offer if it would not have been made with the correct information, even if this is after admission. Places are offered on the basis of the address from which the child will attend school. Accurate information is particularly relevant for addresses. Where we believe it is necessary, we will ask for evidence of a child's home address before admission. If a parent believes that the child's address will change before admission, we must be informed. We will require evidence of a new address where this would give a higher priority for admission.</p>

	Places will only be withdrawn if offered in error, if the parent has not responded to an offer within a reasonable time or if the offer was obtained through a fraudulent or intentionally misleading application which secured the offer of a place when the response would otherwise have been a refusal.
Overseas children	We will not offer places to children while they are overseas except for children who have a right of abode in this country such as citizens of the European Union unless a valid visa permitting entry into the country is provided. We will seek the latest advice on this matter in response to developments and the withdrawal of the United Kingdom from the European Union.
Oversubscription criteria	Where the number of applications exceeds the number of places available in the Year Group we will use our oversubscription criteria to prioritise applications. They are detailed in the key information section <a href="#">above</a> .
Parent	<p>A parent is any person who has parental responsibility or care of the child. When we say parent, we also mean carer or guardian. Where admission arrangements refer to parents this can mean one parent or both. We may ask for evidence of parental responsibility where a person is acting as a parent but does not hold formal parental responsibility.</p> <p>Sometimes there is a dispute between parents over which school a child should attend. When we take decisions over admissions we will take into account imminent court hearings that may have an impact on parental responsibility and living arrangements.</p>
Parental disputes	Occasionally parents may disagree on where the child should be educated. In these cases, we will consider whether either parent has a lawful objection to the wish of the other parent to transfer schools.
Part-time attendance in Reception	Parents can choose to accept the offer of admission into Reception for part-time rather than full-time attendance until the child is of compulsory school age. It is for the school to decide what the part-time offer is and it is for the parent to decide whether to accept that part-time offer, for attendance to be full-time or for the offer of a place to be declined. Details of our part-time offer are available from the school office.
Prejudice to efficient education	It is lawful to refuse admission where taking another child would cause a prejudice to "efficient education or the efficient use of resources" at this school. This is the point when we would say the Year Group or the class is full. In most cases, prejudice would occur when the Admission Number for the Year Group has been reached but it may also be when a class of mixed Year Groups is full.
Published Admission Number or PAN See also Admission Number	This is the minimum number of places available at the school in Reception. In limited circumstances, more will be admitted. It is calculated taking into account the physical capacity of the school, the level of demand expected from local, in-area children and sensible, lawful school organisation. Once we set this number, we won't refuse admission for applications below the PAN. If there is unexpectedly high demand and we believe we could admit more children, we will inform the LA and either increase the PAN or admit children above-PAN.
Service families	<p>For children of UK service personnel and other Crown Servants we will consider a family posted to the area as meeting residence criteria even if a home address has not been identified and a unit address is used. Measurements for prioritisation purposes will be from the front gate of the unit address. This requires written confirmation from the relevant government department: the Ministry of Defence, the Foreign and Commonwealth Office or Government Communications Headquarters.</p> <p>We will consider in-year admissions for families of UK service personnel posted to a new area and of crown servants returning to the country up to 16 school weeks in advance.</p> <p>There is no additional admissions priority for children of service families. However, children from families of UK service personnel are permitted exceptions to Key Stage 1 class size legislation and are also recognised by Devon as being a vulnerable group of children within the Fair Access Protocol.</p>
Sibling	'Sibling' means a natural brother or sister, a half brother or sister, a legally adopted brother or sister or half-brother or sister, a step brother or sister or other child living in the same household as part of a single family unit at the date of their application for a place.

	<p>A younger sibling who has been offered a place within the normal admissions round will be considered as if he or she were on roll for the purposes of oversubscription priority where a child seeks admission in-year.</p> <p>Where we don't have sufficient space to admit a sibling of a child already attending here, and one or more child is refused admission, we don't consider that it would be obliging the children to attend different schools. It is the parent's responsibility to decide not to place the children in another school that does have sufficient room.</p>
Supplementary Information Form or SIF	<p>A form in addition to the LA common application form. Some schools use SIFs to collect information necessary to apply one or more of their oversubscription criteria. Our form for priority on faith grounds can be found <a href="#">below</a>.</p> <p>The Devon County Council Supplementary Information Form for Exceptional Need can be found on the <a href="#">LA website</a>.</p>
Tie breaker	<p>To distinguish between children in a particular oversubscription criterion, priority will be determined on the basis of distance between home and school. This is measured in a straight line from an entrance door of the residential dwelling to the centre of the main entrance to the school site at the junction of Well Street and York Road using Devon LA's Geographical Information System (GIS). Children who live closer to the school have a higher priority for admission. Where two or more children reside within a block of flats, they will be deemed to live at an equal distance from the school.</p> <p>If the tie-breaker above is not sufficient to distinguish between applicants in a particular oversubscription criterion, there will be a random ballot. This will be undertaken by a person independent of the school by the operation of an electronic list randomiser.</p> <p>Random allocation will not be applied to multiple birth siblings (twins and triplets etc.) from the same family tied for the final place. We will admit them all, as permitted by the infant class size rules and exceed our PAN.</p>
Type of school	<p>This school is a voluntary aided school. state-funded school in England and Wales in which a foundation or trust (usually a religious organisation), contributes to building costs and has a substantial influence in the running of the school. The Governing Board is the admissions authority.</p>
Uniform	<p>Children attending our school are expected to wear a uniform. Some of the items required can be purchased from us and the rest from most retail outlets. Parents unable to purchase items of uniform or equipment will not be penalised. We operate a scheme to assist families in need.</p>
Waiting Lists	<p>We will operate a waiting list for each year group until the end of the academic year. This will be maintained by us and shared with the LA. Our waiting lists will only contain the names of children who have formally applied and been refused admission.</p> <p>Children's positions on the waiting list will be determined solely in accordance with the oversubscription criteria. Positions will be reordered whenever anyone is added to or leaves the waiting list. Therefore, a child's name can go up or down on the list. The length of time on a waiting list does not affect a child's position. Parents must confirm they wish the child to remain on the waiting list when requested to do so and must reapply at the end of the academic year. This is to ensure the list is kept up to date.</p>

© This document is copyright to the school and the Devon School Admissions Service 2018.

Approved by the full Governing Body – February 7<sup>th</sup> 2019

## Supplementary Information Form – Part A

### St Sidwell's Church of England Primary School

#### Faith Supplementary Information Form 2020-21

**To be completed only where a parent is seeking admissions priority on faith criteria.**

Where there are more applications than there are places, we will prioritise applications where a faith criterion has been met. Please complete and return this form to the school.

**Please read the admissions policy, including definitions, before completing this form.**

Part A to be completed by the Parent			
Full name of child			
Date of Birth			
Please tick box if it describes your child's circumstances			
	Criterion 4	Children who regularly attend (or whose parents regularly attend) a Church of England church in the United Benefice of St Mark's and St Sidwell's and St Matthew's.	
	Criterion 5	Children who live in our designated area who regularly attend (or whose parents regularly attend) a Christian church.	
	Criterion 7	Children who live outside our designated area who regularly attend (or whose parents regularly attend) a Christian church.	
I confirm that I have submitted a Local Authority Common Application Form.			
Parents name		Date:	
Please sign here			

Once you have completed Part A, please pass the form to your priest, minister, faith leader or church official who should complete Part B and return it to the school. Only where both parts are completed and the form is returned can your application be prioritised accordingly. If you don't return this form, your application will be considered under the "non-faith" criteria.

## Supplementary Information Form – Part B

Part B to be completed by a Church Priest or Minister			
Full name of child			
Church			
Priest or Minister			
Address			
Telephone Number			
From your knowledge, please tick box if it describes the child's circumstances, with reference to the text in <b>bold</b>			
	Criterion 4	Children who regularly attend (or whose parents regularly attend) a Church of England church in the United Benefice of St Mark's and St Sidwell's and St Matthew's.	
	Criterion 5	<b>Children who live in our designated area who regularly attend (or whose parents regularly attend) a Christian church.</b>	
	Criterion 7	<b>Children who live outside our designated area who regularly attend (or whose parents regularly attend) a Christian church.</b>	
I confirm that the information provided above is accurate.			
Please sign here		Date:	

Thank you for your assistance in completing this Supplementary Information Form. Please note that if a family is refused a place at the school and appeals against the decision, this form may be used as evidence at the appeal.

Please return this form to:

**St Sidwell's Church of England Primary School, York Road, Exeter EX4 6PG**