

St Paul's C of E Primary School

Documentation Information and Control

Admissions Policy 2019 - 2020

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*Persons responsible
for review:* The Governing Body

*Reference to other
documents:* *Advice on the admission of summer born
children* DfE December 2014
School Admissions Code, DfE December
2014

St Paul's C of E Primary School

Admissions Policy

1. Introduction

- 1.1 Recognising its historic foundation, St Paul's Church of England Primary School, Newcastle upon Tyne, exists
(1) to glorify Almighty God, and
(2) to serve the community by providing, within the context of biblical belief and practice, an excellent education.
- 1.2 The Governing Body acknowledges that all people are always to be shown care, love and respect, and is committed to safeguard and promote the welfare of the pupils and staff of the school.
- 1.3 St Paul's Voluntary Aided Church of England Primary School provides an education for pupils of statutory school age (that is 5 to 11 years of age) and, in an Early Years Unit (Reception and Nursery), for pupils younger than the statutory school age.
- 1.4 The Governing Body of St Paul's School is the Admissions Authority for the school.
- 1.5 The admissions number for St. Paul's School is 35.
- 1.6 There are, therefore, 35 places available each year for children of Reception age.
- 1.7 A school year begins in September. This arrangement follows consultation with the Local Authority and other admission authorities in the city and diocese.
- 1.8 Priority for admission shall be given to a child(ren) with a Statement of Special Educational Needs or with an Education Health and Care (EHC) plan which names the school. If there is greater demand for admission than there are places available the criteria as set out in paragraph 2.9 below will be applied.

- 1.9 The parents or carers of a child who is 4 years of age may apply for a place in Reception (the first year of statutory schooling) if their child will be 5 during the same school year.
- 1.10 However, a child is not required to start school until he or she has reached compulsory school age following their fifth birthday. For summer born children (*those born from 1 April to 31 August*) that could be a full school year after the point at which they could first be admitted.
- 1.11 Those parents or carers of summer born children who feel that their child is not ready to start school in the September following their fourth birthday are entitled to request in writing that:
- (1) their child attends part-time until he or she reaches compulsory school age, or
 - (2) that the date their child is admitted to school is deferred until later in the same academic year; or
 - (3) that the date of entry is deferred until the term in which their child reaches compulsory school age; or.
 - (4) that the date their child is admitted to school is deferred until the term after the child reaches compulsory school age.
- 1.12 The school will hold any deferred place for a child but parents or carers should be aware that most children benefit from starting school at the beginning of the school year rather than part way through it.
- 1.13 A child must start school full-time when he or she reaches compulsory school age. Compulsory school age begins on the 31 December, 31 March or 31 August after the date of a child's fifth birthday, or on it should the date of birth be one of the said dates.
- 1.14 If the parents or carers of summer born children wish to defer entry as outlined above and wish them to be admitted to the Reception Year in the term following their fifth birthday, rather than year 1, they should apply at the usual time for a place in September of the current academic year together with a written request that the child is admitted outside of his or her normal age group to the Reception Year in September the following year and provide reasons for seeking a place outside of the normal age group.

- 1.15 The parents or carers who want to request the option outlined in paragraph 1.13 above should discuss it with the Head Teacher as soon as possible.
- 1.16 If the request is agreed (which should be clear before the national offer day) their application for the normal age group may be withdrawn before a place is offered and the parents or carers should reapply in the normal way for a Reception place in the following year.
- 1.17 If the request is refused, the parents or carers must decide whether to wait for any offer of a place in the current academic year (which would be subject to the over-subscription criteria at paragraph 2.19 below). Alternatively they may withdraw their application and apply for a year 1 place the following year (but parents or carers should be aware that the Year 1 group may have no vacancies as it could be full with children who transfer from the previous Reception Year group).
- 1.18 Requests from parents for places outside a normal age group will be considered carefully (e.g. for those who have missed education due to ill health). Each case will be considered on its own merits and circumstances. However, such admissions will not normally be agreed without a consensus that to do so would be in the pupil's interests. Parents should discuss their wishes with the Head Teacher before applying for a place. The governors may ask relevant professionals for their opinion. It should be noted that if a place in the requested age group is refused and one in the normal age group is offered then there is no right of appeal.
- 1.19 Further information and advice on the admission of summer born children is available from the School Admission and Information Service, The Civic Centre, Newcastle upon Tyne (telephone 0191 278 7878).
- 1.20 The classes in St Paul's School are restricted, except in exceptional circumstances, to 30 pupils.
- 1.21 The parents or carers of children over the age of 5 may apply for a place in a class appropriate for their age.

- 1.22 There are 21 full time places for children of Nursery age.
- 1.23 The process for admission of children of Nursery age is separate from that of admission to other classes.
- 1.24 Parents or carers with a pupil of Nursery age have no automatic right to, nor a guarantee of, a place in the Reception year.
- 1.25 Parents or carers must, therefore, apply separately for a place for a Nursery age child and/or a place in the Reception year or any other class.
- 1.26 The parents or carers of a child who is 3 years of age may apply for a Nursery place if their child will be 4 during the same school year.

2. Applying for Admission

- 2.1 All applications must be made in writing on an application form that can be obtained:
- (a) for a Nursery place from the school (telephone 0191 273 3667);
 - (b) for a Reception place from the Local Authority Admissions Team; and
 - (c) for Years 1 - 6 from the child(ren)'s current school or St Paul's School.
- 2.2 Parents and carers who apply by the closing date for a Reception or a Nursery place will be contacted with either an offer of a place or an explanation of why a place has not been offered after the 16 April preceding the start of the school year (in September) for which a place has been requested. Parents and carers who apply after the closing date will be notified of an offer after the 5 June.
- 2.3 Parents and carers who apply for other year groups shall return completed application forms to the Local Authority Admissions Team or the school.
- 2.4 The Admissions Committee shall meet as and when necessary to ensure that all applications are considered within 10 working days.

- 2.5 Parents and carers who apply for a place for their child(ren) in the school shall be informed of the outcome of their application by the school within 10 working days of it being received.
- 2.6 The school shall maintain a waiting list of applicants. This list shall be ranked in the same order of priority as the over subscription criteria outlined in paragraph 2.9 below.
- 2.7 The school shall inform the Local Authority on a weekly basis (during term-time) of any vacancies that exist in any year group.
- 2.8 The school shall clear its waiting list on a termly basis. To remain on the waiting list a re-application would need to be made before the start of the next term using the Local Authority's in-year admissions application form. For a Reception place it will be necessary to re-apply every term after January 2020.
- 2.9 When there are more applicants than places available for a child in a year group or class, preference will be given, in the following order of priority, to those children:
- (1) who are, or have previously been, in public care (*see section 3 below*);
 - (2) who have a brother(s) or sister(s) (be he or she a full, half, or step brother or sister, or a child of the partner of their parent or carer) who will be being educated in St Paul's School at the time of admission;
 - (3) whose parents or carers are on the Electoral Roll of Elswick Parish Church (St Stephen and St Paul), as confirmed by the Minister of that church in writing, and choose St Paul's School for the distinctive Christian education it provides;
 - (4) whose parents are members of another Christian church, as confirmed by the Minister of that church in writing, and choose St Paul's School for the distinctive Christian education it provides; and,

- (5) who live nearest to the school (measured in a straight line distance from a single fixed central point at the school to a point in the centre of the home address of the child(ren), using the Local Land and Property Gazetteer and British National Grid Easting and Northing co-ordinates).

2.10 *Tie breaker*

Where there are places available for some but not all applicants under a particular criterion, distance from home to school, as defined in paragraph 2.9(5) above, will be the deciding factor.'

- 2.11 Parents or carers who are not offered a place for their child have the right of appeal to an appeals committee. They should first contact the Local Authority (telephone 0191 277 7427) to give notice of the intention to appeal.

3. **Definitions**

Children in public care are children who are in the care of the local authority in accordance with Section 22 of the Children Act 1989 at the time the application is made and whom the local authority has confirmed will still be 'looked after' at the date of admission.

Children who were previously in public care are children who were in public care, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).

An **adoption order** is an order made under section 46 of the Adoption and Children Act 2002.

A **residence order** is an order outlining the arrangements as to the person with whom the child will live under section 8 of the Children Act 1989.

A **special guardianship order** is an order appointing one or more individuals to be a child's special guardian or guardians.

4. **Review**

The governors shall review this policy each year.