

Alverthorpe St Paul's CE (VA)  
School 3-11yrs

Admissions Policy



2018 – 2019

## **Admissions' Policy For Full-Time Places Only**

Alverthorpe St. Paul's School is a Church Aided School, which means that members of St. Paul's Church and the Diocese of Wakefield have contributed towards the building of the school and its maintenance over many years. All admissions are controlled by the governors, in accordance with the policy described below:

The term in which children are admitted to full-time school depends on their date of birth. Date of entry is as follows:

	<b>Term of full-time admission</b>
1 <sup>st</sup> September 2013 – 31 <sup>st</sup> August 2014	September 2018

### **Applications for the Reception Year.**

The Governing Body has responsibility for admissions to this school and intends to admit 36 pupils to Reception in the school year which begins September 2018.

If you would like to visit the school before deciding whether to enrol your child, please call in or telephone (01924 290125), and arrangements will be made for you to see the school at work.

### **Admission Procedures**

**The Annual Admission Number** for admission to the Reception class in the school year commencing 1<sup>st</sup> September 2018 will be 36 children. This follows consultation between the Governing Body, the Diocesan Board of Education, Local Authority and other admissions authorities in the area. The Governing Body will not place any restriction on admissions to this year group unless the number of children for whom admission is sought exceeds this number. By law, no infant class may contain more than thirty children.

The Local Authority operates a co-ordinated admissions scheme and administers a system of equal preferences under which all applications are considered equally and the school's governing body allocates the available places in accordance with its published admissions policy. In the event that there are more applications than places available, the governing body will allocate places using the following criteria, which are listed in order of priority.

### **Special Educational Needs**

The School will admit children with statements of Special Educational Needs in which the **School** is named on the Statement.

### **Over-subscription Criteria**

If there are more applications for admission to the school than there are places available, governors have decided that they will give preference to the children in the order given below.

1. Currently and previously 'Looked after Children' (A child who is looked after by the Local Authority in accordance with Section 22 of the Children Act 1989). Children who have been adopted from Local Authority care, children with a

residency order and those with special guardianship immediately following being Looked After will all be included within the higher priority for looked-after children.

2. Children whose parents or carers who live in the Local Authority catchment area and have attended St Paul's Church at least once per month for at least 6 months and whose names are entered on the church electoral roll. (Please see note below regarding Christian commitment).
3. Children who live within the LA catchment area for the school and who have brothers or sisters (this includes step-brother(s)/sister(s) and half-brother(s)/sister(s) ) who live at the same address and are attending the school at the proposed date of admission.
4. Children who live within the LA catchment area for the school.
5. Children who have a brother or sister (this includes step brother(s)/sister(s) and half-brother(s)/sister(s) ) who live at the same address, are at the school and who live outside the LA catchment area attending the school at the proposed date of admission
6. Children whose parents or carers who live outside the Local Authority catchment area and have attended St Paul's Church at least once per month for at least 6 months and whose names are entered on the church electoral roll. (Please see note below regarding Christian commitment).
7. Children of any member of staff permanently employed by Alverthorpe St Paul's CE (VA) School 3-11yrs for two or more years at the time of application. Please see note (c ) below.
8. Church going families from other churches who want a Church of England based education for their child(ren). (Please see note below regarding Christian commitment).
9. Other children, with priority being given to those living nearest to the school. The distance measured will be from the central (centroid) point of applicant's property to the central (centroid) point of the school's ground. Measurement will be made using the LA's in-house and mapping software.

Notes:

- (a) "Live" means the permanent address of the child.
- (b) A 'Supplementary Information Form' (SIF) to provide confirmation of Christian commitment is available from the school. The form should be signed by the Vicar, Rector, Priest in Charge, etc. During an interregnum the form should be signed by a Churchwarden. Failure to complete this form may affect the oversubscription criteria in which your child is placed.

- (c) This refers to children of any member of staff who has been employed directly by Alverthorpe St Paul's CE (VA) School 3-11 yrs in a permanent capacity for two or more years at the time of application. This does not apply to children of any members of staff working at Alverthorpe St Paul's CE (VA) School 3-11 yrs who are employed by other organisations.
- (d) Where the admission of siblings from a multiple birth (eg twins, triplets) would cause Alverthorpe St Paul's CE (VA) School 3-11yrs to rise above its Planned Admission Number (PAN), all of the children from the multiple birth will be admitted.
- (e) If there are more applications in a particular category than the number of places available, the remaining places will be offered to the children whose permanent address is nearest to school. The distance measured will be from the central (centroid) point of applicant's property to the central (centroid) point of the school's ground. Measurement will be made using the LA's in-house and mapping software.
  - (i) The closing date for application for full-time admission to the school is the 16<sup>th</sup> January 2018. Applications received after this date will be regarded as late applications and will be considered after all applications received on time. The Common Application Form must be returned to the LA by the date shown above, and the Supplementary Information Form to the school by this date. Decisions will be posted by 2<sup>nd</sup> class from the Local Authority to parents on 16<sup>th</sup> April 2018. If the governors are unable to offer a place in the reception year for your child you will be told how to appeal against this decision, if you wish to do so.
- (e) If the governors are unable to offer a place in the reception year for your child you will be told how to appeal against this decision, if you wish to do so.
- (g) Further information can be obtained from the school office.

### **Waiting List**

Parents who wish their child's name to be put on the waiting list must inform the school in writing. Any place that becomes available will be allocated according to the school's over-subscription criteria, with no account being taken to the length of time that the child's name has been on the list.

### **Appeals**

Where the governors are unable to offer a place because the school is over subscribed, parents have the right to appeal to an independent admission appeal panel, set up under the School Standards and Framework Act, 1998, as amended by the Education Act, 2002.

Parents who intend to make an appeal against the Governing Body's decision to refuse admission must submit a note of appeal within twenty one days of receiving the refusal letter to:

The Clerk to Aided School Appeal Panel  
Wakefield Diocesan Board of Education  
Church House  
1 South Parade  
Wakefield  
WF1 1LP  
Telephone Number 01924 371802

Normally appeal hearings will be held within six weeks of the closing date for receiving the notice of appeal.

If your child is refused a place in Reception or Key Stage 1 because of Government limits on Infant class sizes, the grounds on which your appeal could be successful are limited. You would have to show that the decision was one which in the circumstances no reasonable Governing Body would have made, or that your child would have been offered a place if the governors' admissions arrangements had been properly implemented.

Please note that this right of appeal against the governors' decision does not prevent you from making an appeal in respect of any other school.